

SAMPLE TEMPLATE for Congregation Meeting Minutes

(January 1, 2016)

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

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.

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.