

Heads-Up: Upcoming Congregational Meeting

Dear [Church Name] Members,

We are writing to inform you about our upcoming congregational meeting scheduled for **[Date]** at **[Time]** in **[Location]**.

This meeting will serve as an opportunity for us to discuss important matters concerning our church community, including:

- Updates from the church leadership
- Financial report
- Upcoming events and initiatives
- Open forum for questions and concerns

Your participation is vital as we work together to strengthen our community and share our vision for the future. Please mark your calendars!

If you have any questions or topics you would like us to address during the meeting, feel free to reach out to us at **[Contact Information]**.

We look forward to seeing all of you there!

Blessings,
[Your Name]
[Your Title]
[Church Name]