

SESSION RECORDS CHECKLIST –Revised December 2018
PRESBYTERY OF MIAMI VALLEY
To Be Completed by Clerk of Session Prior to Review

CITY & CHURCH NAME: _____

Minute Book: Beginning Date _____ Page number _____ Ending date _____ Page number _____

GENERAL REQUIREMENTS

Action Description	Record Corresponding Page Number(s) in Box											
Meeting Date												
Date, time and place of meeting; Stated or called; Opening of Meeting with prayer; notation of moderator; quorum declared with roll of attendance (G-1.0504, G-3.0105; G-3.0203)												
Minutes from previous meeting approved; clerk signed minutes (G-3.0104; G-3.0204)												
Meetings at least quarterly (G-3.0203)												
Motions Passed or Defeated												
Amendment, Correction or Referral to Previous Session Action												
Serving Lord's Supper in corporate worship (G-3.0201b)												
Serving Lord's Supper to homebound (W-3.0414)												
Preparation and examination of elected Ruling Elders and Deacons (G-2.0402, G-3.0201c)												

Action Description	Record Corresponding Page Number(s) in Box											
Ordination and Installation of New Officers, listed by class (G-0403, G-3.0201c)												
Appointment of Presbytery commissioners (G-3.0202a)												
Report of presbytery meeting by commissioners (G-3.0302a)												
Financial report at each meeting or regularly (G-3.0205)												
Closing of Meeting with prayer (G-3.0105)												
Clerk of Session signs (G-3.0104, G-3.0107)												

ANNUAL REQUIREMENTS

Action Description	Record Corresponding Page Number(s) in Box											
Meeting Date												
Session's Annual Review of compensation for pastor(s) and all other staff (G-2.0804)												
Session review of annual statistical report with report included in minutes (G-3.0202f)												
Election, Term of Clerk of Session (G-3.0104)												
Election, Term of Treasurer (G-3.0205)												
Minutes Review by Presbytery (G-3.0108a)												
Annual Financial Review or Audit (G-3.0113)												

Action Description	Record Corresponding Page Number(s) in Box											
Annual Insurance Review (G.3-0112, G-3.0201c)												

ANNUAL REQUIREMENTS, CON'T.

Action Description	Record Corresponding Page Number(s) in Box											
Meeting Date												
Session approval of budget with new and year-end copy in minutes (G-3.0113, G-3.0205)												
Review of all committees and organizations of the church, including Trustees and Deacons (if separate from session) (G-3.0201c & G-2.0202)												
Provision for education, nurture, and fellowship opportunities (G-3.0201)												
Session efforts to restore less active members to active participation, if any (G-3.0201c, G-3.0204a)												

MEMBERSHIP REQUIREMENTS (CROSS CHECK WITH ROLL BOOK) AND SPECIAL SERVICES

Action Description	Record Corresponding Page Number(s) in Box											
Meeting Date												
Membership Changes, including how received (profession, reaffirmation, transfer) (G-1.0303, G-3.0201c, G-3.0204a)												
Baptisms - both adult and children (G-3.0201b, G-3.0204b, & W-3.0403)												
Annual Review of Membership Rolls (G-												

Action Description	Record Corresponding Page Number(s) in Box											
3.0201c)												
Marriages (W-4.06)												
Funeral or Memorial Services (W-4.07)												

SPECIAL MEETINGS OF SESSION

Action Description	Record Corresponding Page Number(s) in Box											
Meeting Date												
Opening of Meeting with prayer; notation of moderator (G-3.0105, G-3.0203)												
Call and purpose of meeting; statement of quorum with roll of attendance (G-3.0203)												
Record any action taken (G-3.0107, G-3.0204)												
Closing of Meeting with prayer (G-3.0105)												

CONGREGATIONAL MEETINGS

Action Description	Record Corresponding Page Number(s) in Box											
Meeting Date												
Opening of Meeting with prayer; notation of moderator (G-1.05, G-3.0105)												

Action Description	Record Corresponding Page Number(s) in Box										
Call and purpose of meeting with proper notice given; statement of quorum (G-1.0502)											
Record action of all business proper at a congregational meeting (G-1.0505)											
Signature of Clerk or secretary (G-1.0505)											
Closing of Meeting with prayer (G-1.0502, G-3.0105)											
Election and class of elders, deacons, and trustees (if separate from session) (G-1.0503, G-2.0404, G-4.0101)											
Election of members of Nominating Committee (G-2.0401)											
Approval of terms of call of pastor (G-1.0503c, G-2.0804)											
Record of all other actions taken by congregation (G-1.0503, G-1.0505)											

ROLLS, REGISTERS, MANUALS AND POLICIES

Action Description	Check in first box that documents exist and are current										
	✓										
Rolls—Active members, affiliate members, baptized members (G-3.0204a)											
Registers—Baptism (G-3.0204b)											
Registers—Deacons, Elders, Pastors with dates of service (G-3.0204b)											
Manual of Administrative Operations (G-3.0106)											
Sexual Misconduct Policy (G-3.0106)											
Child and Youth Protection Policy (G-3.0106)											

