**MINISTRY MEETING AGENDA TEMPLATE**

# 1. Opening Prayer (5 minutes)

Begin with prayer to set a spiritual tone.

# 2. Welcome and Attendance (5 minutes)

Welcome all attendees, introduce new participants, and take attendance.

# 3. Minutes (5-10 minutes)

Read the minutes from the last meeting, emphasizing the actions items.

# 4. Old Business (10-15 minutes)

Discuss any unresolved or continuing items from the previous meeting. Review updates, progress, or challenges on ongoing initiatives.

# 5. Ministry Subcommittee Updates (15-20 minutes)

If your ministry has subcommittees, this could be a time where leaders share brief reports on their current projects and any recent developments.

# 6. New Business (15-20 minutes)

Introduce new topics, initiatives, events, projects or items for discussion. Much of this will be driven by what the ministry has on the calendar.

# 7. Leadership Training (10 minutes)

Provide a short session on leadership development.

# 8. Open Floor for Questions/Concerns (10 minutes)

Open the floor to any remaining questions, suggestions, or concerns from the group.

# 9. Action Items and Assignments (5-10 minutes)

Summarize the meeting’s decisions and assign specific tasks with deadlines.

# 10. Announcements (5 minutes)

Remind people of upcoming church events and celebrate anyone who has an anniversary, birthday, etc.

# 11. Closing Prayer (5 minutes)

Close the meeting in prayer, asking for guidance and strength.

**MINISTRY NAME**

**AGENDA**

**MEETING DATE**

1. Opening Prayer (5 minutes)
2. Welcome and Attendance (5 minutes)
3. Minutes (5-10 minutes)
4. Old Business (10-15 minutes)
	1. Item 1
	2. Item 2
5. Ministry Subcommittee Updates (15-20 minutes)
6. New Business (15-20 minutes)
	1. Item 1
	2. Item 2
	3. Item 3
7. Leadership Training (10 minutes)
8. Open Floor for Questions/Concerns (10 minutes)
9. Action Items and Assignments (5-10 minutes)
10. Announcements (5 minutes)
11. Closing Prayer (5 minutes)