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| **[Meeting name] – Agenda** **[DD Month YYYY] at [time]** | A close-up of a sign  Description automatically generated |

Action / Who

|  |  |
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| **Attending**: [Names of expected attendees]**Apologies**: [Names of known apologies]1. **Opening Prayer**
2. **[Discussion Item 1 name]**
	1. [Sub-items if necessary]
3. **Discussion Item 2]**
	1. [Sub-items if necessary]
4. **Other Matters**
	1. Items for discussion at the next meeting
5. **Next Meeting** – [Day DD Month YYYY] at [time]
6. **Closing Prayer**

The Lord be with you.**And also with you.**Let us praise the Lord.**Thanks be to God.****The grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit, be with us all evermore. Amen.** |  |