

SESSION MINUTES

So that minutes don't take hours.

Every Session Meeting

- Date, time, place and moderator noted.
- Meeting is noted as "Stated" or "Called."
- Note whether quorum is present.
- List names of those present, absent, or excused.
- Meeting is opened and closed in prayer.
- Minutes from previous meeting are approved as received or as corrected. Corrections are noted.
- All communications are referred.
- A financial report is received. (at least quarterly)
- Reports of standing committees are received. Recommendations are approved.
- Observances of Lord's Supper reported.
- The minutes are signed by the Clerk of Session.
- Minutes are on continuously numbered pages. (Hand numbered or stamped.)

Monthly Calendar

<u>January</u> Elect Clerk and Treasurer for year. Committees responsible for personnel and Cal OSHA standards designated. Schedule for Lord's Supper approved. Presbytery representative designated.	<u>February</u> Receive Annual Statistical Report. Minutes report racial ethnic, gender and age composition of session.	<u>March</u>
<u>April</u> Report actions for education and mutual growth of session members.	<u>May</u> Membership rolls formally reviewed.	<u>June</u> Joint meeting of session and deacons.
<u>July</u>	<u>August</u> Report of previous year's financial review is received and attached.	<u>September</u> Session reviews adequacy of the pastor's compensation with pastor.
<u>October</u> Confirm that membership rolls have been updated.	<u>November</u> Report details of new elder training, examination and ordination.	<u>December</u> Annual budget is adopted by session. Set Annual Congregational Meeting.

Periodic Items

- Additions and deletions to rolls and registers are approved and recorded.
- Position description for any new employee is approved by session and included in minutes.
- Presbytery meeting report.
- Meeting with and reviewing inquirers and candidates.
- Continuing education plans of pastors are approved and reported after taken.
- Approve non-ordained persons serving communion.
- Report when communion served to shut-ins.

Congregational Meetings

- Pastor is moderator or alternate is selected.
- Properly called with 2 successive Sundays notice.
- Exact purpose designated for called meetings.
- A quorum is present. (10% of members.)
- Meeting is opened and closed with prayer.
- The budget is presented as information annually.
- The pastor's compensation is approved by congregation.
- The nominating committee is elected annually.
- Minutes show names of elected persons and who are being ordained or installed.
- Minutes are signed by pastor and Clerk of Session.