

**[CHURCH NAME] Presbyterian Church (USA)  
SESSION AGENDA and MINUTES TEMPLATE  
[DATE], [TIME], [GENERAL LOCATION]**

*The Session of [CHURCH NAME] Presbyterian Church (USA), met on [DATE], [TIME], at [GENERAL LOCATION].*

*Those present were: [list names]*

**Gathering**

- Greet One Another in Love
- Lighting of the Christ Candle

*Recognizing a Quorum being present, the meeting was called to order by the Moderator, [name].  
A devotional and prayer was led by [name].*

**Report of the Clerk**

- Approval of Agenda
- Review and Approval of Previous Meeting Minutes
- Correspondence Received

**Communion**

- Dates of Communion served
- Present dates for next Communion service

**Baptisms**

- Dates and record of Baptisms (include names of persons baptized, parents, sponsors, presenters)
- Present requests and set dates for next Baptisms.

**Elders and Denominational Connections**

- Elder of the Month Assignments (if church assigns someone)
- Approval of Annual Statistical Report to PCUSA (February)
- Report from latest quarterly stated meeting or any called meeting
- Election of Commissioners to next presbytery meeting

**Membership and Corporation**

- Receive new church members
- Set date for Annual Congregation and Corporation Meeting (usually January)
- Receive Minutes from Congregation & Corporation Meeting
  - Were Pastor(s)'s Terms of Call reviewed and approved by Congregation? (required annually)
  - Have Terms of Call been included in Session Minutes?
  - Were Corporation officers elected as specified by Church Bylaws?
  - Have officers and minutes of the Congregational and Corporation Meetings been included in minutes of Session?

List those present.  
Absent or excused need not be listed.

Unknown Author  
11/30/2021 12:56

Marking the start of the meeting symbolizes entry into a holy place.

Unknown Author  
11/30/2021 12:50

What is the quorum for your Session meeting?  
Where is this written?

Unknown Author  
11/30/2021 12:50

Always note the name of the Moderator.

Unknown Author  
11/30/2021 12:52

The Moderator or an appointed elder may offer scripture & prayer.

Unknown Author  
11/30/2021 12:52

Approving the Agenda and sticking to it keeps wild hares from leaping out.

Unknown Author  
11/30/2021 13:00

Minutes aren't Minutes until Session approves them.

Unknown Author  
11/30/2021 13:06

Include relevant correspondence to the church or session.

Unknown Author  
11/30/2021 13:07

Meeting dates and number of commissioners at presbyteryeasttn.org

Unknown Author  
11/30/2021 13:11

Do all Elders have copy of church Bylaws and Administrative manual?

Unknown Author  
11/30/2021 13:15

**Committee and Ministry Team Reports**

- Finance reports
- Written reports of standing committees as information
- Motions requiring Session approval
- Nominating Committee (if active)
- Search committees, special working groups

Questions about reports are welcome. Re-working committee work is not.

Unknown Author  
11/30/2021 13:36

Non-budgeted items, new ministry initiatives, changes to policies.

Unknown Author  
11/30/2021 13:38

**Staff Reports**

**Announcements**

**Prayers of the People**

*Elders are invited to share joys or concerns to be included in our prayers of the people. In addition to prayers for church members and personal matters, this is an opportunity for us to pray for particular challenges in our ministries.*

*The meeting was adjourned at [time], with prayer.*

Respectfully Submitted

---

Clerk of Session

Only the Clerk needs to sign.

Unknown Author  
11/30/2021 13:50