

2018 SESSION MINUTES REVIEW

CONGREGATION _____ CLERK _____

Session minutes from (month/year): _____ to (month/year): _____

Clerk of Session: Please answer the following questions concerning your session minutes. Enter "NA" if the question does not apply to your congregation. In the lower part of the form, please enter the page number in your session minutes where the requested information can be found. Submit this form with your minutes.

A. <u>General Form of Minutes</u>	YES or NO	If "NO," Pg # of Exception
1. Are all pages numbered consecutively?	_____	_____
2. Are blank spaces of more than two inches crossed out?	_____	_____
3. Is the page with the last approval stamp included?	_____	_____
 B. <u>For Each Meeting</u>		
1. Is the date, time and name of the congregation recorded?	_____	_____
2. Are the names of elders present, excused and absent recorded?	_____	_____
3. Is the name of the moderator for the meeting recorded?	_____	_____
4. Was a quorum present at the session meeting?	_____	_____
5. Is the meeting opened and closed with prayer?	_____	_____
6. Were the minutes of the preceding meeting(s) approved?	_____	_____
7. Are the minutes signed by the clerk?	_____	_____
 C. <u>Required Minute Entries</u>		
1. Copy of the Session's two page annual report to General Assembly (G-3.0202f)	_____	_____
2. Congregational meetings called by Session (G-1.0502)	_____	_____
3. Minutes of congregational meetings included (G-3.0204)	_____	_____
4. Quorum present at congregational meetings (G-1.0501)	_____	_____
5. Election of the clerk of Session for a specific term (G-3.0104)	_____	_____
6. Completion of a period of study and preparation for elders and deacons (G-2.0402)	_____	_____
7. Record of the election of elders and deacons (G-3.0204b)	_____	_____

8. Record of the ordination and/or installation of elders and deacons (G-3.0204b) _____
9. Election of commissioner(s) to presbytery (G-3.0202a) _____
10. Reports of Presbytery Commissioner(s) to session (G-3.0202a) _____
11. Election of the church treasurer by the session for a specific term (G-3.0205) _____
12. Establishment of the annual budget by the session (G-3.0113) _____
13. Pastor's terms of call is approved and submitted to presbytery (G-2.0804) _____
14. Annual financial review of the books (G-3.0113) _____
15. Prior authorization for the celebration of communion (W-3.0410) _____
16. Prior authorization for baptism (W-3.0410) _____
17. Session action to receive members (W-4.0204) _____
18. Session action to remove, delete, or transfer members from the roll of the congregation (G-3.0201c, G-3.0204a) _____
19. Session annual review of active members (G-3.0201c) _____
20. Prior authorization of marriages on church property including names, date and presiding pastor (W-4.0602) _____
21. Session review of its sexual misconduct policy _____
22. Session review of its child & youth protection policy _____

Narrative Questions

1. What is your church's mission statement? How has your congregation lived into its mission in the past year?

2. The best thing that happened for our congregation during the last year is:

3. One thing we would like the Presbytery to know about us is:

Signature: Clerk of Session

_____ Date _____