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| **Ministry Team Meeting Agenda/Minutes for 00/00/0000** |
| **Date: mm/dd/yyyy**  | **PARTICIPANTS:** **Devotions:**  |
| **MB Partner:** |
| **MB Email:** |
| **Start Time:**  | **End Time:** | **ABSENT**: |
| **Location:**  |
| **Minute Taker:**  |

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| **ITEMS REQUIRING ACTION BY COUNCIL OR MINISTRY BOARD:** |
| **What you need the EC to do (Motions):** |  |
| **What the MB/EC need to know:** |  |
| **Future Plans/Ideas:** |  |

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| **Agenda Items** | **Minutes/Discussion** | **ACTION/****Who is responsible** | **Start time/****DEADLINE** |
| Old Business |  |  |  |
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| New Business |  |  |  |
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| **Communications with Congregation** | **NOTE***: Use Newsletter, Bulletins, Website for announcements. Use Info Desk for Sign Ups and Event information. Website requests:* |  |  |
| **Next meeting date:** |   |  |  |
| **Next Devotion:** |  |  |  |