**📧 Confrère → Parents Email Following 1st Chapter Meeting**

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| **To** | Parents of chapter brothers |
| **Cc** | Confrères & Chaplain |
| **Bcc** |  |
| **Subject** | 🔗 <MONTH>/<DAY> Meeting Minutes + Action Items |
| Hello,I hope this note finds all of you well. Below are a few notes following <DAY OF MEETING> inaugural Templars chapter meeting. ✅ **Action Items** (from the meeting minutes)**:*** <Copy and Paste Action Items from Meeting Minutes here>
* < E.g. Tim Jackson to lead ad hoc committee to review Templars Altar Serving Plan. Jake Johnson, Aaron Paulsen, and Michael Kaftan to serve on the committee.>

🔗 **Links for Review:****🔗** <LINK MEETING MINUTES HERE (Feel free to house them in the Google Drive Folder)>🔗 <LINK TO TEMPLARS ALTAR SERVING PLAN FROM GOOGLE DRIVE FOLDER>📝 **NOTES FOR PARENTS:**1. Your son did not receive this email, as confrères will not use digital communication with your son without your approval. A few considerations for you:
	* Please be sure your son sees this email to encourage the accomplishment of the Action Items.
	* You should be receiving "The Standard," a weekly email newsletter that reinforces the virtues of the Templars Order. It is written and intended for brother templars; it will, however, always be sent to you as parents, to confrères, and to pastors. Please share this newsletter with your son.
	* If you would like your son to receive future chapter and program-related communication (The Standard) and updates, you can approve this by submitting the approval form here: <https://www.TemplarsOrder.org/digital-communication>.
2. Next Chapter Meeting: Sunday, September 29th at 3:30 PM (Knights of Columbus Basement Room)

If you have any questions now or in the future, please do not hesitate to catch <CONFRÈRE NAMES> (confrères) after Mass or by phone/email. I am excited to see our Templars chapter off the ground; it will be fun to see these young men grow in leadership and service within our community. Peace to you, <CONFRÈRE FIRST AND LAST NAME> |