

Name of Committee: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

## Committee Meeting Summary (minutes)

Attendees:

Absences:

What the Committee has accomplished since the last meeting:

What the Committee will accomplish before the next meeting (*include task, who will accomplish, and deadline*):

Help the Committee requires from staff members (questions, building use and other requests, *etc.*):

Help the Committee requires from other committees (questions, requests, *etc.*):

Action items for Church Council (motions, questions, *etc.*)

Communications for newsletter (include a short paragraph to be disseminated in all church publications/media):

Next meeting date and time: