

First Board Meeting Agenda (Sample)

(Date)

- 1) Establish Church
 - a. Name of Church
 - b. Purpose
 - c. Meeting times
- 2) Nomination & Election of Officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
- 3) Adoption of Bylaws
- 4) Ordination of - (Pastor Name)
- 5) Opening of Bank Accounts
 - a. What Accounts to open?
 - Checking
 - Savings
 - Etc.
 - b. Which Financial Institution?
 - c. Signers?
 - d. Who will be responsible for day-to-day management, reconciliation of books, etc.?
 - e. Spending Policy
 - What amount requires Board resolution?
 - How many signatures are required on checks?
- 6) Resolution for DBA
 - Who will be responsible to complete this?
- 7) Resolution to initiate Incorporation Process
 - Who will be responsible to complete this?
- 8) Establish Business Address / P.O. Box

9) Tithe Recording

- a. Establish accountability policy for handling of tithes
- b. Copy of all checks for church files & year-end tax reporting
- c. IRS requires year-end tax reports to include check #'s & dates of contributions
- d. All donations are tax deductible with the exception of those gifts in which the donor has received goods or services
 - i.e. fundraisers, etc.

10) Resolve what will be covered Pastoral Expenses:

- a. Cell Phone?
- b. Internet?
- c. Books?
- d. Meetings / Meals?
- e. Fuel expenses?

11) Insurance

12) Misc. Other