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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.** |  |