## horizontal line**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]