

**4.910 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, MEETING MINUTES**

**4.912 Docket Form for Minutes of Regular Session Meeting**

**Church  
City, State**

Minutes of Regular Session Meeting  
Month, Day, Year

1. The session (church name), of (city, state), held a regular meeting on (day, month, date, year), at (time), in the (room) of the church. The moderator was (name).
2. The meeting was opened with prayer by (name).
3. Elders present: (names)  
Excused: (names)  
Absent: (names)  
Visitors Present: (names)  
  
A quorum was present and the meeting was called to order.
4. The following minutes were read and approved: (Insert Regular or Special) Meeting on (date). Corrections made as follows: (Note here any reference to this correction made in the margin of corrected minutes).
5. Communications/Correspondence: (List)
6. Changes in Rolls and Registers of the Church:  
Weddings: (name(s), date, witnesses); (In the church, conducted by an Installed Pastor); (In the church, not conducted by an Installed Pastor); (Not on church property, conducted by an Installed Pastor)  
Marriages: (Other than above that affect member status on the roll.)  
Deaths: (name, date of death, date of funeral)  
New Members: (received by transfer, reaffirmation, etc.)  
Requests for Letters of Transfer  
Requests for Baptism: (name, parent's names, date of birth, baptismal date)  
Other Changes
7. Reports heard, actions taken.
8. New Business
9. The meeting was adjourned at (time) and closed with prayer by (name).
10. Date of next regular session meeting is (insert date).

Respectfully submitted,

\_\_\_\_\_  
Clerk of Session

Minutes Approved: (initials)

Date of Approval: (insert date)