

## Cheat Sheet for Session Minutes

1. Follow the written agenda for making meeting notes
2. Note all of the following in opening paragraphs
  - a. Church name, city state
  - b. If meeting is the “stated” or “special called”
    - i. If Special called what was the purpose of the meeting
  - c. Date and time
  - d. Moderator Name
  - e. Elders present
  - f. Elders excused (absent)
  - g. Any guests
  - h. The call to order
  - i. Opening prayer
  - j. Brief report of any devotions or study time (don’t make in depth report)
  - k. Report previous minutes approved
  - l. Pastor (moderator) report
  - m. Clerk’s report
    - i. See Sample Template for specifics
    - ii. Membership
    - iii. Baptisms
    - iv. Weddings
    - v. Deaths
    - vi. Communion – report approval of dates to serve the sacrament and that the sacrament also took place on a specific date
    - vii. Significant communications only
  - n. Committee reports
    - i. Note reports as being received only unless there are specific session actions.
    - ii. Actions requiring vote - record actual language use for motion.
    - iii. Do not report motion maker
    - iv. Only report if action passed (approved) or failed (rejected)
  - o. Adjournment
  - p. Meeting closed with prayer
  - q. Sign the minutes.

All of these items will need to be added to register rolls

\*Other items not regularly reported see the Sample Template for Session Minutes.