

Dear [Team Name],

As we approach the upcoming holiday season, I would like to gather our dedicated setup and decoration team for a planning session. Your creativity and commitment are essential in transforming our church into a warm and inviting space for our community.

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

During the meeting, we will discuss theme ideas, decoration logistics, and volunteer assignments. Please come prepared with any suggestions you might have!

Thank you for your willingness to serve and share your talents with our church family during this special time of year.

Looking forward to seeing you all!

Warm regards,

[Your Name]

[Your Position]

[Church Name]