Revised 08/10

SHENANDOAH PRESBYTERY – Checklist of Session Tasks

Name of church _____ From: _____, 2010 To: _____, 2010

PLEASE NOTE: ***The Sessional Records Committee requests that clerks fill out this form to assist the committee in reviewing the minutes. Please put the meeting date and the page number from your minutes where the following items may be found. This will expedite the work of the readers who review numerous books.***

This form is intended as guidance for Moderators and Clerks of Session to help the Session keep a full and accurate record of its meetings by listing the various duties and responsibilities mandated of Sessions by the *Book of Order*. The Sessional Records Committee Readers will be assessing whether or not the minutes reflect a satisfactory effort by the Session to accomplish its tasks.

TASK and BOOK OF ORDER REFERENCE	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:	Meeting Date: and Page #:
A. **SESSION AND CONGREGATIONAL MEETINGS**												
1. Stated meetings **held at least quarterly? G-10.0201**												
2. All meetings opened/closed w/prayer? **G-9.0301b**												
3. All meetings designated as *Stated* or *Special (Called)* **G-10.0201**												
4. Quorum present at all meetings? **G-10.0202 & G-7.0305**												
5. All minutes approved by Session at subsequent meeting? **RONR**												
6. Congregational minutes in minute book and signed by Moderator and secretary? **G-7.0307**												
7. If congregation did not approve its minutes before adjourning, did the Session read, correct, and approve the minutes of the congregational meeting at its next scheduled meeting, and report its action at the next congregational meeting? **G-7.0307**												

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8. Do the Session minutes state the composition of the session with regard to racial, ethnic,women, men, age groups, etc., and how this corresponds to the composition of the congregation? **G-10.0301**												
9. Do the minutes contain a record of attendance: members present, absent, excused, guests present, etc. **RONR**												
B. WORSHIP AND OVERSIGHT												
1. Session authorize observances of the Lord's Supper at least quarterly? Do the minutes reflect that the individual observances were indeed held? **G-10.0102d/W-2.4012a**												
2. Did the Session provide for pulpit supply, when necessary? **G-10.0102**d												
3. Did the Session take action to schedule weddings, including approving the celebration of the Lord's Supper? (Recommendation: record full names of the couple for future reference) **W-4.9003**												
4. Did the Session authorize all baptisms, fulfilling its responsibility to instruct and examine candidates for baptism (or parents/guardians)? (Recommendation: record full name of baptized person, date and place of birth, and full name of parents, including the mother's maiden name, for future reference.) **W-2.3011a and W-2.3012**												
C. CHURCH FINANCES												
1. Did the Session adopt the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes? **G-10.0102i**												
2. Did the Session conduct an annual review of the pastor's terms of call? **G-10.0102n 7.0302**												
3. Did the congregation review the adequacy of the pastor's compensation, upon report of the prior review by the Session? **G-7.0302**												
4. Did the Session review the compensation for all staff/employees? **G-10.0102n**												

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5. Did the Session conduct an annual election of the treasurer? **G-10.0401**												
6. Did the Session receive reports from those in charge of the various funds of the church (treasurers, organizations, or boards) at least annually? **G-10.0401**												
7. Did the Session order an annual full financial review of all books and records? **G-10.0401d**												
8. Has the Session made sure that the treasurer is bonded, or, if not, that all offerings are counted and recorded by at least two appointed persons? **G-10.0401a**												
D. ROLLS AND REGISTERS												
1. Have all actions to transfer and receive new members been carefully recorded in session minutes, stating the method of reception, full names of those transferred or received (including names of children, dates of baptism), etc.? **G-10.0102b and G-10.0302**												
2. Did the Session review the rolls of the church in this calendar year? G-5.0502												
3. Has the Session made the proper notifications when active members move? **G-10.0302a(2) (c)**												
4. **(a)** Maintaining rolls and registers Is the Session maintaining permanent and accurate rolls for active, baptized, inactive, and affiliate members, including information on additions to and removals from these rolls, including a register of deaths? **G-10.0302**												
4. **(b)** Maintaining rolls and registers Is the Session maintaining a register of marriages, baptisms, elders, deacons, and all pastoral positions? **G-10.0302c**												
4. **(c)** Maintaining rolls and registers If these rolls and registers are not kept in the Session Minutes book, where are they kept?												

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E. ADMINISTRATION AND REVIEW												
1. Do the minutes record the completion of a period of study and preparation for newly elected elders and deacons, along with Session's examination of these officers and appointment of a date for ordination and installation? **G-10.0102L and G-14.0240**												
2. Has the Session maintained a proper relationship with the Board of Deacons: **(a)** Held a joint meeting with the Board of Deacons at least annually? **G-6.0405** **(b)** Reviewed the records of the Board of Deacons at least annually. **G-6.0404** **(c)** Check here ___ if your congregation has voted not to use the office of Deacon. **G-6.0407**												
3. Did the Session appoint 2 elders to the nominating committee (one as moderator)? **G-14.0223**												
4. If the Session took any disciplinary action against any member in the past year, on what page(s) is this action recorded? RoD, Various												
5. Did the Session conduct an annual administrative review of the congregation and include the report in the minutes (such as an Annual Report)? G-9.0407												
F. RELATIONSHIP TO PRESBYTERY												
1. Did the Session elect commissioners to presbytery meetings? (NOTE: Sessions are encouraged to elect commissioners for one year terms; preferably 2 or 3) **G-10.0102p(1)**												
2. Did the Session receive reports from its commissioners to Presbytery meetings? **G-10.0102p(1)**												
3. Did the Session send the annual statistical report to the Presbytery, and include this report in its minutes? **G-10.0102p(7)**												
4. Did the Session submit its records to Sessional Records Committee for annual review **and enter the results in the minutes? G-10.0301**												