

YEAR MINUTES
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***

LIABILITY INSURANCE

1. The Session has reviewed the adequacy of the Church's Liability Insurance and has found it to be up-to-date, adequate and in keeping with Presbytery recommendations, as follows:
 - Name of Insurance Company Policy #*****, Account #*****
 - Overall Limit\$0000000.00
 - Liability.....\$000000.00 per occurrence/\$000000.00 aggregate
 - Medical Costs\$0000000.00 per person
 - Sexual Abuse/Misconduct\$000000.00 per occurrence/\$000000.00 aggregate

THE LORD'S SUPPER (Change as applies to your church.)

2. The Session has planned for the celebration of the Lord's Supper as follows:
 - The last Sunday of each month, except for September
 - Maunday Thursday
 - The first Sunday of October (World Communion Sunday)
 - Christmas Eve (two services)
 - Quarterly, by the Pastor to the shut-ins of the congregation, with the assistance of the active Elders and Deacons, as scheduled and arranged by the Pastor and reported to the Session.

PRESBYTERY REPRESENTATIVE(S)

3. The Session elected **First and Last Name** to serve as a delegate to the Presbytery of Kendall during **Year**.

ANNUAL FINANCIAL REVIEW

4. The **Finance** Committee of the Session, in its monthly meetings, has undertaken a detailed review of the Church's financial methods and accounting practices and has found them to be accurate and in order as portrayed by the monthly financial reports presented to the Session by the Committee which have been filed for audit throughout the year previous.

COMPOSITION OF SESSION (Change as applies to your church.)

5. The composition of the Session consists of men and women of age groups well-distributed from young adult to elderly, and reflecting the ethnic make-up of the congregation, which is mostly white with five (5) members (including 2 children) of Asian descent. One of the Asian members, is an ordained Elder of the congregation and has served several terms on the Session.

MEMBERSHIP ROLLS REVIEWED

6. The **Membership Committee** has undertaken review of the rolls of membership and has found them to be up-to-date and accurate. Periodically and routinely, at least annually, recommendations for removal from active membership status to inactive status (and vice

versa) will be forwarded to the Session and included in the business of the monthly Session meetings.

ELECTION OF TREASURER

- 7. The Session re-elected **First Last Name** to serve as church treasurer during **Year** and answerable to the session directly and through the **Stewardship & Finance Committee** of the Session.

ANNUAL JOINT MEETING OF ELDERS AND DEACONS

- 8. An annual joint meeting of the Elders and Deacons, for the purpose of coordinating plans for the year, is normally held in February.

SESSION FOR YEAR

- 9. The following is a listing of the Session for **year**, the junior class having been elected by the congregation at a properly called congregational meeting, upon report of the Nominating Committee, properly constituted as per the Book of Order, and the elected Elders (and Deacons) having been approved after having undergone training conducted by the pastor and examined for faith, character, and suitability by the Session.

Class of Year	Class of Year	Class of Year
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

10. CLERK OF SESSION’S STATISTICAL REPORT - Year (previous)

Membership of December 31, Year	0000
Additions:	
Profession of Faith	00
Reaffirmation	00
Transfer of Membership.....	00
Restored to Active Rolls	00
Subtotal after Additions	0000
Losses:	
Dismissals by Transfer.....	00
Death	00
Deemed Inactive	00

Other Losses.....00
Membership on December 31, Year000

OTHER STATISTICS

Baptisms:

Persons 17 and under00
 Adult00
Total Baptisms00

Weddings:

Members00
 Non-Members00
Total Weddings00

Funerals:

Member00
 Inactive Member00
 Non-Member00
Total Funerals00

**MINUTES OF THE
 STATED MEETING OF SESSION
 FIRST PRESBYTERIAN CHURCH
 ANYWHERE, IDAHO 83***
 Day, January, Date, Year
 Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at 0:00 P.M. in the Name Room by the Moderator, the Rev. Last Name.

OPENING PRAYER:

2. Name opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name

Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: **Date, Place**

APPROVAL OF MINUTES:

5. Elder **First Last Name** moved provisional approval* of the minutes of the Stated meeting of the Session on **Day, Month, Date, Year** and the congregational meeting of **Day, Month, Date, Year**. This was seconded by Elder **First Last Name** and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

6. Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**.
7. Request for baptism of **Name**, infant daughter of **Names**, Granddaughter of **Names** at a near date to be announced.
8. Elder **First Last Name** moved approval of the baptism, seconded by Elder **First Last Name** and motion carried.

PASTOR’S REPORT:

9. **Shut-In Pastoral Visitation Record - Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

10. **Shut-In Communion Record - Year**

Communion was served to shut-ins on the dates indicated below. Elders, Deacons, and Rev. **Last Name** went out in teams of two to represent the congregation.

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00											
	*											
	00											
	00											
	U											
	D											

(* = was in church; D = Declined; U = Unable to receive)

(The following information is just an example of what could be here.)

11. The pastor was involved in teaching an adult Sunday School class on the Book of Psalms and a Wednesday Night Bible Study on The Book of Acts which are still in progress.
12. The pastor provided administrative support for several of the committees of the Session, the Deacons, and attended the first part of most meetings and was usually available in the office during the meetings. In an effort to set aside a regular day off, the pastor usually does not attend committee meetings scheduled for Mondays, unless specifically asked to do so by the committee chairs.
13. The pastor has met with John Doe, Treasurer, Cindy Talksalot, Secretary and Berta Tell, Christian Education Director to discuss items related to their work. The pastor continues to note his appreciation for the excellent working relationship that exists between and among the staff and volunteers.
14. The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
 Visits/Counseling in:
 Home: **0**
 Hospital: **0**
 Workplace/other settings: **0**
 Pastor's home: **0**
 Office: **0**
 By phone: **0**
 Nursing homes: **0**
15. The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
16. The pastor conducted all of the worship services since the last meeting.

17. The pastor has been counseling one family in crisis since the last report.
18. The pastor discharged his responsibilities as Stated Clerk of the Synod.
19. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
20. Elder **First Last Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **First Last Name**, and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered "approved as printed" within 7 days of "provisional approval" provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK'S REPORT:

21. Correspondence/official communications: Clerk reported that he would be submitting the **Year** Annual Statistical Report to Presbytery during February.
22. Communion was served on **Day, Month, Date, Year** with **000** in attendance.
23. There have been no changes in membership since the last meeting.

OLD BUSINESS: (examples of information that can go here)

24. The Administrative Manual is now complete and will be printed for distribution to all officers and staff, and members of the new Session after the start of the new year. Copies will be available in the church office for all interested persons. The manual is always subject to review and revision by the Session.
25. Members provided comments and discussion on the content and quality of the Pastor's monthly articles and special letters to the Session on the subject of church growth. Rev. **Last Name** received positive feedback from members on the monthly congregational letters and expressed how much an impact the additional statistical data helped to illustrate various churches and the statistics on church growth. Rev. **Last Name** provided additional comments on some of the issues that cause controversy and difficulty in increasing membership. Our church membership has grown by 90 since Rev. **Last Name** arrived.

NEW BUSINESS:

26. No new business to discuss.

COMMITTEE/BOARD REPORTS:

(committee names may be different in your church)
(reports from committees are just examples of discussion summaries)

BUILDINGS & GROUNDS:

27. Report attached.

CHRISTIAN EDUCATION:

28. No report submitted.

FINANCIAL:

29. (Example)

TREASURER'S FINANCIAL REPORT: JANUARY date, year

CHECKING ACCOUNT

	Balance 12/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 1/31/yr
General Fund						
Memorial Fund						
Building Fund						
PYF Mission Trip						
TOTAL						

INVESTMENTS

	Balance 12/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 1/31/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 12/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 1/31/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

30. Report attached.

MEMBERSHIP:

31. Elder **First Last Name** presented the report noting that the committee was looking at reducing the size of our advertisement as it is costing \$157.00 per month.

NOMINATING:

32. No report submitted.

FELLOWSHIP:

33. No report submitted

PERSONNEL:

34. Report attached.

ACTION ITEM: Proposal to hire an additional nursery attendant for 1 hr. each Sunday at \$10.49 per hour. Requiring no second, issue was discussed and motion passed.

OUTREACH & MISSION:

35. Report attached.

STEWARDSHIP:

36. Elder First Last Name presented the Month Year cumulative financial report noting that we finished the year with a positive \$0000.00 to begin the new year. Elder First Last Name moved that the financial report be filed for audit and full financial review, seconded by Elder First Last Name and motion carried. The report was approved for publication to the congregation.

WORSHIP & SACRAMENTS:

37. No report submitted.

DEACONS:

38. No report submitted.

PRESBYTERIAN WOMEN:

39. No report submitted.

MISCELLANEOUS:

40. No miscellaneous information to report.

DATE AND TIME OF NEXT MEETING:

41. The next meeting of Session will be held on **Day, Month, Date, Year** at 7:00 p.m.

ADJOURNMENT:

42. Elder **First Last Name** moved for adjournment at **0:00** p.m., seconded by Elder **First Last Name** and motion carried.

CLOSING PRAYER:

43. Elder **First Last Name** closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**MINUTES OF THE COMBINED MEETING
OF SESSION AND DEACONS
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, January, Date, Year
Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at **0:00** P.M. in the **Name** Room by the Moderator, the Rev. **Last Name**.

OPENING PRAYER:

2. Elder **First Last Name** opened the meeting with prayer.

ELDERS ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

DEACONS ATTENDANCE:

4. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

DEACONS ORGANIZATIONAL REPORT:

- Officers: Moderator -
Vice Moderator -
Secretary -
Appointed Deacon to the Nominating Committee -
Communion -
Funeral Dinners -
Visitations schedule -

ADJOURNMENT:

- Elder **First Last Name** moved for adjournment at 0:00 pm, seconded by Elder **First Last Name** and motion carried.

CLOSING PRAYER:

- First Last Name** closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**ANNUAL MEETING OF THE CONGREGATION/CORPORATION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
ANNUAL REPORT for the year 2010
Day, Month, Date, Year
Time**

CALL FOR THE MEETING:

- The Annual Meeting of the Congregation and Corporation was held at 00:00 pm in the sanctuary.
- Elder **First Last Name**, Clerk of Session, read the Call for the Annual Congregation and

Corporation Meeting.

3. The official count of attendance at the Annual Meeting of the First Presbyterian Church, **Anywhere, Idaho** was **000** members present and 1 Moderator present for **000** present.

OPENING PRAYER:

4. Rev. **Last Name** opened the meeting with prayer.

ANNUAL REPORT:

5. Rev. **Last Name** welcomed everyone and explained that the first two items on the agenda (the **previous year** financial report/**current year** Session-approved Budget and Items Requiring Congregational Vote) required action by the Congregation/Corporation. The remaining documentation is Committee reports provided for their information and review.
6. Rev. **Last Name** presented the **previous year** Financial Report and the Session-approved **current year** Budget noting that we had a very good year and were able to meet our commitments to the Presbytery and thanked the congregation for their continuous support and generosity, as follows:

Previous Year FINANCIAL REPORT & SESSION APPROVED Current Year BUDGET

Part A: INCOME	Budgeted (13)	Actual (13)
I. General Fund (envelopes, loose offering)	\$00.00	\$00.00
II. Building Fund	\$00.00	\$00.00
III. Memorials & Youth Mission Trip	\$00.00	\$00.00
IV. Special Gifts (One Great Hour, Christmas Joy, etc.)	\$00.00	\$00.00
V. Presbyterian Women	\$00.00	\$00.00
TOTAL INCOME		

Part B: EXPENSES	Expense (13)	Budget (14)
I. Administration & Personnel (Salaries, office supplies)	\$00.00	\$00.00
II. Buildings & Grounds (Maintenance, Utilities, Insurance)	\$00.00	\$00.00
III. Christian Education (Curriculum, VBS, Youth Activities)	\$00.00	\$00.00
IV. Deacons (Funeral dinners, WNA Food, etc.)	\$00.00	\$00.00
V. Membership (Advertising, Fellowship activities)	\$00.00	\$00.00

VI. Community & Inter-Church (Presbytery, Synod, G.A., Food Pantry, Per Capita, One Great Hour, Christmas Joy, etc.)	\$00.00	\$00.00
VII. Presbyterian Women	\$00.00	\$00.00
VIII. Stewardship & Finance (offering envelopes, etc.)	\$00.00	\$00.00
IX. Worship & Sacraments (Worship Supplies, Guest Preachers, Organ/Piano Repairs, Bell Choir, Youth Choir, Chancel Choir)	\$00.00	\$00.00
TOTAL EXPENSES	\$000.00	\$000.00

ACCOUNT BALANCES, Previous Year

	Beginning Balance	Ending Balance
General Fund	\$00.00	\$00.00
Building Fund	\$00.00	\$00.00

MEMORIAL FUNDS ACCOUNTING - Previous Year Report

Name	Balance	Purpose	Expense
Fund name	\$00.00	Library	\$00.00 ¹
Fund name	\$00.00	Pending	\$00.00 ²
Fund name	\$00.00	Deacons	

¹ Identify what it was used for

² Identify what it was used for

- Member **First Last Name** moved that the **year** Financial Report be accepted with a vote of confidence, seconded by **First Last Name** and the motion carried unanimously.

PASTOR'S TERMS OF CALL FOR Year

- Rev. **Last Name** turned the meeting over to Elder **First Last Name**, Clerk of Session to address the congregation on Pastor's terms of call.
- Elder **First Last Name** read the **year** Pastoral Monetary Compensation recommendations of the Session and other benefits which are in keeping with the Presbytery requirements for minister's terms of call, as follows:

Salary & Housing Allowance\$00,000.00

Study Allowance/Professional Development\$000.00
 Auto Expense..... \$000.00
 TOTAL:\$0000

Other Benefits

PC(USA) Board of Pensions full participation: \$00000.00
 ? weeks of vacation (including ? Sundays)
 ? weeks study leave/continuing education (including ? Sundays)

10. Elder **First Last Name** moved for approval of the terms of call, seconded by **First Last Name** and the motion was unanimously accepted.

ADJOURNMENT:

11. Elder **First Last Name** moved for adjournment at **time** PM, seconded by Elder **First Last Name** and motion carried.

CLOSING PRAYER:

12. Elder **First Last Name** closed the meeting with prayer.

Respectfully Submitted,

Rev. **First Last Name**
 Moderator

First Last Name
 Clerk of Session

**MINUTES OF THE
 STATED MEETING OF SESSION
 FIRST PRESBYTERIAN CHURCH
 ANYWHERE, IDAHO 83***
 Day, February, Date, Year
 Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at **0:00** P.M. in the **Name** Room by the Moderator, the Rev. **Last Name**.

OPENING PRAYER:

2. **Name** opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name

Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: **Date, Place**

APPROVAL OF MINUTES:

5. Elder **First Last Name** moved provisional approval* of the minutes of the Stated meeting of the Session on **Day, Month, Date, Year** and the congregational meeting of **Day, Month, Date, Year**. This was seconded by Elder **First Last Name** and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

6. Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**.
7. Request for baptism of **Name**, infant daughter of **Names**, Granddaughter of **Names** at a near date to be announced.
8. Elder **First Last Name** moved approval of the baptism, seconded by Elder **First Last Name** and motion carried.

PASTOR’S REPORT:

9. **Shut-In Pastoral Visitation Record - Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00										
	00	00										
	00	00										
	00	00										
	00	00										
	00	00										

10. Shut-In Communion Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00										
	*	00										
	00	00										
	00	00										
	U	00										
	D	00										

(* = was in church; D = Declined; U = Unable to receive)

11. The pastor was involved in teaching an adult Sunday School class on the Book of Psalms and a Wednesday Night Bible Study on The Book of Acts which are still in progress.
12. The pastor provided administrative support for several of the committees of the Session, the Deacons, and attended the first part of most meetings and was usually available in the office during the meetings. In an effort to set aside a regular day off, the pastor usually does not attend committee meetings scheduled for Mondays, unless specifically asked to do so by the committee chairs.
13. The pastor has met with John Doe, Treasurer, Cindy Talksalot, Secretary and Berta Tell, Christian Education Director to discuss items related to their work. The pastor continues to note his appreciation for the excellent working relationship that exists between and among the staff and volunteers.
14. The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
 Visits/Counseling in:
 Home: 0
 Hospital: 0
 Workplace/other settings: 0
 Pastor's home: 0
 Office: 0
 By phone: 0
 Nursing homes: 0
15. The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
16. The pastor conducted all of the worship services since the last meeting.
17. The pastor has been counseling one family in crisis since the last report.
18. The pastor discharged his responsibilities as Stated Clerk of the Synod.
19. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
20. Elder **First Last Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **First Last Name**, and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK’S REPORT:

21. Correspondence/official communications: Clerk reported that he would be submitting the **Year** Annual Statistical Report to Presbytery during February.
22. Communion was served on **Day, Month, Date, Year** with **000** in attendance.
23. There have been no changes in membership since the last meeting.

OLD BUSINESS: (examples of information that can go here)

24. The Administrative Manual is now complete and will be printed for distribution to all officers and staff, and members of the new Session after the start of the new year. Copies will be available in the church office for all interested persons. The manual is always subject to review and revision by the Session.
25. Members provided comments and discussion on the content and quality of the Pastor’s monthly articles and special letters to the Session on the subject of church growth. Rev. **Last Name** received positive feedback from members on the monthly congregational letters and expressed how much an impact the additional statistical data helped to illustrate various churches and the statistics on church growth. Rev. **Last Name** provided additional comments on some of the issues that cause controversy and difficulty in increasing membership. Our church membership has grown by 90 since Rev. **Last Name** arrived.

NEW BUSINESS:

26. No new business to discuss.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

27. Report attached.
ACTION ITEM: Committee proposes purchase of new lawn mower. Lawn-Boy 21 in. Kohler Electric Start Self Propelled Gas Walk-Behind Mower @ \$329.00 + tax. Required no second, motion passed.

CHRISTIAN EDUCATION:

28. No report submitted.

FINANCIAL:

29.

TREASURER'S FINANCIAL REPORT: FEBRUARY **Date, year**

CHECKING ACCOUNT

	Balance 1/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 2/18/yr
General Fund						
Memorial Fund						
Building Fund						
PYF Mission Trip						
TOTAL						

INVESTMENTS

	Balance 1/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 2/28/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 1/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 2/28/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

30. Report attached.

MEMBERSHIP:

31. Elder **First Last Name** presented the report noting that the committee was looking at reducing the size of our advertisement as it is costing \$157.00 per month.

NOMINATING:

32. No report submitted.

FELLOWSHIP:

33. No report submitted

PERSONNEL:

34. Report attached.

OUTREACH & MISSION

35. Report attached.

STEWARDSHIP:

36. Elder First Last Name presented the Month Year cumulative financial report noting that we finished the year with a positive \$0000.00 to begin the new year. Elder First Last Name moved that the financial report be filed for audit and full financial review, seconded by Elder First Last Name and motion carried. The report was approved for publication to the congregation.

WORSHIP & SACRAMENTS:

37. No report submitted.

DEACONS:

38. No report submitted.

PRESBYTERIAN WOMEN:

39. No report submitted.

MISCELLANEOUS:

40. No miscellaneous information to report.

DATE AND TIME OF NEXT MEETING:

41. The next meeting of Session will be held on Day, Month, Date, Year at 7:00 p.m.

ADJOURNMENT:

42. Elder First Last Name moved for adjournment at 0:00 p.m., seconded by Elder First Last Name and motion carried.

CLOSING PRAYER:

43. Elder First Last Name closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**MINUTES OF THE SPECIALLY CALLED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83*****

Day, Month, Date, Year
Time

CALL TO ORDER:

1. The Moderator, Rev. Last Name called the meeting for the acceptance of new members to order at time AM in the room name.

OPENING PRAYER:

2. Rev. Last Name opened the meeting with prayer.

QUORUM:

3. A quorum was present. The Elders in attendance were list names.

INTRODUCTION OF ELDERS AND NEW MEMBER(S):

4. Rev. Last Name introduced the Elders in attendance.
5. Rev. Last Name introduced the new member candidates (to be received as active members by profession of faith unless otherwise indicated), who have attended church regularly, attended the introductory class taught by the pastor and have answered the constitutional questions, as follows:
 - Name or names if couple/family
 - Name or names if couple/family
 - Name or names if couple/family
6. Elder First Last Name moved for approval, seconded by Elder First Last Name, and the motion carried.

ADJOURNMENT:

7. Elder First Last Name moved for adjournment at time, seconded by First Last Name and the motion carried.

CLOSING PRAYER:

8. Rev. Last Name closed the meeting with prayer.

Respectfully Submitted

First Last Name, Clerk of Session

MINUTES OF THE STATED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, March, Date, Year
Time

CALL TO ORDER:

1. A stated meeting of the Session was called to order at 0:00 P.M. in the Name Room by the Moderator, the Rev. Last Name.

OPENING PRAYER:

2. Name opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
(P) Name	Name	Name
(A) Name	(E) Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: Date, Place

APPROVAL OF MINUTES:

5. Elder Name moved provisional approval* of the minutes of the Stated meeting of the Session on Day, Month, Date, Year and the congregational meeting of Day, Month, Date, Year. This was seconded by Elder Name and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

6. Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**.
7. Request for baptism of **Name**, infant daughter of **Names**, Granddaughter of **Names** at a near date to be announced.
8. Elder **Name** moved approval of the baptism, seconded by Elder **Name** and motion carried.
9. Request for the use of the Church for a wedding on **Date**, by **person requesting**.
10. Elder **First Last Name** moved approval, seconded by **First Last Name** and motion carried.

PASTOR’S REPORT:

11. Shut-In Pastoral Visitation Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00									
	00	00	00									
	00	00	00									
	00	00	00									
	00	00	00									
	00	00	00									

12. Shut-In Communion Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00									
	*	00	00									
	00	00	00									
	00	00	00									
	U	00	00									
	00	00	00									

(* = was in church; D = Declined; U = Unable to receive)

13. The pastor attended the funeral of **First Last Name**, father of **First Last Name**, who died on **Date**. Services were held on **date** at **place**.
14. The pastor provided administrative support for several of the committees of the Session, the Deacons, and attended the first part of most meetings and was usually available in the office during the meetings. In an effort to set aside a regular day off, the pastor usually does not attend committee meetings scheduled for Mondays, unless specifically asked to do so by the committee chairs.
15. The pastor has met with John Doe, Treasurer, Cindy Talksalot, Secretary and Berta Tell,

Christian Education Director to discuss items related to their work. The pastor continues to note his appreciation for the excellent working relationship that exists between and among the staff and volunteers.

16. The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**

Visits/Counseling in:

Home: 0

Hospital: 0

Workplace/other settings: 0

Pastor's home: 0

Office: 0

By phone: 0

Nursing homes: 0

17. The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
18. The pastor conducted all of the worship services since the last meeting.
19. The pastor has been counseling one family in crisis since the last report.
20. The pastor discharged his responsibilities as Stated Clerk of the Synod.
21. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
22. Elder **Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **Name**, and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered "approved as printed" within 7 days of "provisional approval" provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK'S REPORT:

23. Correspondence/official communications: The Clerk received two letters requesting membership transfer. **First Last Name** is requesting a transfer to First Presbyterian Church, **Town, State**. **First Last Name** is requesting a transfer to First Presbyterian Church, **Town, State**. The Session approved the transfers.
24. Communion was served on **Day, Month, Date, Year** with **000** in attendance. Next communion services will be held on **date**.
25. There have been no changes in membership since the last meeting.

OLD BUSINESS:

26. No old business.

NEW BUSINESS:

- 27. Olin Mills Church Directory - tentative plans for early May photo sessions at the church.
- 28. The “Ten Commandments” Boy Scout Hike, Friday, March 30th received approval by the Session to move forward.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

- 29. Elder **First Last Name** presented the reported that members worked in the sanctuary replacing light bulbs. The Committee is almost out of money due to winter weather maintenance.

ACTION ITEM: Request that the budget for ice and snow removal and lawn care be separated from the building expense budget. Coming from committee and requiring no second the motion passed.

CHRISTIAN EDUCATION:

- 30. In addition to the attached report, Elder **First Last Name** presented additional information regarding **enter information**

FINANCIAL:

- 31.

TREASURER’S FINANCIAL REPORT: MARCH **date, year**

CHECKING ACCOUNT

	Balance 2/28/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 3/31/yr
General Fund						
Memorial Fund						
Building Fund						
PYF Mission Trip						
TOTAL						

INVESTMENTS

	Balance 2/28/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 3/31/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						

PYF Mission Trip

TOTAL

CHURCH DEVELOPMENT ACCOUNT

	Balance 2/28/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 3/31/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

32. Report attached.

FELLOWSHIP:

33. No report submitted

PERSONNEL:

34. Report attached.

OUTREACH & MISSION

35. Report attached.

STEWARDSHIP:

36. Report attached.

WORSHIP & SACRAMENTS:

37. No report submitted.

DEACONS:

38. Rev. **Last Name** presented the report and discussed how the Deacons are assigned tasks, noting what their responsibilities are (sending cards, calling, visiting, communion, etc.)

PRESBYTERIAN WOMEN:

39. No report submitted.

MISCELLANEOUS:

40. No miscellaneous business to discuss.

NEXT MEETING:

41. The next meeting of Session will be held on **Day, Month, Date, Year** at 7:00 p.m.

ADJOURNMENT:

42. Elder **Name** moved for adjournment at **0:00** p.m., seconded by Elder **Name** and motion carried.

CLOSING PRAYER:

43. **First Last Name** closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**MINUTES OF THE
STATED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, April, Date, Year
Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at **0:00** P.M. in the **Name** Room by the Moderator, the Rev. **Last Name**.

OPENING PRAYER:

2. **Name** opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: **Date, Place**

APPROVAL OF MINUTES:

- Elder **First Last Name** moved provisional approval* of the minutes of the Stated meeting of the Session on **Day, Month, Date, Year** and the congregational meeting of **Day, Month, Date, Year**. This was seconded by Elder **First Last Name** and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

- Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**.
- Request for baptism of **Name**, infant daughter of **Names**, Granddaughter of **Names** at a near date to be announced.
- Elder **First Last Name** moved approval of the baptism, seconded by Elder **First Last Name** and motion carried.

PASTOR’S REPORT:

9. Shut-In Pastoral Visitation Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00								
	00	00	00	00								
	00	00	00	00								
	00	00	00	00								
	00	00	00	00								

10. Shut-In Communion Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00								
	*	00	00	00								
	U	00	00	00								
	00	00	00	00								

00 00 00 00

D 00 00 00

(* = was in church; D = Declined; U = Unable to receive)

11. The pastor was involved in teaching an adult Sunday School class on the Book of Psalms and a Wednesday Night Bible Study on The Book of Acts which are still in progress.
12. The pastor provided administrative support for several of the committees of the Session, the Deacons, and attended the first part of most meetings and was usually available in the office during the meetings. In an effort to set aside a regular day off, the pastor usually does not attend committee meetings scheduled for Mondays, unless specifically asked to do so by the committee chairs.
13. The pastor has met with John Doe, Treasurer, Cindy Talksalot, Secretary and Berta Tell, Christian Education Director to discuss items related to their work. The pastor continues to note his appreciation for the excellent working relationship that exists between and among the staff and volunteers.
14. The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
Visits/Counseling in:
Home: 0
Hospital: 0
Workplace/other settings: 0
Pastor's home: 0
Office: 0
By phone: 0
Nursing homes: 0
15. The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
16. The pastor conducted all of the worship services since the last meeting.
17. The pastor has been counseling one family in crisis since the last report.
18. The pastor discharged his responsibilities as Stated Clerk of the Synod.
19. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
20. Elder **First Last Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **First Last Name**, and motion carried.
**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered "approved as printed" within 7 days of "provisional approval" provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK’S REPORT:

- 21. Correspondence/official communications: Clerk reported that he would be submitting the **Year** Annual Statistical Report to Presbytery during February.
- 22. Communion was served on **Day, Month, Date, Year** with **000** in attendance.
- 23. There have been no changes in membership since the last meeting.

OLD BUSINESS:

- 24. The Administrative Manual is now complete and will be printed for distribution to all officers and staff, and members of the new Session after the start of the new year. Copies will be available in the church office for all interested persons. The manual is always subject to review and revision by the Session.
- 25. Members provided comments and discussion on the content and quality of the Pastor’s monthly articles and special letters to the Session on the subject of church growth. Rev. **Last Name** received positive feedback from members on the monthly congregational letters and expressed how much an impact the additional statistical data helped to illustrate various churches and the statistics on church growth. Rev. **Last Name** provided additional comments on some of the issues that cause controversy and difficulty in increasing membership. Our church membership has grown by 90 since Rev. **Last Name** arrived.

NEW BUSINESS:

- 26. No new business to discuss.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

- 27. Report attached.

ACTION ITEM:

CHRISTIAN EDUCATION:

- 28. No report submitted.

FINANCIAL:

- 29.

TREASURER’S FINANCIAL REPORT: **APRIL date, year**

CHECKING ACCOUNT

	Balance 3/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 4/30/yr
General Fund						
Memorial Fund						

Building Fund
PYF Mission Trip
TOTAL

INVESTMENTS

	Balance 3/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 4/30/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 3/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 4/30/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

30. Report attached.

MEMBERSHIP:

31. Elder **First Last Name** presented the report noting that the committee was looking at reducing the size of our advertisement as it is costing \$157.00 per month.

NOMINATING:

32. No report submitted.

FELLOWSHIP:

33. No report submitted

PERSONNEL:

34. Report attached.

OUTREACH & MISSION

35. Report attached.

STEWARDSHIP:

36. Elder First Last Name presented the Month Year cumulative financial report noting that we finished the year with a positive \$0000.00 to begin the new year. Elder First Last Name moved that the financial report be filed for audit and full financial review, seconded by Elder First Last Name and motion carried. The report was approved for publication to the congregation.

WORSHIP & SACRAMENTS:

37. No report submitted.

DEACONS:

38. No report submitted.

PRESBYTERIAN WOMEN:

39. No report submitted.

MISCELLANEOUS:

40. Rev. Last Name praised First Last Name (church secretary) for her outstanding efforts as she is doing a fantastic job. He is very pleased with the work she is doing and especially thanked her for her efforts on Sunday morning as she enjoys welcoming visitors, greeting members, assisting and answering questions regarding various committees and a real benefit for the membership committee.

DATE AND TIME OF NEXT MEETING:

41. The next meeting of Session will be held on Day, Month, Date, Year at 7:00 p.m.

ADJOURNMENT:

42. Elder First Last Name moved for adjournment at 0:00 p.m., seconded by Elder First Last Name and motion carried.

CLOSING PRAYER:

43. Elder First Last Name closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

MINUTES OF THE SPECIALLY CALLED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, Month, Date, Year
Time

CALL TO ORDER:

1. A stated meeting of the Session was called to order at **time** in the **room name** by Elder **First Last Name**. The purpose of the meeting was to examine the confirmation candidates and receive them into membership. The more lenient requirement for a quorum (**should be outlined in your session rules**) was therefore in effect.

OPENING PRAYER:

1. Elder **First Last Name** opened the meeting with prayer.

ATTENDANCE:

2. The following Elders attended: **list**

FOR THE RECORD:

3. Elder **First Last Name** took a moment to introduce the Elders in attendance. Each Candidate was introduced and read their Statement of Faith. The Candidates were **list**.
4. A motion was made by Elder **First Last Name**, seconded by Elder **First Last Name**, to sustain from the examination and receive the confirmation candidates into active membership. The motion carried. Rev. **Last Name** congratulated the members of the Confirmation class and stated that he was very impressed with their Statements of Faith and wanted to share them with the Congregation. He thanked **First Last Name** for her efforts and dedication to preparing the class for Confirmation.
5. Requests for baptism: **First Last Name**, son of **parents' names**, **First Last Name**, daughter of **parents' names**. The baptisms were approved by vote of the Session for a date to be arranged.

ADJOURNMENT:

6. Elder **First Last Name** moved for adjournment at **time**, seconded by Elder **First Last Name** and motion carried.

CLOSING PRAYER:

7. Rev. **Last Name** closed the meeting with prayer.

Respectfully Submitted,

First Last Name, Clerk of Session

**MINUTES OF THE
STATED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, May, Date, Year
Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at 0:00 P.M. in the Name Room by the Moderator, the Rev. Last Name.

OPENING PRAYER:

2. Name opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: Date, Place

APPROVAL OF MINUTES:

5. Elder First Last Name moved provisional approval* of the minutes of the Stated meeting of the Session on Day, Month, Date, Year and the congregational meeting of Day, Month, Date, Year. This was seconded by Elder First Last Name and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

6. Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**.
7. Request for baptism of **Name**, infant daughter of **Names**, Granddaughter of **Names** at a near date to be announced.
8. Elder **First Last Name** moved approval of the baptism, seconded by Elder **First Last Name** and motion carried.

PASTOR’S REPORT:

9. **Shut-In Pastoral Visitation Record - Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00							
	00	00	00	00	00							
	00	00	00	00	00							
	00	00	00	00	00							
	00	00	00	00	00							
	00	00	00	00	00							

10. **Shut-In Communion Record - Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00							
	*	00	00	00	00							
	00	00	00	00	00							
	U	00	00	00	00							
	D	00	00	00	00							
	00	00	00	00	00							

(* = was in church; D = Declined; U = Unable to receive)

11. The pastor was involved in teaching an adult Sunday School class on the Book of Psalms and a Wednesday Night Bible Study on The Book of Acts which are still in progress.
12. The pastor provided administrative support for several of the committees of the Session, the Deacons, and attended the first part of most meetings and was usually available in the office during the meetings. In an effort to set aside a regular day off, the pastor usually does not attend committee meetings scheduled for Mondays, unless specifically asked to do so by the committee chairs.
13. The pastor has met with John Doe, Treasurer, Cindy Talksalot, Secretary and Berta Tell, Christian Education Director to discuss items related to their work. The pastor continues to

note his appreciation for the excellent working relationship that exists between and among the staff and volunteers.

14. The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
Visits/Counseling in:
Home: 0
Hospital: 0
Workplace/other settings: 0
Pastor's home: 0
Office: 0
By phone: 0
Nursing homes: 0
15. The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
16. The pastor conducted all of the worship services since the last meeting.
17. The pastor has been counseling one family in crisis since the last report.
18. The pastor discharged his responsibilities as Stated Clerk of the Synod.
19. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
20. Elder **First Last Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **First Last Name**, and motion carried.
**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered "approved as printed" within 7 days of "provisional approval" provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK'S REPORT:

21. Correspondence/official communications: Clerk reported that he would be submitting the **Year** Annual Statistical Report to Presbytery during February.
22. Communion was served on **Day, Month, Date, Year** with **000** in attendance.
23. There have been no changes in membership since the last meeting.

OLD BUSINESS:

24. The Administrative Manual is now complete and will be printed for distribution to all officers and staff, and members of the new Session after the start of the new year. Copies will be available in the church office for all interested persons. The manual is always subject to review and revision by the Session.
25. Members provided comments and discussion on the content and quality of the Pastor's

monthly articles and special letters to the Session on the subject of church growth. Rev. **Last Name** received positive feedback from members on the monthly congregational letters and expressed how much an impact the additional statistical data helped to illustrate various churches and the statistics on church growth. Rev. **Last Name** provided additional comments on some of the issues that cause controversy and difficulty in increasing membership. Our church membership has grown by 90 since Rev. **Last Name** arrived.

NEW BUSINESS:

26. No new business to discuss.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

27. Report attached.

CHRISTIAN EDUCATION:

28. No report submitted.

FINANCIAL:

29.

TREASURER’S FINANCIAL REPORT: MAY **date, year**

CHECKING ACCOUNT

	Balance 4/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 5/31/yr
General Fund						
Memorial Fund						
Building Fund						
PYF Mission Trip						
TOTAL						

INVESTMENTS

	Balance 4/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 5/31/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 4/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 5/31/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

30. Report attached.

MEMBERSHIP:

31. Elder **First Last Name** presented the report noting that the committee was looking at reducing the size of our advertisement as it is costing \$157.00 per month.

NOMINATING:

32. No report submitted.

FELLOWSHIP:

33. No report submitted

PERSONNEL:

34. Report attached.

OUTREACH & MISSION

35. Report attached.

STEWARDSHIP:

36. Elder First Last Name presented the Month Year cumulative financial report noting that we finished the year with a positive \$0000.00 to begin the new year. Elder First Last Name moved that the financial report be filed for audit and full financial review, seconded by Elder First Last Name and motion carried. The report was approved for publication to the congregation.

WORSHIP & SACRAMENTS:

37. No report submitted.

DEACONS:

38. No report submitted.

PRESBYTERIAN WOMEN:

39. No report submitted.

MISCELLANEOUS:

Rev. **Last Name** praised **First Last Name** (church secretary) for her outstanding efforts as she is doing a fantastic job.

DATE AND TIME OF NEXT MEETING:

40. The next meeting of Session will be held on **Day, Month, Date, Year** at 7:00 p.m.

ADJOURNMENT:

41. Elder **First Last Name** moved for adjournment at **0:00** p.m., seconded by Elder **First Last Name** and motion carried.

CLOSING PRAYER:

42. Elder **First Last Name** closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**MINUTES OF THE SPECIALLY CALLED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, Month, Date, Year
Time**

CALL TO ORDER:

1. The Moderator, Rev. **Last Name** called the meeting for the acceptance of new members to order at **time** AM in the **room name**.

OPENING PRAYER:

2. Rev. **Last Name** opened the meeting with prayer.

QUORUM:

3. A quorum was present. The Elders in attendance were **list names**.

INTRODUCTION OF ELDERS AND NEW MEMBER(S):

4. Rev. **Last Name** introduced the Elders in attendance.
5. Rev. **Last Name** introduced the new member candidates (to be received as active members by profession of faith unless otherwise indicated), who have attended church regularly, attended the introductory class taught by the pastor and have answered the constitutional questions, as follows:

- Name or names if couple/family
 - Name or names if couple/family
 - Name or names if couple/family
6. Elder **First Last Name** moved for approval, seconded by Elder **First Last Name**, and the motion carried.

ADJOURNMENT:

7. Elder **First Last Name** moved for adjournment at time, seconded by **First Last Name** and the motion carried.

CLOSING PRAYER:

8. Rev. **Last Name** closed the meeting with prayer.

Respectfully Submitted

First Last Name, Clerk of Session

This particular church recessed for the summer months.

**MINUTES OF THE STATED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, September, Date, Year
Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at **0:00** P.M. in the **Name** Room by the Moderator, the Rev. **Last Name**.

OPENING PRAYER:

2. **Name** opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
(P) Name	Name	Name
(A) Name	(E) Name	Name
Name	Name	Name

Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: **Date, Place**

APPROVAL OF MINUTES:

5. Elder **Name** moved provisional approval* of the minutes of the Stated meeting of the Session on **Day, Month, Date, Year** and the congregational meeting of **Day, Month, Date, Year**. This was seconded by Elder **Name** and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

6. Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**.

PASTOR’S REPORT:

7. **Shut-In Pastoral Visitation Record - Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00			
	00	00	00	00	00	00	00	00	00			
	00	00	00	00	00	00	00	00	00			
	00	00	00	00	00	00	00	00	00			
	00	00	00	00	00	00	00	00	00			

8. **Shut-In Communion Record - Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00			

*	00	00	00	00	00	00	00	00
00	00	00	00	00	00	00	00	00
U	00	00	00	00	00	00	00	00
D	00	00	00	00	00	00	00	00
00	00	00	00	00	00	00	00	00

(* = was in church; D = Declined; U = Unable to receive)

9. The pastor attended the funeral of **First Last Name**, father of **First Last Name**, who died on **Date**. Services were held on **date** at **place**.
10. The pastor presided at the funeral of **First Last Name**, who died on **date** and services were held at the church on **date**.
11. The pastor plans to attend Polity Conference Training in Mobile, AL in the second week of October (sponsored by the General Assembly).
12. The pastor taught an adult Sunday School class on the Book of Colossians and Philemon and a Wednesday night Bible Study on the Epistle to the Romans prior to his vacation and summer recess.
13. The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
 Visits/Counseling in:
 Home: 0
 Hospital: 0
 Workplace/other settings: 0
 Pastor's home: 0
 Office: 0
 By phone: 0
 Nursing homes: 0
14. The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
15. The pastor conducted all of the worship services since the last meeting.
16. The pastor has been counseling one family in crisis since the last report.
17. The pastor discharged his responsibilities as Stated Clerk of the Synod.
18. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
19. Elder **Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **Name**, and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered "approved as printed" within 7 days of "provisional approval" provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval.*

Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.

CLERK’S REPORT:

- 20. Correspondence/official communications: The Clerk received two letters requesting membership transfer. **First Last Name** is requesting a transfer to First Presbyterian Church, **Town, State**. **First Last Name** is requesting a transfer to First Presbyterian Church, **Town, State**. The Session approved the transfers.
- 21. Communion was served on:
 - Day, Month, Date, Year** with **000** in attendance.
 - Day, Month, Date, Year** with **000** in attendance.
 - Day, Month, Date, Year** with **000** in attendance.
 Next communion services will be held on **date**.
- 22. There have been no changes in membership since the last meeting.

OLD BUSINESS:

- 23. Olin Mills Church Directory in progress and should be published before year’s end.

NEW BUSINESS:

- 24. No new business to discuss.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

- 25. Elder **First Last Name** summarized the many projects that the committee performed this year, replaced Memorial Bench, painted hand rails, repaired stucco walls, electrical repairs, and concrete slabs. The committee provided a heads up on a request for an additional \$6000.00 for new snow removal to be added as a separate line item on budget.

CHRISTIAN EDUCATION:

- 26. In addition to the attached report, Elder **First Last Name** presented additional information regarding **..... enter information**

FINANCIAL:

- 27.

TREASURER’S FINANCIAL REPORT: JANUARY **date, year**

CHECKING ACCOUNT

	Balance 5/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 9/30/yr
--	--------------------	---------------	----------------	-------------	--------------	--------------------

General Fund

Memorial Fund
 Building Fund
 PYF Mission Trip
 TOTAL

INVESTMENTS

	Balance 5/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 9/30/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 5/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 9/30/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

28. Report attached.

FELLOWSHIP:

29. No report submitted

PERSONNEL:

30. Report attached.

OUTREACH & MISSION

31. Report attached.

STEWARDSHIP:

32. Report attached.

WORSHIP & SACRAMENTS:

33. No report submitted.

DEACONS:

34. No report submitted.

PRESBYTERIAN WOMEN:

35. No report submitted.

MISCELLANEOUS:

36. No miscellaneous business.

NEXT MEETING:

37. The next meeting of Session will be held on **Day, Month, Date, Year** at 7:00 p.m.

ADJOURNMENT:

38. Elder **Name** moved for adjournment at **0:00** p.m., seconded by Elder **Name** and motion carried.

CLOSING PRAYER:

39. **Name** closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**MINUTES OF THE STATED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, October, Date, Year
Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at **0:00** P.M. in the **Name** Room by the Moderator, the Rev. **Last Name**.

OPENING PRAYER:

2. **Name** opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
(P) Name	Name	Name
(A) Name	(E) Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: **Date, Place**

APPROVAL OF MINUTES:

5. Elder **Name** moved provisional approval* of the minutes of the Stated meeting of the Session on **Day, Month, Date, Year** and the congregational meeting of **Day, Month, Date, Year**. This was seconded by Elder **Name** and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

6. Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**.

PASTOR’S REPORT:

7. **Shut-In Pastoral Visitation Record - Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00	00		
	00	00	00	00	00	00	00	00	00	00		
	00	00	00	00	00	00	00	00	00	00		
	00	00	00	00	00	00	00	00	00	00		

00	00	00	00	00	00	00	00	00	00	00
00	00	00	00	00	00	00	00	00	00	00

8. Shut-In Communion Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00	00		
	*	00	00	00	00	00	00	00	00	00		
	00	00	00	00	00	00	00	00	00	00		
	U	00	00	00	00	00	00	00	00	00		
	00	00	00	00	00	00	00	00	00	00		
	D	00	00	00	00	00	00	00	00	00		

(* = was in church; D = Declined; U = Unable to receive)

- The pastor researched and purchased replacement phones after a lightning strike destroyed the existing phone system. Total cost approximately \$300.00 to include 6 phones.
- The pastor presided at the funeral of **First Last Name**, who died on **date** and services were held at the church on **date**.
- The pastor attended the PC(USA) Polity Conference Training in Mobile, AL in the second week of October (sponsored by the General Assembly).
- The pastor taught an adult Sunday School class on the Book of Colossians and Philemon and a Wednesday night Bible Study on the Epistle to the Romans prior to his vacation and summer recess.
- The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
 Visits/Counseling in:
 Home: 0
 Hospital: 0
 Workplace/other settings: 0
 Pastor's home: 0
 Office: 0
 By phone: 0
 Nursing homes: 0
- The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
- The pastor conducted all of the worship services since the last meeting.
- The pastor has been counseling one family in crisis since the last report.
- The pastor discharged his responsibilities as Stated Clerk of the Synod.
- The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.

19. Elder **Name** moved for provisional approval* of the Pastor’s Report, seconded by Elder **Name**, and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK’S REPORT:

20. Correspondence/official communications: none
 21. Communion was served on:
Day, Month, Date, Year with **000** in attendance.

OLD BUSINESS:

22. Approval of wording in the Administration Handbook, for policy on purchasing locally, was discussed. The Session approved the following verbiage: Whenever similar products and services are available for similar cost, local businesses shall be given priority in regard to purchasing decisions in support of Church operations and programs.

NEW BUSINESS:

23. No new business to discuss.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

24. Elder **First Last Name** summarized the many projects that the committee performed this year, replaced Memorial Bench, painted hand rails, repaired stucco walls, electrical repairs, and concrete slabs. The committee provided a heads up on a request for an additional \$6000.00 for new snow removal to be added as a separate line item on budget.

CHRISTIAN EDUCATION:

25. In addition to the attached report, Elder **First Last Name** presented additional information regarding **..... enter information**

FINANCIAL:

- 26.

TREASURER’S FINANCIAL REPORT: OCTOBER **date, year**

CHECKING ACCOUNT

Balance	Income	Expense	Trans	Trans	Balance
9/30/yr	YTD	YTD	In	Out	10/31/yr

General Fund
 Memorial Fund
 Building Fund
 PYF Mission Trip
 TOTAL

INVESTMENTS

	Balance 9/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 10/31/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 9/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 10/31/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

27. Report attached.

FELLOWSHIP:

28. No report submitted

PERSONNEL:

29. Did not meet.

OUTREACH & MISSION:

30. Report attached.

STEWARDSHIP:

31. Report attached.

WORSHIP & SACRAMENTS:

32. No report submitted.

DEACONS:

33. No report submitted.

PRESBYTERIAN WOMEN:

34. No report submitted.

MISCELLANEOUS:

35. No miscellaneous business.

NEXT MEETING:

36. The next meeting of Session will be held on **Day, Month, Date, Year** at 7:00 p.m.

ADJOURNMENT:

37. Elder **Name** moved for adjournment at **0:00** p.m., seconded by Elder **Name** and motion carried.

CLOSING PRAYER:

38. **Name** closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**MINUTES OF THE
STATED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, November, Date, Year
Time**

CALL TO ORDER:

1. A stated meeting of the Session was called to order at **0:00** P.M. in the **Name** Room by the Moderator, the Rev. **Last Name**.

OPENING PRAYER:

2. **Name** opened the meeting with prayer.

ATTENDANCE:

3. (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

4. The next Presbytery Meeting: **Date, Place**

APPROVE OF MINUTES:

5. Elder **First Last Name** moved provisional approval* of the minutes of the Stated meeting of the Session on **Day, Month, Date, Year** and the congregational meeting of **Day, Month, Date, Year**. This was seconded by Elder **First Last Name** and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

6. Death and Funeral of Dorothy “Dottie” Ann Moore. Died **Day, Month, Date, Year**. Services were held in the sanctuary **Day, Month, Date**. Rev. **Last Name** officiated.

PASTOR’S REPORT:

7. Shut-In Pastoral Visitation Record - **Year**

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00

00	00	00	00	00	00	00	00	00	00	00	00
00	00	00	00	00	00	00	00	00	00	00	00

8. Shut-In Communion Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00	00	00	00
	*	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	U	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	D	00	00	00	00	00	00	00	00	00	00	00

(* = was in church; D = Declined; U = Unable to receive)

- The pastor was involved in teaching an adult Sunday School class on the Book of Psalms and a Wednesday Night Bible Study on The Book of Acts which are still in progress.
- The pastor provided administrative support for several of the committees of the Session, the Deacons, and attended the first part of most meetings and was usually available in the office during the meetings. In an effort to set aside a regular day off, the pastor usually does not attend committee meetings scheduled for Mondays, unless specifically asked to do so by the committee chairs.
- The pastor has met with **First Last Name**, Treasurer, **First Last Name**, Secretary and **First Last Name**, Christian Education Director to discuss items related to their work. The pastor continues to note his appreciation for the excellent working relationship that exists between and among the staff and volunteers.
- The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
 Visits/Counseling in:
 Home: 0
 Hospital: 0
 Workplace/other settings: 0
 Pastor's home: 0
 Office: 0
 By phone: 0
 Nursing homes: 0
- The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
- The pastor conducted all of the worship services since the last meeting.
- The pastor has been counseling one family in crisis since the last report.

16. The pastor discharged his responsibilities as Stated Clerk of the Synod.
17. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
18. Elder **First Last Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **First Last Name**, and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered "approved as printed" within 7 days of "provisional approval" provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK'S REPORT:

19. Correspondence/official communications: Clerk reported that he would be submitting the **Year** Annual Statistical Report to Presbytery during February.
20. Communion was served on **Day, Month, Date, Year** with **000** in attendance.
21. There have been no changes in membership since the last meeting.

OLD BUSINESS: (examples of information that can go here)

22. The Administrative Manual is now complete and will be printed for distribution to all officers and staff, and members of the new Session after the start of the new year. Copies will be available in the church office for all interested persons. The manual is always subject to review and revision by the Session.
23. Members provided comments and discussion on the content and quality of the Pastor's monthly articles and special letters to the Session on the subject of church growth. Rev. **Last Name** received positive feedback from members on the monthly congregational letters and expressed how much an impact the additional statistical data helped to illustrate various churches and the statistics on church growth. Rev. **Last Name** provided additional comments on some of the issues that cause controversy and difficulty in increasing membership. Our church membership has grown by 90 since Rev. **Last Name** arrived.

NEW BUSINESS:

24. No new business to discuss.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

24. A report was submitted and members were encouraged to read the report and if there are questions or concerns to contact the appropriate elder.

CHRISTIAN EDUCATION:

25. No report submitted.

FINANCIAL:

26.

TREASURER'S FINANCIAL REPORT: NOVEMBER **date, year**

CHECKING ACCOUNT

	Balance 10/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 11/30/yr
General Fund						
Memorial Fund						
Building Fund						
PYF Mission Trip						
TOTAL						

INVESTMENTS

	Balance 10/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 11/30/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 10/31/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 11/30/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

27. Report attached.

MEMBERSHIP:

28. Elder **First Last Name** presented the report noting that the committee was looking at reducing the size of our advertisement as it is costing \$157.00 per month.

NOMINATING:

29. Elder **First Last Name** provided the list of nominees for the Class of **next year** Elders/Deacons. **Elders:** **First Last Name, First Last Name, First Last Name, First Last Name, First Last Name,** and **First Last Name** (Clerk of Session). **Deacons:** **First Last Name, First Last Name, First Last Name,** and **First Last Name.**

FELLOWSHIP:

30. Elder **First Last Name** reported that the committee had provided refreshments after church all four Sundays.

PERSONNEL:

31. Report attached.

OUTREACH & MISSION:

32. Report attached.

STEWARDSHIP:

33. Elder **First Last Name** presented the Month Year cumulative financial report noting that we finished the year with a positive \$0000.00 to begin the new year. Elder **First Last Name** moved that the financial report be filed for audit and full financial review, seconded by Elder **First Last Name** and motion carried. The report was approved for publication to the congregation.

WORSHIP & SACRAMENTS:

34. No report submitted.

DEACONS:

35. No report submitted.

PRESBYTERIAN WOMEN:

36. No report submitted.

MISCELLANEOUS:

37. Rev. **Last Name** praised **First Last Name** (church secretary) for her outstanding efforts as she is doing a fantastic job. He is very pleased with the work she is doing and especially thanked her for her efforts on Sunday morning as she enjoys welcoming visitors, greeting members, assisting and answering questions regarding various committees and a real benefit for the membership committee.

DATE AND TIME OF NEXT MEETING:

38. The next meeting of Session will be held on **Day, Month, Date, Year** at 7:00 p.m.

ADJOURNMENT:

39. Elder **First Last Name** moved for adjournment at **0:00** p.m., seconded by Elder **First Last Name** and motion carried.

CLOSING PRAYER:

40. Elder **First Last Name** closed the meeting with prayer.

Respectfully submitted,

Name, Clerk of Session

**MINUTES FOR CALLED MEETING OF THE CONGREGATION
FIRST PRESBYTERIAN CHURCH**

ANYWHERE, IDAHO 83***

Day, December, Date, Year

Time

CALL TO ORDER:

1. A called meeting of the Congregation was called to order at **time**, in the sanctuary by the Moderator Rev. **Last Name**.

PRAYER:

2. Rev. **Last Name** opened the meeting with prayer.

QUORUM:

3. A quorum was present.

ELDERS/DEACONS NOMINATIONS:

4. Rev. **Last Name** read the following nominations for **Elder Class of Year:** For a 3-year term: **First Last Name, First Last Name, First Last Name, First Last Name, and First Last Name** (Clerk of Session). **Deacon Class of Year:** **First Last Name, First Last Name, First Last Name, First Last Name and First Last Name**. There were no nominations from the floor for Elder or Deacon. **First Last Name** moved for approval of the slate of nominees, seconded by **First Last Name** and the motion carried unanimously.

NEXT YEAR NOMINATING COMMITTEE:

- Rev. **Last Name** discussed the options of the Nominating Committee structure noting that the committee should consist of 4 at-large members. He asked for volunteers from the congregation. There were no volunteers at this time. This topic will be addressed at the next Congregational meeting in January.

Respectfully submitted,

First Last Name, Clerk of Session.

**MINUTES OF THE
STATED MEETING OF SESSION
FIRST PRESBYTERIAN CHURCH
ANYWHERE, IDAHO 83***
Day, December, Date, Year
Time**

CALL TO ORDER:

- A stated meeting of the Session was called to order at **0:00** P.M. in the **Name** Room by the Moderator, the Rev. **Last Name**.

OPENING PRAYER:

- Name** opened the meeting with prayer.

ATTENDANCE:

- (P = present; A = absent; E = excused)

Class of Year	Class of Year	Class of Year
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

PRESBYTERY REPRESENTATIVE’S REPORT:

- The next Presbytery Meeting: **Date, Place**

APPROVAL OF MINUTES:

- Elder **First Last Name** moved provisional approval* of the minutes of the Stated meeting of the Session on **Day, Month, Date, Year** and the congregational meeting of **Day, Month, Date, Year**. This was seconded by Elder **First Last Name** and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered “approved as printed” within 7 days of “provisional approval” provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

FOR THE RECORD:

- Baptism of **Name**, infant daughter of **Names**, born on **Day Month, Date, Year** at **place**, on **Day Month, Date, Year**. Rev. **Name** officiated and Elder **Name** assisted. The baptism was approved by vote of Session on **Day Month, Date, Year**
- Request for baptism of **Name**, infant daughter of **Names**, Granddaughter of **Names** at a near date to be announced.
- Elder **First Last Name** moved approval of the baptism, seconded by Elder **First Last Name** and motion carried.

PASTOR’S REPORT:

9. Shut-In Pastoral Visitation Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00

10. Shut-In Communion Record - Year

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	00	00	00	00	00	00	00	00	00	00	00	00
	*	00	00	00	00	00	00	00	00	00	00	00
	00	00	00	00	00	00	00	00	00	00	00	00
	U	00	00	00	00	00	00	00	00	00	00	00

00	00	00	00	00	00	00	00	00	00	00	00	00
D	00	00	00	00	00	00	00	00	00	00	00	00

(* = was in church; D = Declined; U = Unable to receive)

11. The pastor was involved in teaching an adult Sunday School class on the Book of Psalms and a Wednesday Night Bible Study on The Book of Acts which are still in progress.
12. The pastor provided administrative support for several of the committees of the Session, the Deacons, and attended the first part of most meetings and was usually available in the office during the meetings. In an effort to set aside a regular day off, the pastor usually does not attend committee meetings scheduled for Mondays, unless specifically asked to do so by the committee chairs.
13. The pastor has met with John Doe, Treasurer, Cindy Talksalot, Secretary and Berta Tell, Christian Education Director to discuss items related to their work. The pastor continues to note his appreciation for the excellent working relationship that exists between and among the staff and volunteers.
14. The pastoral visitation summary: **Month, Date, Year — Month, Date, Year**
 Visits/Counseling in:
 Home: 0
 Hospital: 0
 Workplace/other settings: 0
 Pastor's home: 0
 Office: 0
 By phone: 0
 Nursing homes: 0
15. The pastor has maintained the computers in his office and the Secretary and C. E. Director's office in regard to Windows operating system updates and security patches, and the anti-virus scanning, virus definitions, subscription renewals, etc. and provided training for office staff in this regard.
16. The pastor conducted all of the worship services since the last meeting.
17. The pastor has been counseling one family in crisis since the last report.
18. The pastor discharged his responsibilities as Stated Clerk of the Synod.
19. The pastor edited the monthly newsletter, wrote educational articles regarding church growth and produced the worship bulletins with contributions for the announcement portions.
20. Elder **First Last Name** moved for provisional approval* of the Pastor's Report, seconded by Elder **First Last Name**, and motion carried.

**provisional approval of the minutes means that the minutes, upon first inspection, appear to be in order and that they will be considered "approved as printed" within 7 days of "provisional approval" provided no member of Session voices objection or recommends a revision of any part to the pastor or clerk. Insignificant typographical corrections may be included without effect to provisional approval. Significant revisions or objections will require discussion at a subsequent meeting of Session and a vote for approval at that time.*

CLERK’S REPORT:

- 21. Correspondence/official communications: Clerk reported that he would be submitting the **Year** Annual Statistical Report to Presbytery during February.
- 22. Communion was served on **Day, Month, Date, Year** with **000** in attendance.
- 23. There have been no changes in membership since the last meeting.

OLD BUSINESS: (examples of information that can go here)

- 24. The Administrative Manual is now complete and will be printed for distribution to all officers and staff, and members of the new Session after the start of the new year. Copies will be available in the church office for all interested persons. The manual is always subject to review and revision by the Session.
- 25. Members provided comments and discussion on the content and quality of the Pastor’s monthly articles and special letters to the Session on the subject of church growth. Rev. **Last Name** received positive feedback from members on the monthly congregational letters and expressed how much an impact the additional statistical data helped to illustrate various churches and the statistics on church growth. Rev. **Last Name** provided additional comments on some of the issues that cause controversy and difficulty in increasing membership. Our church membership has grown by 90 since Rev. **Last Name** arrived.

NEW BUSINESS:

- 26. No new business to discuss.

COMMITTEE/BOARD REPORTS:

BUILDINGS & GROUNDS:

- 27. Report attached.

CHRISTIAN EDUCATION:

- 28. No report submitted.

FINANCIAL:

- 29.

TREASURER’S FINANCIAL REPORT: DECEMBER **date, year**

CHECKING ACCOUNT

	Balance 11/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 12/31/yr
General Fund						
Memorial Fund						
Building Fund						
PYF Mission Trip						

TOTAL

INVESTMENTS

	Balance 11/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 12/31/yr
MM-BF/MF						
Insurance Escrow						
Scholarship						
PYF Mission Trip						
TOTAL						

CHURCH DEVELOPMENT ACCOUNT

	Balance 11/30/yr	Income YTD	Expense YTD	Trans In	Trans Out	Balance 12/31/yr
Certificate of Deposit						
Stewardship Account						
TOTAL						

LONG RANGE PLANNING:

30. Report attached.

MEMBERSHIP:

31. Elder **First Last Name** presented the report noting that the committee was looking at reducing the size of our advertisement as it is costing \$157.00 per month.

NOMINATING:

32. No report submitted.

FELLOWSHIP:

33. No report submitted

PERSONNEL:

34. Report attached.

OUTREACH & MISSION:

35. Report attached.

STEWARDSHIP:

36. Elder First Last Name presented the Month Year cumulative financial report noting that we finished the year with a positive \$0000.00 to begin the new year. Elder First Last Name moved that the financial report be filed for audit and full financial review, seconded by Elder First Last Name and motion carried. The report was approved for publication to the congregation.

WORSHIP & SACRAMENTS:

37. No report submitted.

DEACONS:

38. No report submitted.

PRESBYTERIAN WOMEN:

39. No report submitted.

MISCELLANEOUS:

40. Rev. Last Name praised First Last Name (church secretary) for her outstanding efforts as she is doing a fantastic job.

DATE AND TIME OF NEXT MEETING:

41. The next meeting of Session will be held on Day, Month, Date, Year at 7:00 p.m.

ADJOURNMENT:

42. Elder First Last Name moved for adjournment at 0:00 p.m., seconded by Elder First Last Name and motion carried.

CLOSING PRAYER:

43. Elder First Last Name closed the meeting with prayer.

Respectfully submitted,
Name, Clerk of Session