

SESSION AGENDA GUIDELINES

NOTE: Calendar was prepared based upon new officers being elected in the fall and installed in January. Adjust accordingly if your church follows a different schedule.

JANUARY

- Approve General Assembly Annual Statistical Report
- Approve Communion Dates for the year
- Record in minutes that Communion was/was not served by the Pastor to members at home or in the hospital; include name/s of church member/s assisting
- Record in minutes that church officers were ordained and installed. (Please note that new officers must have been trained and examined prior to ordination.)
- List date, class, installed, ordained
- Announce committee assignments
- State composition of session in minutes: should reflect generally racial/ethnic, age, gender, and disability make-up of the congregation
- Approve and record budget for the year, including a summary of anticipated receipts, expenditures, staff compensation, etc.
- Elect two members as session representatives for congregational nominating committee; appoint one as chair.

FEBRUARY

- Docket time for report of Commissioner/s to January Presbytery meeting
- Designate auditor/s to review church's financial records for the preceding year
- Appoint person(s) to review adequacy of the church's insurance and report back to Session
- Appoint commissioners to the March presbytery meeting

MARCH

- Appoint committee/s to review minutes of the Board of Deacons and the Board of Trustees, if these are separate boards in your church
- Plan for review of church rolls. Record in minutes actions taken and indicate Book of Order reference which applies to each
- State in minutes that an annual review of the rolls was made
- Appoint commissioners to the April presbytery meeting

APRIL

- Docket time for report of commissioner/s to March presbytery meeting

MAY

- Docket time for report of commissioner/s to April presbytery meeting
- Appoint commissioners to June presbytery meeting.

JUNE

- Begin work on budget figures and plans for fall stewardship campaign

JULY

- Docket time for report of commissioner/s to June presbytery meeting
- Appoint commissioner/s to September presbytery meeting
- Receive report of review of previous year's finances by auditors. The minutes should at least show the name/s of the auditor/s, scope (what was/was not reviewed), findings, and recommendations (if any).

SEPTEMBER

- Review preliminary budget for coming year
- Review stewardship campaign
- Approve date for Congregational Meeting to elect officers.

OCTOBER

- Elect Commissioner/s for November presbytery meeting
- Record that minutes have been submitted for review by Miami Presbytery and approved with/without exceptions.

NOVEMBER

- Approve proposed budget
- Approve recommendation for changes in terms of call for pastor/s.

DECEMBER

- Docket time for commissioner/s report of November presbytery meeting
- Approve changes in compensation for lay employees
- Set date for Annual Meeting of Congregation and Corporation (if appropriate)
- Record in minutes annual review and evaluation by Personnel Committee for all members of staff
- Record in minutes that church officer training was held
- Record in minutes that newly-elected officers have been examined and approved for ordination and/or installation
- Elect Clerk of Session
- Elect Treasurer (required annually)
- Approve changes in terms of call for pastor/s for recommendation to the Annual Congregational Meeting.

(This calendar is based on one prepared by the National Capital Presbytery. It includes items in addition to regular monthly business which should be docketed during the year.)