

Meeting Minutes Template

Use for every gathering, service, leadership meeting, and ministry event

INSTRUCTIONS: Complete this form for every ministry gathering — worship services, Bible studies, healing sessions, leadership meetings, outreach events. Print multiple copies and keep in a binder. This documentation is the living proof of a real ministry.

GATHERING INFORMATION

Ministry Name

Date

Time

Location

Physical address or 'Online via [platform]'

Type of Gathering

e.g. Worship Service / Bible Study / Healing Session / Leadership Meeting / Outreach Event

ATTENDANCE

Total Number Present

Names of those present (attach additional sheet if needed):

CONTENT / AGENDA

Scripture or Teaching Topic

What was taught, discussed, or studied.

Summary of gathering content:

FINANCIAL RECORD

Offerings / Donations Received (\$)	Expenses Paid (\$)

Notes on Financial Activity

Describe any income received or expenses paid at this gathering.

DECISIONS AND ACTIONS

Any decisions made or actions taken at this gathering:

PRAYER AND MINISTRY NOTES

Prayer requests, healings, and ministry moments worth documenting:

Minister / Leader Recording Minutes

Date:

Signature: _____

Printed Name: _____

File this completed form in your ministry records binder. These minutes are the documentation that demonstrates your ministry is real, active, and operating in genuine religious purpose.