

## SAMPLE TEMPLATE for Special Session Meeting Minutes

Name of Church  
City and State  
Minutes of Special Session Meeting  
Date and Time

**Moderator:**

**Elders Present:**

**Elders Excused:**

**Purpose:** The purpose of each special meeting called needs to be recorded because it is not "business as usual." Examples:

- To receive new members
- To review membership rolls
- To authorize a baptism
- To receive the report of a special committee (Capital Campaign, Congregational Nominating, Pastor Nominating, etc.) and vote to call a congregational meeting, if need be.
- To examine officers for ordination and vote to approve their ordination
- Etc.

At a special session meeting, **only** those matters for which the meeting has been called may be discussed and/or presented to elders for action. You will not record such things as services of communion, performances of baptisms or weddings, etc. that have taken place since the last stated meeting. Those things are recorded only in the minutes of *stated* (regular) meetings.

**Call to Order:** Record the time that the meeting was called to order, that the meeting was opened with prayer, and that a quorum was present.

**Business:** Record the decisions of the Session.

**Adjournment:** Record the time that the meeting adjourned and that the meeting was closed with prayer.

*Signature*

Clerk of Session