

## SAMPLE TEMPLATE for Congregation Meeting Minutes

Name of Church  
City and State  
Minutes of Congregational Meeting  
Date and Time

### **Moderator:**

**Present:** A quorum of the congregation was present.

NOTE: Minutes of a congregational meeting must state that there is a quorum of the membership (a specified percentage of the congregation) present. Quorums for congregational meetings are defined by the congregation's bylaws (G-1.0501).

Alternately, it may be recorded 1) in the moderator's call of the meeting to order or 2) as a separate statement by you, as clerk. Just be sure that the presence of a quorum is recorded!

**Purpose:** The purpose of the meeting must be recorded. Examples:

- To elect officers
- To call pastors
- To act on matters relating to the pastoral relationship(s) such as extending or dissolving a call or approving changes in the terms of the call. (All changes in the terms of a call should also be reported to the presbytery.)
- To act on matters relating to church property (buying, mortgaging, selling, etc.)
- To act on permissive matters such as bylaws changes regarding the number of elders on session.

**Call to Order:** Record that the moderator called the meeting to order and opened with prayer.

**Business:** Record the business conducted.

**Adjournment:** Record that a motion to adjourn the meeting was approved and that the meeting was closed with prayer.

*Signature*

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Secretary (usually the clerk of session)

NOTE 1: The session must vote to call each congregational meeting during the year. Once called, the congregation must be given advance notice of the date and purpose. We ~~recommend that notice be given on~~ at least two successive Sundays. The meeting may be held following the notice given on the second Sunday. (Look in YOUR By-Laws for rule)

NOTE 2: At a congregational meeting, only those matters for which the meeting has been called may be discussed and/or presented to those present for action. The EXCEPTION is the *annual* meeting, at which members may bring up any matter(s) they wish, within the limits of G-1.0503.