

Shiloh Baptist Church
Ministry Minutes

Name of Ministry: _____ Date: _____

Presiding Officer: _____ Meeting Place/Time: _____

Secretary: _____

Members in attendance: (attach sign in sheet)

Summary:

1. Moved that

Maker: _____ **Second:** _____
Motion Passed _____ **By Consensus** _____ **Defeated** _____

2. Moved that

Maker: _____ **Second:** _____
Motion Passed _____ **By Consensus** _____ **Defeated** _____

Action Items:

#	Description	Assigned To:	Due Date
1			
2			
3			

Points to Remember:

-
-
-

Next Meeting Date, Place & Time: _____

Respectfully submitted by:

Secretary/Chair