SAMPLE CLERK OF SESSION REPORT

This is a sample of a Clerk of Session report which can be modified per the needs of the particular clerk and/or congregation. If you have any questions, please contact Presbytery Stated Clerk Barbara Lutter at statedclerk@ptcaweb.org.

Clerk’s Report/Correspondence/Session Record/Narration

**Baptisms to be Approved:** (Name and proposed date of baptism to be celebrated)

**Baptisms Celebrated:** (Name and date of baptism already celebrated)

**Lord’s Supper to be Approved:** (Note – this can be one per year)

**Lord’s Supper Celebrated:**
Communion was served on (date) at the (time) a.m. worship service.
And later that same day to (name – homebound person) by ruling elders/deacons (names of deacons or ruling elders)
Pastor (name) took Communion to (name); ruling elder/deacon (names) was present.

**Weddings to be Approved:** (Name of couple, date, place)

**New Members Received (or to be received):** (Name(s) of new member(s)

**Transfer Request – to be Approved:** (Name, and church requesting transfer)

**Restore to Active Roll:** (Name)

**Restore and Transfer Request**

**Restore from Inactive and Transfer Request:** (Name and church requesting transfer)

**To Inactive Roll**

**Remove from Roll**

**Birth**

**Death**

**Ordinations/Installations**
Total Active Membership: (Last meeting date) – (number) (This meeting date) – (number)

NOTE: All of the actions above, (except birth and death, (obviously)) do not require some session action before the event takes place – or the already session approved action is recorded as having occurred (after the event) here in the Clerk of Session report. This also helps the Clerk maintain the corresponding Rolls and Registers.