

SAMPLE SESSION AGENDA CALENDAR THROUGH THE YEAR

No two sessions have exactly the same rhythm for meetings during the year, but this reminder of month-by-month items may help you construct your agendas, in addition to the specific business items for that month. This particular calendar was prepared based on 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 (for final online entry in February).
- 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 elder/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 the racial/ethnic, age, gender, and disability make-up of the congregation.
- Approve and record the budget for the year, including a summary of anticipated receipts, expenditures, staff compensation, etc.
- Elect at least one current session member to serve on the congregational nominating committee.
- Appoint the appropriate number of Ruling Elder commissioners for the February presbytery meeting; consider whether those people will serve for the entire calendar year's presbytery meetings.

FEBRUARY

- Docket time for report of Commissioner/s who served at February presbytery meeting (if dates of meetings allow).
- 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.

MARCH

- Docket time for report of Commissioner/s who served at February presbytery meeting (if not done last month).
- 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.

APRIL

- Appoint (or reaffirm) commissioners to the May presbytery meeting.
- Record that minutes have been submitted for review by the Presbytery of the Miami Valley and approved with/without exceptions.

MAY

- Docket time for report of commissioner/s to May presbytery meeting (if dates of meetings allow)

JUNE

- Begin work on budget figures and plans for fall stewardship campaign.
- Docket time for report of Commissioner/s who served at May presbytery meeting (if not done last month).

JULY

- Appoint (or reaffirm) 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

- Docket time for report of commissioner/s to September presbytery meeting (if dates of meetings allow).
- Review preliminary budget for coming year.
- Review stewardship campaign.
- Approve date for Congregational Meeting to elect officers.

OCTOBER

- Docket time for report of Commissioner/s who served at September presbytery meeting (if not done last month).
- Elect (or reaffirm) commissioner/s for November presbytery meeting.

NOVEMBER

- Review and approve proposed budget.
- Review and approve recommendation for changes in terms of call for pastor/s.
- Docket time for report of commissioner/s to November presbytery meeting (if dates of meetings allow).

DECEMBER

- Docket time for commissioner/s report of November presbytery meeting (if not done last month).
- Approve changes in compensation for lay employees.
- Set date for Annual Meeting of Congregation and Corporation (if appropriate).

- Approve changes in terms of call for pastor/s for recommendation to the Annual Congregational Meeting.
- Record in minutes the 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 if term is expiring.
- Elect Treasurer if term is expiring.

Revised Dec. 2015, by Stated Clerk Larry Hollar