



## Church Board Meeting Minutes

Church Name:

Date:

Time:

Location / Virtual Link:

Chairperson:

Attendees:

Apologies:

No	Item
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### 1. MEETING OPENING

- |      |  |
|------|--|
| 1.1. | <b>Welcome, Confirmation of Quorum</b><br>A quorum was confirmed in accordance with the constitution.<br>The meeting was declared open at [TIME].  |
| 1.2. | <b>Opening Devotion and Prayer</b><br>The meeting opened with a devotion from [NAME] based on [SCRIPTURE REF], followed by prayer led by [NAME].   |
| 1.3. | <b>Conflicts of Interest Disclosure</b><br>The Chair called for disclosure of any actual or perceived conflicts of interest.<br>[NAME] declared a conflict regarding [matter] and was not in attendance for that agenda item.<br>No other conflicts disclosed. |
| 1.4. | <b>Confirmation of Previous Minutes</b><br>The minutes of the meeting held on [date] were confirmed as a true and accurate record.<br><b>Moved [Name], Seconded [Name]   Carried</b>   |
| 1.5. | <b>Matters Arising from Previous Minutes</b><br>[List matters and note decision in Matters for decision] (not requiring separate decision)   |

### 2. MATTERS FOR DECISION

- |      |  |
|------|--|
| 2.1. | <b>[DECISION]</b><br>The Board considered [brief description of item for decision].<br><b>RESOLUTION:</b> That the Board approve [matter of decision].<br><b>Moved [Name], Seconded [Name]   Carried</b> |
|------|--|

### 3. MATTERS FOR DISCUSSION

- |      |  |
|------|--|
| 3.1. | <b>Senior Pastor's Report</b><br>The Senior Pastor provided an update covering:<br>Attendance and trends<br>Pastoral care and spiritual growth<br>Staff developments<br>Doctrinal or cultural matters of concern<br>Pastoral risks and opportunities<br><br>The Board discussed alignment of ministry direction with the church's mission and objects. |
| 3.2. | <b>Strategic Plan and Ministry Vision</b>  |



The Board reviewed progress against strategic goals in core ministry areas of discipleship, evangelism, church health. Discussion included [summary of discussion].

**3.4. CFO/Treasurer Report**

Financial reports were presented. The Board discussed financial health [summary of discussion].  
The Board discussed the cashflow forecast and [summary of discussion].

**3.5. Risk Management and Compliance Update**

The Board reviewed the current risk register and identified updates related to [spiritual, operational, compliance gaps – any insurance requirements].

**3.6. Safeguarding, Spiritual Accountability & Culture**

The Board reviewed the current procedure for safe ministry environment and discussed [summary of matters].  
The Board reviewed the compliance report from the Safe Church team.

**3.7. Regulatory Compliance Update**

The Board noted the requirement for [ACNC lodgements, issues regarding FBT, etc.]

**3.8. Committee Reports**

The Board discussed updates from [Audit and Risk, Remuneration, Information Systems]

**3.9. Correspondence & Events**

The Board noted [correspondence, upcoming events]

#### 4. IN-CAMERA SESSION (IF REQUIRED)

The Board moved into an in-camera session at [TIME].

Attendees: Board members only (excluding executive).

Matters discussed included:

- [Senior Pastor performance review, board succession, sensitive pastoral issues.]

The In-camera session closed at [TIME] and the full meeting resumed.

#### 5. MEETING FINALISATION

**5.1. Board Reflection**

The Chair invited a reflection on the meeting  
Comments included [summary].

**5.2. Action Items**

The following action items were assigned:  
- [List task,, responsible person and due date]

**5.3. Next Meeting Date**

Next Board meeting was confirmed for [DATE] at [TIME].

**5.4. Closing Prayer**

The meeting closed in prayer, led by [NAME] at [TIME].

**SIGNED as a true reflection of the meeting**

**Chairperson:** \_\_\_\_\_

**Name:**

**Date:**

**Company Secretary:** \_\_\_\_\_

**Name:**

**Date:**