



First Congregational

- *United Church of Christ* -

Highlights Report (minutes) Template

Highlight Reports should be submitted no later than 3pm on the Wednesday prior to the scheduled Church Council Meeting. If you have questions, please call the church office, Toby, or the church clerk. 231-547-9122

Meeting Date: _____

Name of Committee or Board & Those Present: _____

Time meeting is called to order: _____

Motions Made & Voted on (motions made, voted on, and vote totals)

3-4 Key highlights to share with the congregation: _____

Dates to add to the church calendar: _____

Time meeting is adjourned: _____

Date & Time of next meeting: _____

Respectfully prepared by: _____