

4.910 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, MEETING MINUTES

4.915 Docket Form for Minutes of a Special Congregational Meeting

**Church
City, State**

Minutes of Special Congregational Meeting
Month, Date, Year

1. The congregation 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 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. Reports heard, actions taken.
7. Motion to grant authority to session to approve minutes of this meeting.
8. Adjournment, closing prayer.

Respectfully submitted,

Minutes Approved: (initials)

Date of Approval:

Clerk of Session

Moderator (Name)