

SESSION MEETING DOCKET

The Docket should be made available to session members prior to the meeting so that the elders may be prepared to do the business.

The value of the docket is, at least, threefold; it:

- Provides for an orderly process in the handling of session business,
- Informs the members of the issues to be discussed,
- Serves as a reminder of the necessary preparation for the meeting.

SAMPLE DOCKET

(Date)

Opening Prayer

Roll and attestation of quorum

Reading and approval of minutes of previous meeting

Communications from Presbytery, Synod or General Assembly

Report of Moderator

Report of Clerk -- other communications

Report of Treasurer at least quarterly

Reports of Permanent Committees

Reports of Special Committees or Task Force

Membership

- Examination and reception of new members
- Transfer of members
- Arrangements for the Lord's Supper or Baptisms

Report to presbytery when in order

Report of commissioner(s) about presbytery meeting

Unfinished business

New business

Statement of adjournment to next meeting and date

Adjournment with prayer