

Appendix N

Sample Agenda for Stated Session Meeting

- (1) Open with worship/prayer.
- (2) Record those present and absent, and determine that a quorum is present.
- (3) Approve the minutes of the previous meeting.
- (4) Present communications and correspondence and refer to the appropriate committee,
- (5) Hear reports from
 - (a) pastor,
 - (b) clerk,
 - (c) treasurer,
 - (d) other staff members,
 - (e) standing committees, and
 - (f) special committees and task forces.
- (6) Take action regarding reception and dismissal of members.
- (7) Hold dialogues with other governing bodies:
 - (a) hear reports from commissioners to presbytery or synod,
 - (b) prepare reports to presbytery as requested.
- (8) Present other matters.
- (9) Summarize the actions and confirm assignments.
- (10) Clarify plans for next meeting.
- (11) Adjourn.
- (12) Close with worship/prayer.