

(Insert Name of Commission / Committee / Work Group / Team / Entity)

Presbytery of Chicago

Minutes of Stated (regular) Meeting

(Insert Date / Time / Meeting Location)

Moderator: *(insert name)*

Members Present: *(insert names)*

Members Excused / Absent: *(insert names)*

Call to Order: The meeting was called to order by *(insert name)* and a quorum was present. The meeting was opened with prayer / devotion led by *(insert name)*.

(Note – a quorum for commissions and committees if 50% of the members)

Approval of Meeting Minutes: The Minutes of *(insert dates or previous meetings of entity)* were distributed by email to the members. It was moved and seconded to approve the Minutes of *(insert date)*. *(or)* It was moved and seconded to approve the minutes of *(insert name)* as amended: *(include the changes in the minutes here – and then be sure to go back to the original set of minutes and make the changes approved – so that the original minutes reflect the changes / amendments which the entity approved.)*

Commission / Committee Business:

(List the items of business for this entity meeting – include subcommittee reports.)

(It is often helpful to number these items in the Minutes, for ease of reference.)

(Include specific actions taken by the entity – for example):

1. **Genesis Mission Grant for Ninth Presbyterian Church, Chicago:** It was moved and seconded to *(insert specific action)* approve a Genesis Grant of \$1,000 for Ninth Presbyterian Church, Chicago, to help fund their new clothing closet. Discussion followed: the motion was approved.
2. **Inquirer Kenneth Hockenberry:** Following examination by the CPM, it was moved and seconded to approve Inquirer Ken Hockenberry (a member of First Church, Wharton, IL) to Candidacy status, effective today, *(insert date)*, and to report this action to the Presbytery Assembly.
3.

(Note: it is not necessary to record the name of the person who made the motion, or the name of the person who seconded the motion. Names of members present are listed at the top of the Minutes.)

Old Business / New Business

(Include here any business items that were not completed in the prior meeting, or was not specifically docketed for this meeting. New Business can be introduced here and docketed for a future meeting).

Next Meeting:

The next meeting of *(insert name of commission / committee...)* is scheduled for *(insert date and time and location)*.

Adjournment

The Meeting of *(insert name of commission / committee...)* was adjourned at *(insert time)*, and was closed with prayer led by *(insert name)*.

Attest / Respectfully Submitted,

(insert name of person taking the meeting minutes - and include signature – as appropriate)

(Note: Minutes from entity meetings can be used to gather information for an entity report, which is submitted to the appropriate Commission, Committee, or the Presbytery Assembly. Please consult the Report Calendar for specific report submission dates.)

*(Note: Minutes of a **Special or Called Meeting** must include the specific action item or items for which the special meeting was called. For example: "This Special Meeting of the New Worshipping Communities Committee was called to consider the request of _____ to include _____ in the list of groups to receive funding in the year 2021." Business taken up in a Special Meeting is limited only to the specific business item that was noted in the call to the Special Meeting. While other entity business items can be discussed, no action can be taken on other business items. A second Special Meeting, with adequate notice, can be called, or the item can be discussed, and action taken at the next regular or stated meeting.)*