

2016 SESSION & CONGREGATIONAL MINUTES CHECKLIST

Office of the Stated Clerk

Mission Presbytery

The Presbytery is responsible to review annually session and congregational minutes, in accordance with Book of Order G-3.0108a. The actions of Sessions shall be in accordance with the Constitution of the Presbyterian Church (U.S.A.) and promote the mission and spiritual welfare of the church. This Session & Congregational Minutes Checklist will guide Clerks of Sessions in carrying out their responsibilities and producing the minutes for review.

Advance Preparation for the Annual Review:

1. Examine the Session & Congregational Minutes Checklist to know what the review requires.
2. Compile and organize copies of requested minutes from the previous calendar year.
3. New Clerks of Session in the current calendar year should coordinate with the former Clerk to gather minutes and signatures for the previous year (2016 Clerk coordinates with 2015 Clerk).
4. A PDF version of the Checklist is available below; contact the presbytery office for a Word version of the Checklist.

Completing the Session Records & Minutes Checklist:

1. Organize the Minutes of the Session and congregation chronologically; be sure that the pages are all numbered.
2. Fill in the boxes on the Checklist with the appropriate information. If there is something there that has not been a regular part of your sessional or congregational meetings/minutes, make note of that so that you can make the appropriate changes in your procedures.

Submit the Completed Checklist & the copies of your Minutes:

1. Submit copies only, not the originals of your minutes.
2. Submit the minutes and the Checklist together.
3. Mail to the Stated Clerk at Mission Presbytery, 7201 Broadway, Ste. 303, San Antonio, TX 78209; or hand-deliver to the presbytery office, or to the Stated Clerk at a Presbytery Meeting.
4. You will be notified when the review is completed, and of any changes/corrections that are required in your procedures. Include a copy of the certification in your Session Minutes.
5. Congratulate your Clerk on a job well done!

NAME OF CHURCH: _____

CITY OF CHURCH: _____

NAME OF CLERK (or Person Completing Report): _____

YEAR BEING SUBMITTED FOR REVIEW: _____

- | 1. Do ALL minutes indicate: | YES | NO |
|---|------------|-----------|
| a. Whether the meeting is stated or called?
If called, by whom? [G-3.0203] | _____ | _____ |
| b. Date, time, and location of each meeting | _____ | _____ |
| c. Quorum was present [G3.0203] | _____ | _____ |
| d. Elders & Moderator listed as present or absent | _____ | _____ |
| e. Approval of previous meeting's minutes | _____ | _____ |
| f. Prayer at beginning and end of meeting [G3.0105] | _____ | _____ |
| g. Clerk and Moderator's signatures | _____ | _____ |

2. Do minutes include the following: **Yes/No** **Page(s)** **Exception?**

2. Do minutes include the following:	Yes/No	Page(s)	Exception?
a. Minutes of congregational meetings recorded in Minute Book of Session [G-1.0505]			
b. Previous year's Annual Statistical Report attached, after review by Session [G-3.0202f]			
c. Annual review of roll of active members [G-3.0201c, 3.0204a&b]			
d. Reports/minutes from groups & organizations reviewed by Session [G-3.0108, 3.0204]			
e. Annual report of financial review approved by Session with comments [G-3.0113]			
f. Election of commissioners to presbytery, and follow-up reports noted [G-3.0202a]			
g. Pre-authorization of baptisms by Session [W-2.3011]			
h. Dates of baptisms recorded by Session [W-2.3011a(4)]			
i. Authorization of Communion, to be celebrated at least quarterly [W-2.4012]			
j. Training & examination of new elders and/or deacons [G-3.0201c]			
k. Annual approval of work of deacons [G-2.0202]			
l. Annual review of pastor's compensation by Session [G-3.0201c] and approval by congregation [G-1.0503c]			
m. Review of church rolls & registers [G-3.0204a]			
n. Election of Clerk [G-3.0104]			
o. Election of Treasurer [G-3.0205]			
p. Approval of annual budget [G-3.0113, 3.0205]			

q. Record in the Minutes that the church has property & liability insurance [G-3.0112]			
r. Record names of members elected to congregational nominating committee, including Ruling Elders designated by Session [G-2.0401]			
s. For Called & Congregational meetings, purpose of meeting recorded [G-2.0213, 1.0501]			

3. Has your Session approved a Sexual Misconduct Policy [G-3.0106]?

4. Has your Session approved a manual of administrative operations [G-3.0106]?

5. Are Ruling Elders in your congregation involved in the work of Presbytery committees? If so, which Elders, and which committees?