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| **SAMPLE CHURCH MEETING AGENDA**  **ST. MARY’S CATHOLIC CHURCH** |

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| Location: | Church Administrative Office, 5678 Oak Ave., Tree Grove, NY, 10234 |
| Date: | February 19, 2021 |
| Time: | 1:00pm |

# TOPICS TO BE DISCUSSED:

## CALL TO ORDER

### Welcome by James Groves (Chairperson)

### Opening Prayer led by Father Paul

### Summary of Meeting Goals by Mr. Groves

## ATTENDANCE

### David Johnson (Secretary) records all attendees and notable absentees.

## PREVIOUS MEETING MINUTES

### Mr. Johnson distributes the previous meeting minutes to all attendees to review.

### The attendees can address any discrepancies from the minutes.

### Mr. Groves leads a vote to approve the minutes.

## CURRENT MEETING AGENDA

### Mr. Johnson distributes the current meeting agenda to all attendees to review.

### The attendees can request additions to the agenda.

### Mr. Groves leads a vote to approve the final agenda.

## PASTOR REPORT

### Father Paul introduces the new office administrator, Mary Allen.

### Father Paul provides updates to the remodel taking place in the sacristy.

### Father Paul presents a review of the recent teen retreat.

## EDUCATION REPORT

### Jennifer Gomez (School Principal) discusses student statistics gathered from the first semester of the school year at the K-12 school.

### Ms. Gomez presents a proposal regarding a possible expansion of the church’s pre-school and Sunday school programs.

## BUSINESS REPORT

### Samantha Bowen (Business Manager) presents the fourth-quarter finance report, including details about the endowment.

### Ms. Bowen presents the roll-out of a new social media marketing campaign for the church and schools.

## OTHER ITEMS

### Mr. Groves reminds attendees of their individual responsibilities regarding the spring carnival fundraiser occurring in April 2021.

### Mr. Groves leads a group vote to decide on the final food vendors for the carnival.

## ADJOURNMENT

### Mr. Groves approves the meeting minutes taken by Mr. Johnson.

### Father Paul leads the group in a closing prayer.

### Mr. Groves calls an end to the meeting.