

REVIEW OF 2023 SESSION MINUTES
Eastminster Presbytery
Checklist

Name of Church
Name of person submitting records
Name of reviewer
Date of Review

GENERAL APPEARANCE (to be filled out by reviewer)						
1	Name of Church on Outside of Session Records Book	Y	N	Standard Acid Free paper used	Y	N
	Secured so pages will not be lost	Y	N	Book free from erasures, footnotes and white out. Blank spaces of more than two inches crossed out.	Y	N
	Pages numbered consecutively and written on both sides	Y	N	Footnotes or insertions (there should be none)	Y	N

Person submitting record book, please fill in date and type of each meeting and list page number(s) for each item listed below. SS – Stated Session SP - Special Session AC – Annual Congregational SC – Special Congregational	DATE AND TYPE OF MEETING													
ITEMS 2-6 REQUIRED EACH MEETING														
2	Name of church, date, beginning time, place, type of all meetings.													
3	Name of Moderator presiding Opened with prayer Attestation of quorum Review, correction, adoption of minutes													
4	Names of Elders present, absent and excused <i>(session meeting)</i>													
5	Meeting closed with prayer Minutes signed by clerk (or moderator if congregational meeting)													
6	Ratification of any actions taken by session members' concurrence through e-mail voting.													
ITEMS 11-21 RECORD EACH OCCURRENCE														
7	Election of commissioners to Presbytery Meetings (G-3.0202a)													

8	Report of Presbytery Commissioners following each Presbytery Meeting. (G-3.0202a)														
9	Authorization for the Sacrament of the Lord's Supper and dates celebrated. (G-3.0201b)														
10	Authorization of baptism, date of baptism with full name (include full names of parents or guardians, if a child); date and place of the birth of the one baptized. (G-3.0204a)														
11	Session action to add, remove, or transfer members with full names. (G-3.0201c)														
12	Election of the clerk by session including the length of term. (G-3.0104) If term is longer than one year note length and when elected here:														
13	Election of church treasurer including length of term. (G-3.0205) If term is longer than one year note length and when elected here:														
RECORD THE FOLLOWING ANNUALLY															
14	Minutes of Annual congregational meeting; record of approval of minutes by congregational rule . (G-1.0501)														
15	Minister's compensation reviewed by session and (when appropriate) approved by congregation . (G-1.0503c, G-2.0804)														
16	Record of the election of elders and deacons by congregation . (G-2.0401)														
17	Completion of study, preparation and examination of elders and deacons. (G-2.0402)														
18	Record of the ordination and/or installation of elders and deacons. (G-3.0201c)														
19	Approval of the Annual Statistical report to General Assembly; copy of report in minutes (G-3.0302e)														
20	Establishment of annual budget by session . (G-3.0113, G-3.0205)														
21	Record of full financial review by a public accountant or committee versed in accounting procedures none of whom are related to the Treasurer. (G-3.0113)														

22	Approval of work of deacons (G-2.0202)														
23	Active Roll reviewed by session (G-3.0201c)														
24	Review of session records by presbytery. (G-3.0108a)														

Verification of Action

The Clerk will attest that the following documents are available, current, and reviewed annually:		Yes	No
a.	Does the Church have a Manual of Operations? (G-3.0106)		
b.	If the session and/or congregation met electronically, are there special rules of order and standing rules to govern such meetings? (G-3.0105)		
c.	Does the Church have a Sexual Misconduct Policy? (G-3.0106)		
d.	Does the Church have a Child and Youth Protection Policy? (G-3.0106)		
e.	Have all members of session received boundaries training which includes the topics of sexual misconduct and child sexual abuse prevention in the last 36 months? (G-3.0106)		
f.	Does the Church have a harassment policy? (G-3.0106)		
g.	Does the Church have an anti-racism policy? (G-3.0106)		
h.	Does the Church have Property and Liability insurance? (G-3.0112)		
i.	Does the Church have Bylaws?		

How can Eastminster Presbytery further support your work as clerk?

To be completed by the reviewer:

List all exceptions by number and sub-letters or show "NONE"

Reviewer's Comments for Commendation or Concern