[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
2. Opening Prayer: Chaplain
3. Welcome, Roll Call, and Introductions: Lead Confrère
4. Recitation of the Honor Code: Chapter Brother
5. New Business: Lead Confrère
   1. Core of the Order
      1. The Vision
      2. The Actionable: Honor Code + Work of the Order
   2. Conducting Chapter Meetings
      1. Four Elements
      2. Robert’s Rules
   3. Chapter Leadership - Officer Nominations
      1. Master > Leadership + Organization
      2. Seneschal > Member Recruitment + Leadership
      3. Marshal > Liturgy + Chapter Initiation
      4. Commander > Fraternity + Event Planning
      5. Draper > Finance + Recordkeeping
   4. Chapter Communication
   5. Templars Altar Serving Plan
   6. Fellowship + Service
6. Chaplain Offers a Word on an Aspect of Formation: Chaplain
7. Announcements - All
8. Date of Next Chapter Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Closing Prayer - All
   1. Intentions
   2. Our Father, Hail Mary, Glory Be
10. Adjournment: Confrère
11. Recreation

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.