

Annual Review of Session Records - Checklist

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of this list is to aid you and the reader in finding some items to be verified in minutes, rolls, and registers. Please complete this checklist before the review by putting page numbers where items may be found. Those items that happen every meeting (e.g., opening and closing with prayer) may have a check mark if they are done at each meeting.

If events, such as regularly scheduled observances of the Lord’s Supper, or election of a clerk for more than a one-year term, have been approved by previous sessions and no change has been made, note that below with an asterisk for the page number and a comment from the clerk.

The following items must be recorded in Session minutes.

	Requirement	Page	Reviewed
1	Stated meetings held at least quarterly with the date, time, and place of meeting being recorded. [G-3.0203]		
2	Whether the meeting is a regular or special meeting. The purpose of the special meeting should be stated. [G-3.0203]		
3	Meetings opened and closed with prayer. [G-3.0105]		
4	If a quorum was present. The following names should be recorded [G-3.0203] <ul style="list-style-type: none"> • Moderator, clerk or acting clerk • Ruling Elders present, excused, and absent • Invited guests and purpose 		
5	Indicate that the session minutes of each previous meeting were read, corrected if necessary, and approved.		
6	Clerk (or acting clerk) signs session meeting minutes		
7	List reports received by session from trustees, deacons, and other committees of the session.		
8	All actions passed, either by vote or by common consent, and should include copies of any reports <u>adopted</u> by the session.		
9	Authorization by session of the observances of the Lord's Supper. [W-2.4012]		
10	Instances of the Lord’s Supper since last meeting. May include the number of those served, including the homebound.		
11	Authorization by the session of all baptisms – minutes, rolls and registers. [G-3.0204]		

	Requirement	Page	Reviewed
12	Authorization by the session of all new members and how received. This should be in minutes, rolls and registers. [G-3.0201, G-3.0204a]		
13	Marriages since last meeting – in minutes, rolls and registers.		
14	Deaths since last meeting – in minutes, rolls and registers [G-3.0204a]		
15	Actions to move members from active to inactive, if your session has an inactive roll – in minutes, rolls and registers		
16	Actions to remove members from rolls – in minutes, rolls and registers		
17	Election of commissioners to presbytery and receipt of commissioner's report. [G-3.0202]		
18	Approval of special offerings. [G-3.0205]		
19	Receipt of report(s) from the treasurer. [G-3.0205]		
20	The examination of new ruling elders and deacons after training [G-3.0201c]		
21	The ordination and installation of ruling elders and deacons– minutes, rolls and registers [G-3.0201c] [G-3.0204]		
22	Any job descriptions as approved.		
23	Any actions taken regarding non-ordained staff.		
24	Election of a Clerk of Session for a specific term. [G-3.0104]		
25	Action to call a congregation meeting. [G-1.0502]		
26	Election of a treasurer for a specific term. [G-3.0205]		
27	Establishing a budget (annually). [G-3.0113]		
28	Annual review compensation of staff. [Operations Manual]		
29	Review the rolls and registers (annually). [G-1.04, 3.0201c]		
30	Review of the work of the deacons. [G-2.0202]		
31	Annual audit or review of financial records [G-3.0205]		
32	The annual statistical report.		

These items must be recorded in **congregational meeting** minutes:

	Requirement	Page	Reviewed
33	The Clerk signs minutes for congregational meetings.		
34	Election of Nominating Committee		
35	Election of Ruling Elders and Deacons [G-2.0404]		
36	Buying, selling, or mortgaging property [G-1.0503]		
37	Annual review of teaching elder's Terms of Call		
38	Calling a pastor or dissolving pastoral relationship [G-1.0503]		
39	Approval of minutes or designation that session may approve		

COMMENTS BY PRESBYTERY READER

REVIEWED BY THE SESSIONAL RECORDS COMMITTEE OF SHENANDOAH PRESBYTERY:

Name _____ Date _____

EXCEPTIONS:
