CHECKLIST FOR ANNUAL REVIEW OF SESSION MINUTES – 2023

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of this list is to help identify what is required by our polity, and to provide a good historical record. Please complete this checklist prior to the scheduled review. (Provisions listed in blue are effective as of 7/9/2023 and do not pertain to the current review.)

SESSION MINUTES

At every meeting: choose a typical month to check.

REQUIREMENT	COMMENTS	YES	NO
Meetings opened and closed with prayer [G-3.0105]			
Stated meetings held at least quarterly [G-3.0203]			
Date, time, and place of meeting recorded (RONR*)			
If special meeting, the purpose is stated [G-2.0203]			
Moderator named if other than pastor [G-3.0201]			
Quorum present (RONR)			
Names of those present, excused, and absent listed (RONR)			
Minutes of the last meeting approved (RONR)			
Clerk's signature on Minutes (RONR)			

Roberts Rules of Order Newly Revised

Record in Minutes when applicable

REQUIREMENT	COMMENTS	PAGE	BOOK OF ORDER
Copies of any reports ADOPTED by Session as policy (Other reports can be filed separately and are not permanent records)			N/A
Election of Clerk for a specific term			G-3.0104
Election of Treasurer for a specific term			G-3.0205
Receipt of Treasurers report (filed for audit or review)			G-3.0205
Copy of the budget (annually)			G-3.0113

Approval of special offerings			G-3.0205
Record of Annual Audit or Review of Financial Records			G-3.0113
Authorization of Lord's Supper or policy of when observed (at least quarterly)			W-3.0410
Authorization of Baptisms			W-3.0403
Annual Review of rolls			G-3.0201c
Receiving New Members and how received			G-1.0303
Deaths			G-3.0201c
Actions to remove members from rolls			G-3.0201c
Election of Commissioners to presbytery			G-3.0202
Annual review of compensation of staff			G-3.0202
Any job descriptions as approved			G-3.0201c
Any actions taken regarding non-ordained staff			G-3,0201c
Action to Call a Congregational Meeting			G-1.0502
Training and Examination of new officers			G-3.0201c
Approval of Minutes of Congregational Meeting (if not done by congregation)			G-3.0204
Review of the work of a Board of Deacons (if applicable)			G-2.0202
Copy of the Annual Statistical Report			

CONGREGATIONAL MEETINGS MINUTES (include with session minutes)

REQUIREMENT	COMMENTS	PAGE	BOOK OF ORDER
Annual Meeting of Congregation/Corporation			**G-1.0501**
Quorum present Quorum # set by Bylaws			**G-1.0501**
Annual approval of pastor's terms of call (including 12 weeks family medical leave for installed pastors and associates)			**G-1.0503c**
Purpose stated for called meetings**			**G-1.0502**
Approval of minutes or designation that session may approve			**G-1.0505**
Election of Elders and Deacons			**G-1.0503a**
Minutes signed by clerk or secretary			**Roberts Rules**

** *Congregational Meetings are required for 1) buying, selling or mortgaging property 2) Calling a pastor or dissolving a pastoral relationship*

REQUIRED ROLLS AND REGISTERS

REQUIRED (G-3.0204a-b)	Yes	No
Rolls: Active Member, Affiliate Member, Baptized Member		

Registers: Baptisms,
          Deacons, Elders & Pastors with ordination/installation
          dates		

OTHER ADMINISTRATIVE AND POLICY REQUIREMENTS

REQUIREMENT	YES	NO
Manual of Administrative Operations (including policies adopted) **Electronic voting provisions. Parliamentary authority identified**		
Sexual Misconduct and **Anti-Harassment Policies** [G-3.0106]		
Child Protection Policy [3.0106]		
Antiracism Policy [G-3.0106]		
Required boundary training including, sexual abuse, child abuse prevention training with recertification every 36 months for all members of session.		
Record of Certification of Training (how do/will you do this)		
Copy of Church Bylaws sent to presbytery		
Are all corporate filings up to date [G-4.0101]		

TO BE COMPLETED BY REVIEWER

The records of _____Church were reviewed and approved:

Without exception   *With exception*

Date: _____   Reviewer's Signature: _____

Presbytery Representative's Signature: _____