

**Docket (or Agenda) – (insert date)**  
**(Insert Name of Commission / Committee / Work Group / Team / Entity)**  
**Presbytery of Chicago**

Moderator: *(insert name)*

Secretary / Clerk: *(insert name)*

Members: *(insert names)*

**Call to Order / Opening Prayer**

*(insert name if known)*

**Approval of Meeting Minutes** - from the meeting(s) on *(insert dates or previous meetings)*

**Commission / Committee Business:**

*(List the items of business for this entity meeting – include subcommittee reports. )*

*(It is often helpful to number these items in the Docket and in the Minutes, for ease of reference.)*

1. Request for Genesis Mission Grant for Ninth Presbyterian Church, Chicago
  - a. *(include brief background information, as appropriate)*
2. Next item *(insert name of member presenting this item, if known)*
  - a. *(include brief background information, as appropriate)*
3. Next item
  - a. *(include brief background information, as appropriate)*
4. Next item
  - a. *(include brief background information, as appropriate)*

*(Note: Some Commissions and Committee include an **Omnibus Motion** – also called a **Consent Agenda**. Such a motion can include a list of items of routine business items that would likely not need discussion by the entity, thus saving valuable meeting time. When the Omnibus Motion is before the entity, any one member can request that an item be removed from the Omnibus Motion. The remaining items can then be approved with one vote. If any item was removed, it can be brought before the entity immediately or later on in the meeting.)*

**Old Business / New Business**

**Next Meeting:** *(insert date and time)*

**Adjournment – Closing Prayer**