

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

**4.914 Docket Form for Minutes of an Annual Congregational Meeting**

**Church  
City, State**

Minutes of Annual Congregational Meeting  
Month, Date, Year

1. The congregation of (church name), of (city, state), held its annual meeting on (day, month, date, year), at (time), in the (room) of the church. The moderator was (name).
2. The purpose of the meeting was to (state the express purpose of the meeting-the same purpose given in the invitation to the congregation to attend).
3. Notice of the meeting was given by (oral announcement, and/or bulletin, and/or letter).
4. The meeting was called to order and opened with prayer by (name).
5. A quorum was declared with (number) members present. (Quorum is 10% of active members.)
6. The following minutes of congregation meeting(s) were noted as having been approved by the session: Minutes of Meeting(s) on (Date(s)) were approved by session on (Date(s)).
7. Reports heard, actions taken: Include election of officers, nominating committee, etc.
8. Review of pastor's compensation.
9. Motion to grant authority to session to approve minutes of this meeting.
10. Adjournment, closing prayer.

Respectfully submitted,

Minutes Approved: (Initials)

Date of Approval: (Insert Date)

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Clerk of Session

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Moderator (Name)