



# Ministry Meeting Guidelines

## Purpose of Ministry Meetings

Ministry meetings are essential for maintaining unity, communication, and accountability within each ministry. Meetings ensure that every team member is informed, aligned with the church's mission, and actively contributing to the success of ministry goals.

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## Meeting Expectations

Each ministry leadership team is expected to hold meetings **at least bimonthly** to plan, review progress, coordinate upcoming initiatives or debrief the most recent hosted event. All meetings should reflect excellence, organization, and spiritual intentionality.

During meetings, the note-taker will complete the sample meeting agenda and send via email to all members of leadership

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## Meeting Roles and Responsibilities

- **Facilitator/Leader:**  
Responsible for leading the meeting, maintaining focus on the agenda, and ensuring that discussions align with ministry goals and the church's overall vision.
  - **Note Taker:**  
Each meeting must have a designated **note taker** responsible for completing the official **Ministry Meeting Template**.
    - The note taker should document discussion points, decisions made, financial updates, and assigned action items.
    - Notes should be clear, concise, and completed immediately after the meeting.
  - **Submission of Meeting Notes:**  
Once the meeting is concluded, the completed Ministry Meeting Template must be **sent to the Ministry Leadership and/or Church Executive Board** within **48 hours**.  
This ensures accountability, transparency, and proper record-keeping for all ministries.
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## Meeting Frequency

Ministry leadership teams should meet **at least bimonthly** (every two months) to ensure that goals are being met and members remain engaged. Special meetings may be scheduled as needed for events, outreach, or planning purposes.

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## **Attendance and Participation**

All ministry leaders and members are encouraged to attend meetings consistently and participate actively. Those unable to attend should notify the ministry leader in advance. Members are expected to:

- Arrive on time and prepared.
  - Contribute respectfully and constructively.
  - Follow through on assigned tasks or responsibilities before the next meeting.
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## **Record Keeping**

All meeting notes and documents should be stored in the ministry's designated shared folder (Google Drive) or email thread for easy reference. These records will help leadership track progress, financial accountability, and ministry growth over time.



# **Sample Meeting Agenda**

## **1. Opening**

- **Welcome & Prayer** – Led by \_
- **Scripture or Devotional Thought** – Optional (1–2 verses with a short reflection)
  
- **Meeting Purpose** – Briefly state the goal of the meeting (e.g., planning upcoming events, reviewing ministry goals, etc.)

Purpose:

## **2. Ministry Updates**

- **Recap of Last Meeting** – Review previous action items and outcomes

## **3. Financial Report (10 minutes)**

- **Budget Review** – Current balance and recent expenses
- **Upcoming Financial Needs** – Upcoming events, supplies, or projects needing funds
- **Fundraising Opportunities or Giving Initiatives**

## **4. New Business (15–20 minutes)**

- Discussion of new initiatives or upcoming ministry events
- Planning and assigning roles/responsibilities
- Review of timelines and logistics (e.g., volunteers, materials, communication)

## **5. Old Business / Follow-Ups (10 minutes)**

- Review action items from the last meeting
- Address any pending issues or incomplete tasks

## **6. Open Discussion (5–10 minutes)**

- Opportunity for team members to share ideas, feedback, or prayer requests

## **7. Closing**

- **Summary of Action Items & Next Steps** – Confirm who's responsible for what
- **Next Meeting Date** – Set date/time for next meeting
- **Closing Prayer** – Led by

## **Optional Additions**

- **Ministry Praise Reports:** Share testimonies or positive outcomes since the last meeting
- **Training/Development Moment:** Short teaching or leadership tip (5 minutes)
- **Volunteer Recognition:** Celebrate someone's contribution

**Please submit to ministry e-board and ordained pastor within 24 hours of meeting.**