

# TEMPLATE

For the minutes of  
special session 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 Special Session Meeting  
Date and Time

Moderator:

Elders Present:

Elders Excused:

**Purpose:** The purpose of each special meeting called needs to be recorded because it is not "business as usual." Examples:

- To receive new members
- To review membership rolls
- To authorize a baptism
- To receive the report of a special committee (Capital Campaign, Congregational Nominating, Pastor Nominating, etc.) and vote to call a congregational meeting, if need be.
- To examine officers for ordination and vote to approve their ordination

At a special session meeting, only those matters for which the meeting has been called may be discussed and/or presented to elders for action. You will not record such things as services of communion, performances of baptisms or weddings, etc. that have taken place since the last stated meeting. Those things are recorded only in the minutes of *stated* (regular) meetings.

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

**Adjournment:** Record the time that the meeting adjourned and the person who closed the meeting with prayer.

Respectfully submitted:

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Clerk of Session