Ministry Meeting Communication to the Office Staff

Name of group: _____ Date: _____

Here's what the office needs to know: _____

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_____

The office should do the following: _____

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_____

Contact person for questions, email or call :_____at_____

_____

Additional information:

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Meeting minutes should be emailed to Carol within 7 days of meeting.

Office use only:

CS____ BB____ KH____ AK____