

Presbytery of Northern Waters

2105 Woodland Ave
Duluth, MN 55803

Reviewing Minutes – MoO 4.911

Date: _____

Church: _____

Reviewer: _____

No Exceptions

Exceptions as Noted Below:

Reviewer Signature: _____

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,

Minutes Approved: (initials)

Clerk of Session

Date of Approval: (insert date)

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,

Clerk of Session

Minutes Approved: (Initials)

Date of Approval: (Insert Date)

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.
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: 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,

Clerk of Session

Minutes Approved: (Initials)
Date of Approval: (Insert Date)

Moderator (Name)

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.
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)