# Church Business Meeting Agenda Template

**DATE / TIME / LOCATION**

## Mission Statements

* **Reiterate and internalize your mission statement every time you meet.** This keeps everyone constantly focused on the main goals.
* **What is the mission of Jesus?** Discuss every meeting, this is the most important goal to work towards with every decision you make.

## Attendees & Discussion

| Billy Graham | * Item #1
* Item #2
* Item #3
 |
| --- | --- |
| John Piper | * Item #1
* Item #2
* Item #3
 |
| Charles Wesley | * Item #1
* Item #2
* Item #3
 |
| Francis Chan | * Item #1
* Item #2
* Item #3
 |

## Critical Decisions

1. These are the decisions that must be made by the end of the meeting.
2. Limit these critical decisions to just the most 1-2 important items per meeting (to combat decision fatigue).

## Goals

1. What is the first goal that will make this meeting a worthwhile success?
2. Don’t forget to keep these simple and attainable.
3. Don’t put too much weight and too many goals on any one meeting.

## For Next Meeting

Use this spot to create critical decisions and goals for the next meeting based on conversations and decisions made at the current meeting. Don’t forget to copy these into the next meeting agenda.