**Sample Session Minutes**

Below you’ll find some “bare bones” example minutes of a session meeting. If the agenda you’re working with puts things in a different order, go with the agenda.

**Sample Presbyterian Church  
Roanoke, Virginia   
Stated Session Meeting Minutes  
January 31, 2021**

Present: Pastor James Waters, Moderator, John Smith, Clerk, Jane Doe, John Doe, Elder 3, Elder 4  
Excused: Elder 5  
Absent: Elder 6  
Guests: Charlie Smith, Commission on Ministry, Jennifer Smith, Treasurer

Pastor Waters opened the meeting with prayer at 7:01pm. Clerk John Smith declared a quorum present.

Session approved minutes from the congregational meeting on Sunday January 15th as presented and from the stated session meeting on January 10th as corrected. The agenda was also approved as presented.

**Pastor’s Report:**Pastor Waters reported on visitations during the previous month and that the new copier was working out well.

**Treasurer’s Report:**  
Jennifer reviewed her written report on monthly income and expenses with the session.

**Clerk’s Report:**  
The clerk of session reported no correspondence to the session. There was one baptism as well as communion on Sunday January 22nd.

**Presbytery Report:**  
Jane Doe reported on the January 14th meeting of Presbytery. Various amendments to the Book of Order were approved.

**Committee Reports:**

Mission Committee:  
Elder 3 reports that the Mission Committee allocated $3,000 to hunger this year, and $3,000 to missions. Further mission giving and projects for the year are still being discussed. [you can summarize a written report or, better, attach it to the minutes]

Personnel Committee:   
No report.

**Commission Reports:**

Commission to Receive New Members:  
Pastor Waters reported that 2 people were examined for membership following the new member’s class on January 22nd. They will be received via Reaffirmation of Faith at the February 5th worship service.

**Old Business:**John Doe moved that the carpet in the sanctuary be replaced, and that the Building Committee be tasked with hiring a company to do so. The motion was seconded and discussed. Jane raised a point of order to Pastor Waters regarding the Treasurer’s ability to participate in the discussion, as Jennifer is not an Elder. Pastor Waters, after consultation with the session, allowed Jennifer the floor. The motion passed, and the Building committee will bring a report to the next stated session meeting.

**New Business:**Charlie Smith spoke to the session regarding best practices related to ministerial transitions on behalf of the Commission on Ministry.

Jane Doe moved that the meeting be adjourned, which was seconded and passed. Elder 4 closed the meeting with prayer at 8:22pm.

*Signature*

John Smith, Clerk of Session  
Sample Presbyterian Church