

---

# Church Minutes of Meeting

**Date:** [Insert Date]

**Time:** [Insert Start Time - End Time]

**Location:** [Insert Church Location]

## Attendees:

1. [Name]
2. [Name]
3. [Name]
4. [Name]

## Agenda

1. [Opening Prayer]
2. [Review of Last Meeting]
3. [Discussion Topics]
4. [Announcements]

## Minutes

1. **Opening Prayer**
  - Led by: [Name]
2. **Review of Previous Meeting Minutes**
  - Summary of approval or amendments to the previous minutes.
3. **Discussion Topics**
  - **Topic 1:** [Topic details, e.g., Church event planning]
    - Discussion Points:

- [Point 1]
  - [Point 2]
- Decisions:
  - [Decision made]
- **Topic 2:** [Topic details, e.g., Fundraising]
  - Discussion Points:
    - [Point 1]
    - [Point 2]
  - Decisions:
    - [Decision made]

#### 4. **Action Items**

- [Action 1]: Assigned to [Name], due by [Date]
- [Action 2]: Assigned to [Name], due by [Date]

#### 5. **Announcements**

- [Announcement 1]
- [Announcement 2]

#### 6. **Closing Prayer**

- Led by: [Name]

**Prepared By:** [Name]

**Approved By:** [Name]