

Successful Session Meeting Minutes

1. Record the date, time, and place of each meeting; the name of the moderator and of the elders present, and the names of absentees, noting absentees excused. [At least quarterly meetings; list roll alphabetically, by class]
2. Record the opening and closing of each meeting with prayer.
3. Record the action to approve or correct the minutes of the last meeting.
4. Record only that which is vital to the transactions of the meeting. The name of the mover may be recorded. The name of the person who seconds the motion is not recorded.
5. Do not record details of discussion, plans which have not been adopted, suggestions which have not been followed, nor lost motions, unless requested by the session, or when necessary.
6. When a previous action of the session is referred to, the page or pages on which it is recorded should be designated.
7. Avoid erasures, interlineations, and footnotes.
8. Do not insert in the records written or printed matter on separate sheets of paper. Do not glue or tape paper to the minute book pages. Pages of loose-leaf minute books should be pre-numbered. Lines should be drawn through unused space between minutes, especially at the bottom of a page.
9. Record the approval of the sacrament of the Lord's Supper, and record its administration at the next regular meeting. In case the sacrament has been administered to shut-ins, the name of the ones officiating should be noted, together with the date and place. The session can approve the sacrament annually (usually at the first session meeting of the year).
10. Record the approval of the sacrament of baptism of adults and of infants, and record its administration at the next regular meeting. [full name, gender, parents (if infant/child), date and time of worship service]
11. Record the names of those received into church membership, their full name, indicating whether baptized; how received, and the name of the church from which dismissed, in the case of persons received by letter of transfer.

12. Record the full title of the church to which a certificate of dismissal is granted and the full name of the person dismissed, together with the date of dismissal.
13. At the next regular session meeting, record the marriage of a communicant member or other marriage performed by the pastor.
14. Record date of examination of church officers, indicating period of study. Record ordination and/or installation of church officers and term to which installed.
15. Record the deaths of those on the church roll. [date of death, place of death, officiant(s) at service]
16. Record the name(s) of the elder(s) elected as commissioner(s) to Presbytery, the exact period of time for which elected, and his/her reporting of the significant actions of the presbytery.
17. The minutes of each session meeting are to be duly attested by the clerk of session; clerk of session and moderator for congregational meetings. Minutes are not recorded in the permanent record book until approved by the session.
18. When discipline is administered, the minutes of the session must contain such record of the proceedings as will enable the presbytery to know who was disciplined, why, and how. (See Rules of Discipline)
19. Once each year and at the conclusion of the minutes of the meetings of that year, the annual statistical report, which the session has approved and reported to the General Assembly, should be included.
20. Each session shall annually present its session and congregational minutes for review by the presbytery.