

SAMPLE AGENDA

Name of Church

Stated Meeting Date (note if a stated meeting or special called)

Meeting Time

Moderator:

Elders Present:

Elders Absent:

Call to Order/ Open with prayer

Approve Minutes

Clerk's Report (see template for required items)

Pastor/Moderator report

Treasurer's Report

Deacons report (if have)

Presbytery Assembly commissioners report. (if an Assembly meeting has taken place prior to session meeting)

Committee reports: (List all your particular church has)

Example: (Written/verbal reports can be noted as received. Record any actions coming from a committee)

Christian Education

Evangelism/ Fellowship

Mission

Nominating/Leadership

Stewardship (Annual Budget for approval) /

Worship & Music

Other Old/New Business

Next stated meeting date

Adjourn/ Close with prayer