

TEMPLATE

For the minutes of
congregational meetings

This template is offered as a sample format and is not required. Clerks may develop and use the format that best suits them.

Name of Church
City and State
Minutes of Congregational Meeting
Date and Time

Moderator:

Present: A quorum of the congregation

NOTE: Minutes of a congregational meeting must state that there is a quorum of the membership (1/10th of those on the active roll) present. The way you see it done here is one option. 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)
(request/consent to/decline the dissolution of a call or approve changes in the terms of call. The terms of a pastor's call include effective salary (cash and housing allowance), medical and pension benefits, reimbursable (professional) expenses, vacation, study leave and study leave allowance. If total effective salary is unchanged, but the pastor changes what he/she declares for the housing allowance, that change should be approved by the congregation. Additionally, all changes in a pastor's terms of call should be reported to the presbytery.
- To act on matters relating to church property (buying, mortgaging, selling, etc.)

NOTE 1: The session must vote to call each congregational meeting during the year. Once called, the congregation must be given notice of the date and purpose on at least two successive Sundays. The meeting may be held following the notice given on the 2nd 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.

Call to Order: Record that the moderator called the meeting to order and opened with prayer.

Adjournment: Record that a motion to adjourn the meeting was approved and that the meeting was closed with prayer.

Respectfully submitted:

Clerk of Session

Moderator*

*Minutes of congregational meetings must be signed by both the clerk and the moderator.