

Clerks of Sessions: Please fill this form out and place it in your Session Minutes Book to facilitate its reading.

Clerk's Guidelines for Annual Presbytery Session Minute Review for Year 20

Church Name & Address _____

Representing the Church _____ Date _____

On the line preceding each statement, please list the page number in your minutes or tab your minutes with the statement number to facilitate the reading.

_____ Each Meeting _____ 1. Session Meetings opened & closed with prayer (G-3.0105)

_____ Each Meeting _____ 2. Session provided by rule for its quorum? (G-3.0203)

_____ Each Meeting _____ 3. Quorum present at each meeting (G-3.0203)

_____ 4. Session conducted an annual review of membership roll (G-3.0201c)

_____ 5. Session Minutes contain Roll of Active Membership (G-3.0204)

_____ Yes _____ No 6. Session maintains a register in accordance with G-3.02046 which includes a roll of baptisms, Elders, Deacons, and Pastors who have served the Church. **(This Register does not have to be brought to review).**

Date _____ 7. Session elected representatives to Presbytery Meetings and heard reports.
Date _____ Date _____ Date _____ (G-3.0202a)

If this Church has no Board of Deacons. Skip to #9.

_____ 8. Session reviewed records and met annually with Diaconate (G-2.0202)

_____ 9. Session reviewed terms of call of pastor (G-2.0804)

_____ 10. Session holds an annual meeting of congregation (G-1.0501)

_____ 11. Are Session Minutes carefully preserved by the clerk & produced for approval. Are minutes stored with Historical Society or Columbia Seminary? (G-3.0107)

_____ 12. Session established an annual church budget (G-3.0205i)

_____ 13. Congregation provided for a Nominating Committee for church officers (G-2.0401)

_____ 14. Session instructed, examined, ordained and installed newly elected officers (G-3.0201c)

_____ 15. Session received regular financial reports (G-3.0205c)

_____ Date: _____ 16. Session received a financial review of financial records. (G-3.0113)
(Please refer to Presbytery booklet for explanation of "Financial Review.")

_____ Date: _____ 17. Is your Church incorporated? If **yes**, please list date of incorporation.(G-4.0101)

_____ Date _____ 18. Session adopted sexual misconduct policy? (G-3.0106)

_____ 19. Session developed manual of administrative operations? (G-3.0106)

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