



CONGREGATIONAL CHURCH

## LEADERSHIP COUNCIL

January 2019

***Leadership Council did not meet in January 2019 due to weather.***

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### **Minutes Procedure**

Minute-taker submits draft to group within 10 days of meeting; members have 7 days to submit revisions (no response is treated as approval).

If any revisions, minute-taker forwards revised draft to group within 3 days for electronic approval; members have 2 days to respond (no response is treated as approval).

Minute-taker submits approved minutes in Microsoft Word format to the Ministry Assistant for Programs (Doug Freeman, [dougf@plymouth.org](mailto:dougf@plymouth.org)) upon approval.