

Session Minute Requirements

Minutes should include the following:

Date, time, place of meeting, type of meeting (stated or called) and the name of the person moderating.

List all persons present- Session members, visitors and guests, Session members absent and Session members excused. And, that a quorum is/is not present.

That the meeting was opened with prayer or other suitable act (be that a devotion, guided meditation, worship, etc.)

Approval of minutes. If a correction is made to the most recent draft of minutes, the correction is made in those minutes and only noted that a correction was made.

Dates that the session has approved for communion and the dates communion was served.

Authorization for baptisms

Record of the call for any special meetings (session and congregational) with the exact wording of that call.

Minutes of congregational meetings. (Not the reports themselves. Only actions that may have been derived from the report. Otherwise, only mention that the report was given and received.

Motions, the exact wording that was voted on and whether it passed or failed. If the vote is a counted vote then number of yes and no. If a roll call vote then how each person voted or declared themselves present.

The minutes pages should be sequentially numbered with as little blank space as possible. If there is a blank space then it should be crossed out, stated that "This space left intentionally blank" or both.

Authorization for the clerk to submit the annual report to the General Assembly.

The results of an annual financial review or audit.

Location, time and date of next stated meeting.

Signature of the Clerk at the end of each meeting

Registers:

Registers should be kept up to date, with complete information, if at all possible. For persons joining the church, this means full names of all members of the family, how they are joining the church (Affirmation of faith, letter of transfer), and name of church transferring from if applicable. For baptized members, parents' names should be included.

There should also be a register for Ruling Elders and Deacons, their ordination and installation date and their terms of office.

General:

All permanent minutes and registers should be on acid free paper and either bound in an approved book or in another acid free environment.

10/30/14