

**MEETING AGENDA WORKSHEET (PCM)**—For full explanation see "REQUIRED AGENDA FOR LCC MEETINGS".  
-The specific timing of the agenda items listed below is based on the MINIMUM REQUIREMENT in PCM of a 2½ hour meeting.  
If a community has a 3-hour meeting, then the timing of the elements given below will not have to be so "exact" and there could be an option added of a 10-15 minute break.

**MONTHLY COMMUNITY MEETING**

Date: \_\_\_\_\_ Community Name: \_\_\_\_\_ # \_\_\_\_\_

**PART ONE – COMMUNAL PRAYER** (A + B = about 30 minutes)

(Opening Prayer – p. 139 in CARMEL'S CALL)

**A. Liturgy of the Hours – (12-15 minutes)**

Presider: \_\_\_\_\_ Reader: \_\_\_\_\_

Cantor(s): \_\_\_\_\_

**B. Lectio Divina (15-20 minutes)**

**PART TWO – HOMEWORK FROM THE CARMELITE ORDER** (A + B = 15 minutes)

**A. Communication or letters from LCO or RC**

**B. CARMEL'S CALL**

Start reading this month on page \_\_\_\_\_

Stopped reading this month on page \_\_\_\_\_

**PART THREE – LOCAL COMMUNITY (CARMELITE) BUSINESS** (about 10 minutes)

Announcements and Calendar Reminders --

- 1.
- 2.
- 3.
- 4.

Last --- Treasurer's report (summary only) --

**PART FOUR – ONGOING FORMATION** (1½ hours required)

Assignment for next month's ONGOING FORMATION: read pages \_\_\_\_\_

Assignments for Liturgy of the Hours for next month:

Presider: \_\_\_\_\_ Cantor(s): \_\_\_\_\_ Reader: \_\_\_\_\_

(Closing Prayer – page 141 of CARMEL'S CALL)