

MINISTRY MEETING MINUTES

The Catholic Church of St. John the Baptist

P.O. Box 510

Edmond, OK 73083-0510

MEETING: Parish Council DATE: September 24, 2015 TIME: 7:00 p.m. LOCATION: Council Room		
Invited	Attended	Name
✓	✓	Chair
✓	✓	Co-chair
✓	✓	Pillar Board Member
✓	✓	Pillar Board member
✓	✓	Member
✓	✓	Member
<<Copy these from the agenda page>>		
Absent		
AGENDA – Items to be Discussed <<not sure if we need this, just attach the agenda>>		
1	Call to Order:	
2	Opening Prayer:	
3	Approval of Minutes: Meeting of <<DATE>>	
4	New Business: a) b) c) d)	
5	Old Business: a)	
6	Pillar Board Updates:	
7	Any new initiatives to consider?	
8	Any Cross-Pillar interactions to consider?	
9	Any School considerations?	
10	Any Communication Considerations?	
11	Announcements/Acknowledgements	
12	Closing Prayer:	
13	Adjournment	

MEETING MINUTES:

Call to Order: _____

Opening prayer: _____

Approval of Minutes: Meeting of Month-Day-Year

New Business:

1. Topic 1 – speaker / coordinator
 - a. ...
 - b. ...
 - c. ...

2. Topic 2 – speaker / coordinator
 - a. ...
 - b. ...

3. Topic 3 – speaker / coordinator
 - a. ...
 - b. ...
 - c. ...

4. Other business

Old Business:

- a. ...

Pillar Board Updates:

Any new initiatives to consider?

Any Cross-Pillar interactions to consider?

Any School considerations?

Any Communication Considerations?

Announcements/Acknowledgements

Closing Prayer:

Adjournment:

Announcements/Acknowledgements

- ...

Closing Comments:

- ...

Closing Prayer:

Adjournment

NOTE: Next Meeting: <<DAY, <<DATE >> @ <<TIME>>