

**NOTE:** We encourage you to get materials to the members of the board one week in advance so they can come to the board meeting fully prepared. This also allows the Consent Agenda to be used more effectively.

## SAMPLE BOARD AGENDA

### Time of Prayer

- Identify specific needs of the church
- Pray for lost people in your community
- Pray about the mission and vision of the church

### Leadership Lesson

- Prepare some type of learning and growing experience that will help equip the board to be more effective board members. This could include:
  1. “Pursuing God’s Will Together” by Ruth Haley Barton
  2. Linchpin Leadership videos
  3. “Winning On Purpose” by John Edmund Kaiser
  4. Other books, podcasts, blogs, and resources

### Consent Agenda

- This is defined in the book “Winning On Purpose”. The consent agenda helps the board to have significant time for major discussion items and asks board members to read ahead of the time the more routine reports and approve them all at once.
- This tool helps the board spend much more time in prayer, discussion of the mission, and accountability for achieving the mission

### Study Items

- These are items that you are not yet ready to vote on. They are items that have been identified as needing study, prayer, and discussion and will be discerned at a later date
- These are often significant initiatives or ministries the church is considering for the future.

### Action Items

- These are items that need a board vote for approval. These may be items that were study items and are now ready to be voted on.
- These may also be items that organizationally require board approval such as appointment of a Vice Chair, approving bank signatures, etc.

### Upcoming Events and Information

- These are calendar items you want to make sure the board knows about. This is primarily a communication tool to help keep the board informed.