# 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

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**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

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