
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]