

## SAMPLE MINUTES

The following sample minutes contain examples of things that might occur at a session meeting. Many can be used as a standard format such as the opening paragraph. Others may occur only occasionally or never. The wording is suggestive only and needs to be adapted to the particular actions taken by session. All reports should be in writing, including that of the clerk and pastor.

### Minutes of the Regular [Special] Meeting of Session

February 17, 201\_

A regular meeting of the Session of \_\_\_\_\_ Presbyterian Church was held in the church parlor at 7:00 p.m., February 17, 201\_. The meeting was constituted with prayer offered by the Moderator, the Rev. \_\_\_\_\_ . A quorum was present.

Present were: the Moderator and Elders \_\_\_\_\_.

Excused were: Elders \_\_\_\_\_.

Absent were: Elders \_\_\_\_\_.

**Approval of Minutes:** The minutes of the January 17, 201\_ were **approved** [or **approved with the following amendments:**]

**Correspondence:** The Clerk presented the following correspondence and referrals made in consultation with the Moderator:

1. Notice of the Presbytery Meeting referred to \_\_\_\_\_ Committee for nomination of commissioners.
2. Notice of Christian Education referred to Christian Education Committee event
3. Bill for per capita due referred to Treasurer
4. Request for Session to participate in annual parade referred to Session
5. Etc. \_\_\_\_\_.

Session **ratified** the referrals and directed the Clerk of Session to respond to Item #4 with regret.

**Pastor's Report:** The Pastor presented the following report of her activities since the last regular session meeting.

**Baptisms requested:** Session **approved** the requests for baptism of the following people and **referred** to the Christian Education Committee a request that a date be set for the committee and pastor to meet with the parents prior to baptism [or to meet with \_\_\_\_\_ concerning the meaning of baptism and church membership]:

Child's name \_\_\_\_\_

Parents' names \_\_\_\_\_

Adult's name \_\_\_\_\_

**Baptisms performed:** \_\_\_\_\_ approved by Session January 17, 201\_  
\_\_\_\_\_ on behalf of Christ Church approved by Session January 17, 2010\_  
\_\_\_\_\_ extraordinary baptism

**Weddings:** Session instructed the clerk to record the weddings on the register. [All weddings performed on church property, performed by the pastor(s) anywhere, of members of the church married elsewhere]

**Funerals:** Session instructed the clerk to record the deaths on the rolls.

**Report of the Clerk:** The Clerk of Session presented the following report and recommendations.

**Waiver:** That the presbytery's approval of the request for waiver from election for Elder-Elect \_\_\_\_\_ be spread on the Minutes and that arrangements for the ordination date for \_\_\_\_\_ be referred to the Worship Committee.

The recommendation was **adopted**.

**Annual Review:** That the Minutes and Register had been reviewed by Presbytery with one exception that the

annual joint meeting of the deacons and session was not held and that this be spread on the Minutes. The recommendation was **adopted**.

**Report of the Treasurer:**

The Treasurer presented the financial report for the period from January 1 to February 1, 201\_.

Receipts \_\_\_\_\_  
Disbursements \_\_\_\_\_  
  
Receipts, year to date \_\_\_\_\_  
Disbursements, year to date \_\_\_\_\_  
  
Balance, year to date \_\_\_\_\_

The report was **received and filed for audit**.

**Report of the Commissioner:**

Elder \_\_\_\_\_ presented a report on the January Presbytery meeting and made the following recommendation:

**Special Offering:** That session authorize a special offering for the Lazarus Fund in accordance with Presbytery's request. The recommendation was **referred** to the Worship Committee.

**Next Presbytery:** That the next Presbytery meeting would be held on March 20 at Second Meeting Presbyterian Church at 1:00 p.m. and that session appoint a commissioner. Session **appointed** Elder \_\_\_\_\_ to be commissioner to the March 20 meeting.

**Reports of the Session Committees**

**Report of the Special Committee on Name Change**

Elder \_\_\_\_\_, Chair of the Special Committee recommended that the name of the church be changed from \_\_\_\_\_ United Presbyterian Church to \_\_\_\_\_ Presbyterian Church, contingent upon the approval of the congregation and the presbytery. Session **approved** the recommendation.

Elder \_\_\_\_\_ moved that Session call a special meeting of the congregation on March 1, 201\_ in the sanctuary, following worship, for the purpose of taking action on session's recommendation that the name of the church be changed from \_\_\_\_\_ United Presbyterian Church to \_\_\_\_\_ Presbyterian Church, contingent upon the approval of the presbytery. Session **approved** the recommendation and instructed the clerk to issue a call of the meeting.

**Report of the Membership Committee**

Elder \_\_\_\_\_, Chair, presented the report of the Membership Committee, making the following recommendations:

**Receptions:** That the following people have completed membership classes and are recommended to Session for examination for membership in the congregation:

John Smith for baptism and profession of faith on March \_\_, 201\_.

Mary William Smith (Mrs. John) reaffirmation of faith

Elder Henry Brown by letter of transfer from Highspire Presbyterian Church

Deacon Mary Cooper Brown by letter of transfer from Highspire Presbyterian Church

The Moderator introduced the proposed members, who were examined by the session.

Session approved the examinations. John and Mary Smith and Henry and Mary Brown were received as active members of the congregation, to be introduced to the congregation the following Sunday. Session instructed the clerk to record the names of the new members in the roll book and to forward the letters of reception for Henry and Mary Brown to their former session.

**Affiliate Members:**

**Jones:** Elder \_\_\_\_\_ moved that Elder William Jones be received by session, at the request of First Church, Los Angeles, as an affiliate member of the congregation, effective February 17, 2011 to February 17, 2012. The Moderator introduced Elder Jones, who was

examined by the session. Session approved the examination and enrolled Mr. Jones as an affiliate member of the congregation. Session instructed the clerk to forward a letter of reception to First Church.

**McConnell:** Elder \_\_\_\_\_ recommended that the affiliate membership of Ms. Mary McConnell be renewed for an additional two years and that her session be notified by the clerk. The recommendation was **adopted**.

**Transfers:** Elder \_\_\_\_\_ recommended that the following members of the congregation be transferred from the congregation and the clerk send the necessary letters of transfer, noting the baptisms of the Haines' children:  
Emily Atkins to First Presbyterian Church, Des Moines, Iowa  
Edwin Haines to First Methodist Church, Cleveland Ohio  
Janet Darnes Haines to First Methodist Church, Cleveland Ohio  
The recommendation was **adopted**.

**Visitations:**

**Higgins:** That since the Higgins family has not been present for worship for over one year, the pastor and a member of the committee visit the family in an attempt to restore them to the church fellowship. The recommendation was **adopted**.

**Transfers to the Inactive Role:** That the following people be transferred to the inactive roll and the clerk instructed to notify them:

Norma Greenleaf  
James W. Speaks

The recommendation was **adopted**.

**Deletions from the Church Role:** That Jonathan Edmund be deleted from the roll at his own request. The recommendation was **adopted**.

**Report of the  
Worship  
Committee**

Elder \_\_\_\_\_, Chair, presented the report of the Worship Committee, making the following recommendation:

**Lord's Supper:** That the Lord's Supper be celebrated the last Sunday of each month. The recommendation was **adopted**.

Elder \_\_\_\_\_ recommended that Elder \_\_\_\_\_ accompany the pastor in serving communion to shut-ins. The recommendation was **adopted**.

**Report of the  
Christian  
Education  
Committee**

Elder \_\_\_\_\_, Chair, presented the report of the Christian Education Committee, making the following recommendations:

**Sunday School Teachers:** That the following teachers be approved for the Spring term:

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_.  
The recommendation was **adopted**.

**Curriculum:** That the following curriculum and teaching materials be approved for the Spring term for grades K-Adult. The recommendation was **approved**.

**Sunday School Sunday:** That Sunday, June 6 be approved as a special Sunday School Sunday with worship to be planned by the Sunday School. The recommendation was **referred** to the Worship Committee in consultation with the pastor for study and recommendation.

**Report of the  
Mission  
Committee**

Elder \_\_\_\_\_, Chair, presented the report of the Committee, with the following recommendation:

**Mission Fair:** That a mission fair be held in October in conjunction with the stewardship campaign. The recommendation was **adopted**.

**Report of the  
Stewardship  
Committee**

Elder \_\_\_\_\_, Chair, presented an informal report concerning the plans for the stewardship campaign and the intention of the committee to bring a final plan for session's approval at the next meeting.

**Report of the Finance & Property Committee**

Elder \_\_\_\_\_, Chair, presented the report of the Finance and Property Committee, making the following recommendations:  
**Manse:** Elder \_\_\_\_\_, Chair, recommended that Session approve the sale of the manse and refer the terms of the sale to the Board of Trustees for implementation. The recommendation was **approved** for recommendation to the congregation and to presbytery.

**RECESS**

The Moderator **recessed** the session meeting at 8:30 p.m. for the purpose of meeting as a Board of Trustees. [if session is unicameral]

**Minutes of the Board of Trustees  
February 17, 201\_**

A regular meeting of the Board of Trustees of \_\_\_\_\_ Presbyterian Church was held in the church parlor at 8:30 p.m., February 17, 201\_. The meeting was called to order by the President, \_\_\_\_\_. A quorum was present.

Present were:  
Excused were:  
Absent were:

**Approval of Minutes**

The minutes of the January 17, 201\_ meeting were **approved** [or **approved with the following amendments:**]

**Manse**

The Secretary to the Board of Trustees moved that the manse be sold for no less than \$120,000.00 to the highest bidder; that a corporation meeting be called following the special meeting for the purpose of seeking the approval for the sale by the congregation, contingent upon like approval by Presbytery. The recommendation was **adopted** and the secretary directed to give notice of the meeting.

**Adjournment**

The meeting of the Board of Trustees was adjourned at 8:45 p.m.

\_\_\_\_\_  
\s\ President of the Board

\_\_\_\_\_  
\s\ Secretary

**SESSION RECONVENES**

The Moderator reconvened session with prayer at 8:45 p.m.

**Report of the Ecumenical Committee**

Elder \_\_\_\_\_, Chair, reported that final arrangements were being made for a Good Friday Worship Service, making the following recommendation:

**Bus:** That Session investigate the feasibility of purchasing a bus in cooperation with the Lutheran, Episcopal, and Methodist Churches in town for the purpose of transporting elderly people to church on Sunday mornings. The recommendation was **adopted** and the Ecumenical Committee was instructed to consult with the other churches, and, if possible, develop a cooperative plan for the purchase and operation of such a bus. The Finance and Property Committee was requested to report to the next meeting concerning the cost of owning and operating a bus as well as the liabilities related to such a purchase.

**New Business**

There was no new business.

**Adjournment**

There being no further business to come before session, the meeting was adjourned with prayer offered by Elder \_\_\_\_\_ at 9:30 p.m.

\_\_\_\_\_  
\s\Clerk of Session