

MEETING AGENDA, optional format

Committee Name

Date:

Place and Time:

I. GATHERING

II. OPENING PRAYER

III. READING OF PARISH MISSION STATEMENT

IV. ROLL CALL

V. APPROVAL OF MINUTES

VI. AGENDA ITEMS

A.

B.

C.

D.

E.

F.

G.

H.

VII. CLOSING PRAYER

VIII. FUTURE MEETING DATES, place and time

MEETING SUMMARY

Committee Name

Date

I. Issues / Tasks Discussed

a.

b.

c.

II. Consensus reached

a.

b.

c.

III. Action statements/issues to be forwarded to the Pastoral Council for consideration

a.

b.

c.

REPORT TO PARISH PASTORAL COUNCIL

Name of Committee:

Date of most recent meeting:

Chairperson

Major decisions made at last meeting

- 1.
- 2.

Major items to be considered at next meeting

- 1.
- 2.

Major events or activities recently held/coming soon

- 1.
- 2.

Concerns to be brought to the parish pastoral council

- 1.
- 2.

Form submitted by