

4.910 COMMITTEES OF PRESBYTERY

4.913 Docket Form for Minutes of Special Session Meeting

**Church
City, State**

Minutes of Special Session Meeting
Month, Date, Year

1. The session of (church name), of (city, state), held a special 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 meeting was called for (state the express purpose of the meeting-the same purpose as given in the invitation to the elders to attend).
5. Changes in Rolls and Registers of the Church:
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
6. Reports heard, actions taken.
7. The meeting was adjourned at (time) and closed with prayer by (name).
8. Date of next regular session meeting is (insert date).

Respectfully submitted,

Minutes Approved: (Initials)

Clerk of Session

Date of Approval: (Insert Date)