

**SAMPLE**  
**THE ANNUAL CONGREGATIONAL MEETING**  
**HOPE PRESBYTERIAN CHURCH**  
123 Peace Street, Love New York 12345

The Annual Meeting of the Congregation and Corporation of the Hope Presbyterian Church was held on Sunday, February 14, 2020, at the Hope Presbyterian Church. The Meeting was called to order with prayer by the Moderator, the Rev. Joan Smith, at 11:55 a.m. 63 members were present. The Clerk attested that a quorum was present.

*Your By-laws  
should state  
how the Call  
needs to be  
announced  
to the  
Congregation*

The Clerk read the Call, attesting that it had been published in the Sunday Bulletins on February 7 and 14, 2020. It was also read during services on February 7 and 14, 2020.

Call for the Annual Meeting of the Congregation and Corporation of the Hope Presbyterian Church, Love, New York.

The Annual Meeting of the Congregation and Corporation of the Hope Presbyterian Church will be held in the fellowship hall on February 14, 2020, at 11:30 a.m.

To hear and receive the Annual Reports and hear and act on the 2019 Church Officer Nominating Committee report

On the Session, the terms of the following elders/trustees have expired:

Class of 2019 - Cathy Jones and Frank Long, Class of 2019

- The recommendations for Ruling Elder/Trustee:

Class of 2020 – Mary Martha and Jamar Jones

The unexpired term of Norma Campbell Class of 2022 needs to be filled.

Class of 2022 – Elder Tyler Williams

- One the Board of Deacons, the term of the following Deacons, has expired:

Class of 2019 – Jeremiah Francis and Ruth Rose

The recommendations for the Board of Deacons:

Class of 2020 - Matthew Simon and Elder Chris Cruz

- The Church Officer Nominating Committee for 2020 will also be elected.  
Elder Anthony Angel, Elder Brandon Park, Lori Love, and Mark Roman

*Officers  
Leaving and  
Nominated  
should be  
part of the  
Call*

Any other lawful business coming before the Meeting will also be transacted.

It was moved that the Call, is found to be in order, be received by the Congregation.

The Moderator presented the Docket and afforded the opportunity to amend the same. It was noted that having received the Docket that no further additions would be received.

The Docket was approved.

The Moderator presented the 2019 Annual Report.

The Rev. Joan Smith presented an oral and written report to the Congregation, noting that 2019 was a year of many blessings. Although we have said good-bye to several of our members this past year,

our average worship attendance remains 77. Prayer continued to be of utmost importance and encouraged those in attendance to attend the prayer service each Wednesday evening.

Reports were received from: Clerk of Session – Ruling Elder Leah Jordan, thanked the current Session members for their faithfulness, and worked this past year and highlighted some of the accomplishments in 2019. Special appreciation to Pastor Smith, who serve God and this Congregation so faithfully.

*Reports can be also be attached at the end of Minutes*

### **Ministry Teams Report**

Matthews 25 ...  
Worship and Music ...  
Youth (and Children's) Ministries ...

Please see attached Annual Report and the Reports of the Ministry (*Amendment A-pp 1-15*)

After discussing the 2015 Annual Report, a motion was made to receive these reports, seconded, and approved.

Please see attached Statistical Report and the Necrology Report for 2019 (*Amendment B-pp 16-20*)

The Clerk presented the Statistical Report and the Necrology Report for 2019.

*Statistical and the Necrology Report should show in a Congregational meeting with the Annual Report and can be attached at the end*

ACTIVE MEMBERSHIP –December 31, 2015	105	ADDITIONS
Professions of faith		
Adult	<u>0</u>	
Communicants	<u>2</u>	
Transfer of Membership	<u>0</u>	
Other (Reaffirmation/Restored)	<u>0</u>	
Total Additions		<u>2</u>
LOSSES		
Transfer of Membership	<u>1</u>	
Death	<u>0</u>	
Removal/Adjustments	<u>6</u>	
Total Losses		<u>7</u>
ACTIVE MEMBERSHIP – December 31, 2019		<u>105</u>
NECROLOGY - none		

It was moved, seconded, and passed to receive the Statistical and necrology Report and include them in our minutes.

*Some Churches chose to announce this when the Annual Report includes the budget as a reminder*

It was noted by the Moderator, Rev. Joan Smith, that the budget is established by Session on behalf of the Congregation, as directed by the Book of Order (G-3.0205). *The Session shall prepare and adopt a budget and determine the distribution of the Congregation's benevolence. It shall authorize offerings for Christian purposes and shall account for the proceeds of such offerings and their disbursement. It shall provide full information to the Congregation concerning its decisions on such matters.*

Ruling Elder Jose Sanchez, Church Treasurer, was called on to present the 2019 Financial Reports and the 2020 Church Budget. He elaborated on the reports and responded to questions from the floor.

*An Audit or* 2019 Offering Receipts \$172,878.74 Operating Expenses 100,123.87

*Financial review* It was moved to **receive the 2019 Financial Report and the 2020 Budget Information** presented in the 2015 Annual Report, and was seconded and approved. *Congregations DO NOT approve the Budget yearly and but can received it*

*Noted* Elder Dixon Right reported that the Auditing Committee had completed their work and had found the financial records and books of the Hope Presbyterian Church to be in good order and balance.

The Moderator, Rev. Joan Smith, introduced Ruling Elder Diana Snow to present the recommendations of the 2020 Church Officer Nominating Committee.

The recommendations for Ruling Elder/Trustee

Class of 2020 – Mary Martha and Jamar Jones

Class of 2022 – Tyler Williams

The recommendations for the Board of Deacons:

*Nominations need to be opened to the floor* Class of 2020 - Matthew Simon and Elder Chris Cruz

The Moderator asked if there were any nominations from the floor. Hearing none, the Clerk cast one ballot to approve the nominations.

Ruling Elder Diana Snow presented the recommendations for the 2020 Church Officer Nominating Committee. The recommendations were Elder Anthony Angel, Elder Brandon Park, Lori Love, and Mark Roman.

The Moderator asked if there were any nominations from the floor. Hearing none, the Clerk cast one ballot to approve the nominations.

Moderator Rev. Joan Smith thanked the 2019 Church Officer Nominating Committee for their work. A motion was made to dismiss the 2019 Church Officer Nominating Committee with appreciation. This was seconded and approved.

New Business - none

*Different ways that the Minutes can be approved*

The Clerk read the minutes of the 2019 Annual Meeting of the Congregation. It was moved to approve the minutes of the 2019 Annual Meeting of the Congregation. This was seconded and approved.

Or

The motion was made to have the Session review and approve the Minutes of the 2020 Annual Meeting of the Congregation. This was seconded and approved.

A motion to adjourn the Meeting with prayer by the Moderator, the Moderator, Rev. Joan Smith at 12:30 p.m., was seconded and approved.

Respectfully submitted,

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Leah Jordan, Clerk of Session

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Rev. Joan Smith, Moderator

*Congregational Minutes NEED to be signed by the Clerk and Moderator*