###### Call to Order [Time meeting is/was called]

**Roll Call**

Present: [Steven Steeple (chair), Corey Communion cup (secretary), Barbara Bible, Olivia Offertory]

Regrets: [Pauline Pulpit]

**Devotional Time/Opening Prayer**

[Sample Prayer:  
Now, O God,   
as we turn to the business of this day/evening,  
give us wisdom in our speaking, attentiveness in our listening,  
and sound judgement in our decision-making.

Keep us thankful for your presence,  
and for our life together.

These things we ask for the sake of your glory,  
and in the name of Jesus. Amen.]

###### Approval of minutes from [date of last meeting]

**Adoption of Agenda**

**Committee Budget Status**

[Can be obtained from Treasurer]

[We have spent $455 out of $1000 of our total budget]

**Open Issues**

1. [Sample Item 1]
2. [Sample Item 2]

**New Business**

1. [Sample Item 1]
2. [Sample Item 2]

**Closing Prayer & Lord’s Prayer**

[Sample Prayer:  
 Eternal God,  
 you call us to ventures  
 of which we cannot see the ending,  
 by paths untrodden, through perils unknown.  
 Give us faith to go out with courage,  
 not knowing where we go,  
 but only that your hand is leading us,  
 and your love supporting us;  
 through Jesus Christ, our Lord. **Amen.**]

**Announcements**

Next meeting date:

**Adjournment**

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Person Responsible** | **Date Due** | **Status** |
| [Contact winery about tour for sacraments team] | [Charlie Church] | [By October Meeting] | [Complete – set for Tuesday November 10] |
|  |  |  |  |

**Decision(s) for Action by Board/Supervising Committee**

1. THAT [the Board approve the expenditure of Memorial Funds up to $100 for nice wine glasses for the sacraments team’s winery tour on November 10]
2. THAT [the Board adopt the attached policies and procedures for disposal of communion elements]

**Current Committee Roles**

|  |  |  |
| --- | --- | --- |
| **Role** | **Person** | **Contact Information** |
| [Secretary] | [Sallie Sanctuary] |  |
| [Toilet Unclogger] | [Conrad Confession] |  |
| [Communion coordinator] | [Orville Organist] |  |