

APPENDIX A

SESSION MEETINGS

Form A1

Sample Agenda – Stated Session Meeting

_____ (Day), _____ (Date), _____ (Time)

1. Call to Order & Opening Prayer
2. Roll Call & Determination of a Quorum
3. Adoption of Docket
4. Approval of Minutes
5. Communications
6. Pastor's Report
7. Board of Deacon's Report
8. Additions or Deletions to the Church Roll
9. Standing Committee Reports
10. Unfinished Business
11. New Business
12. Election of Commissioners to Presbytery or General Assembly
13. Appointment of Elder to attend Diaconate Meeting
14. Adjournment & Closing Prayer

This page remains blank.

Form A2
Sample Minutes Template for a Stated Meeting

Stated Session Meeting

_____ **Presbyterian Church**
_____(City), _____(State)
_____(Day), _____(Date), _____Time

The Stated Session meeting was called to order by the moderator, TE_____.
_____ led in the opening prayer.

A quorum was declared present with the following in attendance:

TE_____, Moderator, and TE_____,
Associate Pastor; REs _____, _____,
and_____. TE_____, Assistant
Pastor (if there is one)_____ and Diaconate Representative
_____ were also present.

The moderator reviewed the docket, and it was approved as presented/amended.

The minutes of the_____ Stated Meeting and_____ Called
Meetings were approved as presented/amended.

The following communications were received:

Membership Roll Changes:

(List any births, deaths, baptisms, losses or gains by transfer of letter, losses by
removal from roll or discipline, new communing and new non-communing members.)

The Pastor brought the following matters to the attention of the Session.

_____, Diaconate Representative presented the Deacon's Report.
After discussion the _____ minutes were approved and the
_____ Financial Report was received as information.

Form A2 (continued)

Presbytery/General Assembly Commissioner's Report:
Committee Reports were received as follows:

Unfinished Business:

New Business:

Elder _____ to attend the Board of Deacons' Meeting and
_____ the WIC Executive Board Meeting.

Motion made, seconded that the following be elected as commissioners for
presbytery/General Assembly meeting on _____. Principals and Alternate
_____.

Motion made, seconded, and carried that the meeting adjourn. _____ led
in the closing prayer.

Respectfully submitted by

_____, Clerk of Session

Form A3
Sample Minutes Template for a Called Meeting

Called Session Meeting

_____ Presbyterian Church
(City)_____, (State) _____
(Day)_____, (Date) _____, (Time) _____

The Called Session meeting was called to order by the moderator, TE_____.
_____led in the opening prayer. A quorum was declared present with the
following in attendance:

TE _____, and REs_____,
_____, _____, and _____. Diaconate
Representative _____, and _____, Assistant
Pastor (if there is one) were also present.

The meeting was called by the Moderator for the purpose of receiving new members.

The moderator introduced _____to the Session. Each was given an
opportunity to relate their Christian Experience.

Motion made, seconded and carried that they be received as follows:

The Session takes note that they had completed the Inquirer's Class. They will
affirm the Communicant Membership vows before the congregation.

Motion made seconded and carried that the meeting adjourn.

_____ led in the closing prayer.

Respectfully submitted,

Moderator

Clerk of Session

This page remains blank.