



Sample Agenda

CPR Church Leader's Box

Sample Church Board Meeting Agenda

- Check-in and opening prayer (10 minutes)
- Review of Minutes and Call for New Business (10 minutes)
- Old Business (30 minutes)
 - Issue A
 - Recap
 - Action/Decision Needed
 - Result
 - What must be tabled until next meeting?
- New Business (30 minutes)
 - Issue A
 - Presentation of Issue
 - Is a decision needed?
 - If so, what information is required to make such a decision?
 - Assignments for next meeting on this issue
 - What must be tabled until next meeting?
- Reports (10 minutes)
 - Reports submitted in written form
 - Questions taken about reports at this time
 - Further discussion about issues in reports should have been handled during old and new business.
- Assignments (10 minutes)
 - Make clear what each board member has agreed to accomplish before the next meeting.
 - A graphical organizer can be helpful:

Assignment	Person Responsible	Target Date	Status

- Prayer (5 minutes)