

Church Name: _____

Check List for Session Records

*** Means for the Clerk of Session to put a stickie in the minute book noting this item.

___ Date, Time, Place, Moderator's name are clear at beginning of each set of minutes

___ Attendees, Excused, and Absent Names are recorded.

___ Others present are noted and duration of their stay.

___ The presence of a quorum is noted.

___ Meetings are opened with prayer.

___ Meetings are closed with prayer.

___ Motions are clearly defined and the action recorded (passed, referred, tabled)

*** ___ Statement of composition of session and how its corresponds to composition of the congregation (G10.0301) at least annually

*** ___ Meetings of session are at least quarterly

*** ___ Record of annual meeting of the Session with the Board of Deacons

*** ___ Record of training of elected officers by session

*** ___ Record of examination of elected officers by session

*** ___ Record of election of clerk of session and length of term

*** ___ Record of annual election of treasurer by the session

*** ___ Record of full financial review annually

*** ___ Record of commissioner to presbytery reports

*** ___ Record of review of work of organizations in the church

*** ___ Record of setting the times of worship and the celebration of the Sacraments

*** ___ Record of approving the curriculum used in education programs

-continued on back

- *** ____ Record of calling congregational meetings with sufficient notice (G 7.0303)
- *** ____ Minutes of the congregational meetings
- *** ____ Selection of members of the nominating committee by the congregation in an amount greater than the 2 elders from the session and a possible deacon
- *** ____ Annual review of the adequacy of the pastor(s) compensation by the congregation

Rolls and Register

- ____ Baptized members roll
- ____ Active members roll
- ____ Inactive members roll
- ____ Affiliate members roll
- ____ Roll of elders with dates of ordination, terms of service
- ____ Roll of deacons with dates of ordinations, terms of service
- *** ____ Can the rolls be easily reconciled with the minutes that record an action concerning a member. *Examples:*

The session noted the death of Susan Smith (Active Member # 570)

Having fulfilled the requirements of the Book of Order, G 10.0203a. (3)(a) by sending two letters that have been unanswered by Samuel White, the session voted to place him on the Inactive Roll. (Active Member # 374 to Inactive # 59)

Reviewer's Name

Approved ____ Approved with Exception ____ Not Approved ____