

CHURCH NAME

Annual Business Meeting Agenda

Date/Time

- 1. Scripture Passage**
- 2. Prayer**
- 3. Meeting called to order – Chairman Pastor _____**
- 4. The legal voting membership of the church shall consist of all persons born of the Spirit, in good standing who shall meet the membership requirements of the church and subscribe regularly to its financial support and whose names shall appear on the church roster. Legal voters shall be at least 18 years of age.
(Article VI Section:A-B)**
- 5. Call for dividing of the house: (Sign in should be available on entrance) Take a break to sign the membership roll and pick up financial report and ballots/ Non-Members may sit outside of the center section**
- 6. Declare quorum (which is 1/3 of membership according to the by-laws)**

Order of Business

- A. Church Financial report ready by Secretary/Treasurer**
 - 1. Motion to accept by _____**
 - 2. Second to motion by _____ (Open for 3 questions & Vote)**
- B. Election of Officers (Those declining nomination – NAMES)**
 - 1. Deacon – outgoing Officer(s) _____
(Qualifications to be read by Chairman – Pastor
_____)**

2.Trustee – outgoing Officer(s) _____

3.Deacon – (Qualifications to be read by Chairman – Pastor

Nominations: All nominations shall be by secret ballot. If a candidate receives a two-thirds majority of nominating ballots cast, he shall be declared elected.

All church officials shall be elected by a two-thirds majority of votes cast, and shall be a member of the local Assembly in good standing at least 6 months prior to election.

Deacon Qualifications:

C. Deacons shall be man/woman sound in faith and good report, who are baptized with Holy Ghost and who shall qualify according to the scriptural standard in I Timothy 3:8-13

“Likewise must the deacons be grave, not double-tongued, not given to much wine, not greedy of filthy lucre, holding the mystery of the faith in a pure conscience. And let these also first, be proved; then let them use the office of a deacon, being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things. Let the deacons be the husband/wife of one, ruling their children and their own houses well. For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.

Deacon whose term of office has expired: _____

The Board recommendations are: _____

Thanks to (Deacon) _____

(Voting on 2)

Deacon elected for 3 year terms: (response)

1. _____

Deacon elected for 3 year terms: (response)

2. _____

D. Election of Trustee/s

(Qualifications to be read by Chairman – Pastor _____)

Trustee Qualifications:

A Trustee shall be a person of good report, sound in Christian character, and with good business judgement. (Constitution and by-laws, Article VII – Qualifications).

Present officer(s) whose term of office has expired:

The Board recommendations are: _____

(Voting on one)

Thanks to _____ (Outgoing Trustee)

Trustee elected for 3 year term (Response):

D. Vision and Reading of Pastor's Report

(Open for Questions)

Reading of Pastor's Report

Motion to read reports at home

(Each departments reports can/cannot be read)

Announce Men's Ministry Director - _____

(Appointed by Pastor)

Announce Women's Ministry Director - _____

(Appointed by Pastor)

Motion to adjourn by: _____

Second by: _____

Conclude with Prayer

CHURCH NAME OR LOGO

DATE

Dear Deacon/Deaconess Nominee, (insert name)

**Thank you for your faithful support of _____
(Church Name). Your name has been submitted for you to prayerfully
consider allowing your name to be put as a potential
Deacon/Deaconess . We will be voting on Deacon/Deaconess and
would be honored to consider you serving with us. Please read the
qualifications enclosed, fill out the response form and return it to the
office by _____(date). May God Bless you abundantly.**

Pastor _____(name)

Church Board

CHURCH LOGO OR NAME

_____ (Church Name) Trustee Nominee
Application

Name: _____

Address: _____

Cell Phone: _____

Please answer each statement with a “yes” or “no”.

1. Accepted Jesus Christ as my personal Savior _____
2. Filled with the Holy Spirit evidenced by speaking in tongues _____
3. Faithfulness in my attendance to all our church services _____
4. Have you been a member of our church at least 10 months _____
5. Faithful in my personal & Family devotions _____
6. Faithful to my church with tithes and offerings _____
7. Faithful in my personal integrity as it represents Jesus
and our church _____
8. Do you use alcohol or tobacco in any form _____
9. I accept the nomination of trustee _____
10. I wish to decline the nomination of trustee _____
11. I agree with the 16 fundamental truths of the Assemblies of
God _____

Thank you for taking your time to answer these questions.

Do you agree to have your name submitted as a potential trustee _____

Print Name: _____

Signature: _____

Date: _____

*******Please note: Thank you for promptly returning this application
to the church office by _____**

This is to be submitted to Lead Pastor and Official Church Board