

Sample Clerk of Session Report (Adapt as needed)

Clerk's Report

Clerk's Report/Correspondence/Session Records/ 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 once a year for the entire 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 Elders / Deacons (names of Deacons or Elders) Pastor (name) took Communion to (name); Elder / Deacon (name) was present.

Weddings to be approved (name of couple, date, place)

New Members received (or to be received) (names of new members)

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 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.