**MEETING DETAILS**

**Description: (Committee Name) Meeting Minutes**

**Date:**

**Time:**

**Location:**

**Chair:**

**Members**

* **Present:**
* **Absent:**

**OPENING ACTIVITIES**

* Opening Prayer
* Review/Approve previous minutes
* Overall Committee Mission/Purpose (This statement remains consistent throughout the year)
* Parish Pastoral Council Update

**Agenda Item 1…**

**Long Range Plan Focus Area:** (Identify)

**Short Term / Current Year Goal/Objective(s):** (Identify)

**Discussion**:

**Action/Decisions Made**:

**Agenda Item 2…**

**Long Range Plan Focus Area:** (Identify)

**Short Term / Current Year Goal/Objective(s):** (Identify)

**Discussion**:

*

**Action/Decisions Made**:

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**(Continue as above for more Agenda Items)**

**FURTHER MINISTRY DISCUSSION & UPDATES**

**Ministry Name…**

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**Ministry Name…**

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**Ministry Name…**

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**Ministry Name…**

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**Ministry Name…**

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**Ministry Name…**

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**Ministry Name…**

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**Ministry Name…**

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**Ministry Name…**

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**CROSS-COMMITTEE REQUESTS AND UPDATES**

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**AGENDA ITEMS FOR NEXT MEETING**

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**Next Meeting: (Date & time)**