

SESSION MEETING TIME LINES

Date	Activity	Your Role	Comments
1 st Tuesday of Month	Session Ministry Team Meetings	None	
Sometime during this period	Obtain attendance figures	Get the information from Secretary, etc.	Arrange to “automatically” receive this information. Put it in the agenda/minutes. You also need this information for the Statistical Report to GA.
Sunday after Ministry Team Meetings	Receive minutes from Ministry Teams and Financial Reports	Compile reports and create draft agenda	
Mid-Week of 2 nd week of month	Complete draft agenda and discuss with Moderator	Make any changes	Use reports to put all proposed Motions in the Agenda.
Friday of 2 nd week	Transmit reports	Send this stuff	Should include: Agenda Minutes of prior meeting(s) Financial reports Ministry Team reports Other stuff recd.
Monday before Session	Create minute template based on draft agenda	You do this.	YOU know what will not be an issue versus something that will be a lot of discussion. If you don’t do this, you will NOT be able participate in the discussions – you’ll be too busy taking the minutes! (comment based on clerk being an active elder on session)
3 rd Tuesday of Month	Session Meeting	Take the minutes by “filling in the blanks!”	You may prefer to handwrite notes on the agenda during the meeting and turn your notes into minutes after the meeting.
Wednesday morning	Finalize minutes	You do this.	I try to immediately finalize the minutes while it’s still “fresh” in my mind! If necessary, I send them out to key people to make sure that I captured everything!
Wednesday morning	Create Session Highlights (or low lights) for the Newsletter	You do this	This is a short article for the Newsletter so that the members are aware of the Session actions each month!