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 Melissa within 7 days of the meeting.

ML_____ BB_____ KH_____ AK_____