**[MONTH] [YEAR]**

**Chapter Meeting Minutes**

[PARISH NAME] Templars

Call to Order

A Templars chapter meeting was held on [MONTH, DATE, YEAR], in [MEETING ROOM] at [LOCATION], [ADDRESS]. It began at [TIME] and was presided over by acting [OFFICE] [PRESIDER’S NAME]. [NAME] served as Draper.

Attendees

Brother templars present: [NAME OF EACH ATTENDEE]

Brother templars absent: [NAME OF EACH ABSENTEE]

Chaplain and confrères present: [NAME OF EACH ATTENDEE]

Guests in attendance: [NAME OF EACH ATTENDEE]

Agenda Items

1. Call to Order – *Lead Confrère (Master)*
2. Opening Prayer – *Chaplain*
3. Recitation of the Honor Code – *Chapter Brother*
4. Roll Call – *Lead Confrères (Seneschal)*
5. New Members/Guests introduced – *Lead Confrère (Seneschal)*
6. Review and Approval of Previous Meetings Minutes – *Confrère (Draper)*
7. Old Business – *Lead Confrère (Master)*
	1. Officer Elections
		1. A word on leadership, discernment, and the sacredness of confidential conversation: *Confrère or Chaplain*
		2. Elect officers: Master, Seneschal, Marshal, Commander, Draper
	2. Templars Altar Serving Plan Update: *Chapter Brothers*
8. New Business – Lead Confrère (Master)
	1. Chapter Offices + Work of the Order
		1. When will the chapter begin to serve at the altar together – *Marshal*
		2. What chapter social will build the brotherhood? When? – *Commander*
		3. When and how will the chapter give of yourselves for the good of others? – *Commander/Seneschal*
		4. How will the chapter attend to spiritual growth? When will you schedule your annual retreat? – *Commander/Chaplain/Confrères*
	2. The Rite of Initiation - *Marshal*
9. Chaplain Offers a Word on an Aspect of Formation - *Chaplain*
10. Announcements - *All*
11. Date of Next Chapter Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Closing Prayer - *All*
	1. Intentions
	2. Our Father, Hail Mary, Glory Be
13. Adjournment

Motions

* Example: Eric Jones moved to approve the previous meetings minutes. Motion carried unanimously.
* Example: Jared Dabrowski moved to host a fire pit at his house for chapter fellowship. Motion carried (Voting yes, Last Names of “Yes” votes; Voting no: Last Name of “No” votes

Action Items

* Example: Jack Mendoza to contact local Missionaries of Charity to arrange service project for SAT, OCT 17th. He will update the chapter at the next chapter meeting.

Adjournment

 Meeting adjourned at [TIME].

Submitted by: [DRAPER] OR [STAND-IN FOR DRAPER]

⛨ Note to the Draper:

* You will edit the highlighted text above with information specific to each individual meeting.
* Meeting Minutes are not intended to be a play-by-play of the meeting as much as they are to highlight important moments of agreement, disagreement, progress, etc.
* You are encouraged to insert notes into the agenda itself; make your notes distinct from the agenda items. Do this by using a different color for your notes, by labeling them “NOTE,” by adding an emoji ⛨, or something else. So long as it’s distinct, it’s good.