



FREE LEADERSHIP TOOLKIT

Board Meeting Starter Pack

Prepare with clarity. Lead with purpose. Follow through faithfully.

**AGENDA, PREPARATION GUIDE, DECISION LOG, ASSIGNMENT
TRACKER, AND FOLLOW-UP CHECKLIST**

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How to Use This Pack

THE GOAL

A healthy board meeting should strengthen trust, clarify decisions, and move the church forward without turning every conversation into a crisis.

Use this pack as a repeatable monthly rhythm. Adapt the language to your bylaws, board structure, and denominational requirements. The templates support good governance, but they do not replace your governing documents or applicable law.

1. Seven to ten days before the meeting: collect reports and identify decisions that require preparation.
2. Two to three days before the meeting: send the agenda and supporting information.
3. During the meeting: distinguish reports, discussion, and formal decisions.
4. Within forty-eight hours: communicate assignments and update the follow-up tracker.
5. Before the next meeting: review every open action item.

The Chairman's Preparation Guide

Complete this preparation before writing the final agenda. The purpose is not to control the meeting. It is to help the board give its attention to the matters that truly require board wisdom and action.

- ☐ Pray for wisdom, unity, courage, and the people affected by each decision.
- ☐ Review the previous minutes and every open assignment.
- ☐ Confirm which reports are informational and which require action.
- ☐ Speak privately with anyone whose item may create confusion or unnecessary surprise.
- ☐ Gather financial, policy, or ministry information needed for responsible discussion.
- ☐ Identify the desired outcome for each agenda item: information, counsel, decision, assignment, or future study.
- ☐ Estimate realistic discussion time for each item.
- ☐ Remove operational details that do not require board involvement.
- ☐ Prepare a clear recommendation when the board needs to act.
- ☐ Confirm who will record motions, decisions, assignments, and deadlines.

Chairman’s Meeting Brief

Field	Preparation Notes
Meeting date	
Primary objective	
Most important decision	
Potential tension or misunderstanding	
People to speak with beforehand	
Information still needed	
Desired spiritual and relational tone	
Items that can be handled outside the meeting	

Board Meeting Agenda Template

Meeting Information	Details
Church	
Date and time	
Location	
Chairman	
Secretary	
Members present	
Members absent	

1. Opening

- ☐ Call to order
- ☐ Prayer and Scripture reflection
- ☐ Confirm quorum
- ☐ Approve the agenda

2. Consent and Prior Business

- ☐ Approve previous meeting minutes
- ☐ Review open assignments
- ☐ Receive routine reports that do not require discussion

Item	Owner	Time	Outcome Needed
Previous assignments		10 min	Review
Treasurer’s report		10 min	Receive
Pastor’s report		10 min	Receive / counsel

3. Discussion and Decisions

Agenda Item	Background / Recommendation	Time	Outcome Needed

4. New Business

Agenda Item	Presented By	Time	Outcome Needed

5. Closing

- ☐ Review decisions, assignments, owners, and deadlines
- ☐ Identify communication needed after the meeting
- ☐ Confirm next meeting
- ☐ Closing prayer
- ☐ Adjourn

Decision and Motion Log

Record the decision in plain language even when formal motion wording is also required. This helps leaders understand what was actually decided after the meeting.

Date	Decision / Motion	Moved / Seconded	Vote / Result	Minutes Ref.

Assignment and Follow-Up Tracker

Assignment	Owner	Due Date	Status	Next Update
			Not started	
			Not started	
			Not started	
			Not started	
			Not started	
			Not started	

			Not started	
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Assignment	Owner	Due Date	Status	Next Update
Not started				

Post-Meeting Communication Checklist

- ☐ Draft or review minutes while details are still fresh.
- ☐ Send each assignment to its owner with the agreed deadline.
- ☐ Communicate congregational decisions through the appropriate channel.
- ☐ Protect confidential discussion and sensitive personal information.
- ☐ Store supporting documents with the meeting record.
- ☐ Schedule reminders for assignments that come due before the next meeting.
- ☐ Thank board members for specific contributions and follow up relationally where needed.

Meeting Reflection

Question	Reflection
What helped the board lead well?	
Where did the meeting become unclear or reactive?	
Did we spend time on matters that did not require board attention?	
What decision or assignment needs the closest follow-up?	
What should change before the next meeting?	

A Final Pastoral Reminder

ORDER SERVES PEOPLE

“But all things must be done properly and in an orderly manner.” 1 Corinthians 14:40 (NASB95)

Good structure is not the opposite of spiritual leadership. When used humbly, it creates room for prayerful attention, honest conversation, responsible decisions, and faithful follow-through.