

CHURCH MEETING MINUTES FOR

I. MEETING DETAILS

Chairperson: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

II. CALL TO ORDER

III. ATTENDANCE

IV. PREVIOUS MEETING MINUTES

V. CURRENT MEETING AGENDA

VI. DEPARTMENT REPORTS

VII. OTHER ITEMS

VIII. ADJOURNMENT

Minutes submitted by: _____ Print Name: _____

Approved by: _____ Print Name: _____

