

SESSIONAL RECORDS EXCEPTIONS

1. Has a Manual of Administrative Operations been prepared? G-3.0106
2. Are *Minutes* (a) in proper form and (b) being submitted on time? G-3.0108a
3. Are the Session *Minutes* preserved by the clerk? G-3.0104
4. Is date, time and place for each Session & Congregational meeting recorded? RRO 48
5. (a) Were names of those present at Session meeting, including the moderator, recorded? (b) Was a quorum present? COS Workbook, RRO 48
6. Has the Session established a quorum for stated & special meetings? G-3.0203
7. Were meetings opened and closed with prayer? G-3.0105
8. Were Session meetings moderated according to the Constitution? G-3.0201
9. Were *Minutes* of Session meetings approved by Session and signed by the Clerk? COS Workbook, RO 48
10. Do Session minutes include minutes of joint meetings of Deacons, if applicable, & Trustees with the Session? G-3.0204
11. Were Stated Session Meetings held at least quarterly? G-3.0203
12. Has a quorum and notification process been established for calling an annual & special congregation meeting? G-1.0501 & G-1.0502
13. Was an Annual Congregational Meeting held? G01.0501
14. Was adequacy of compensation of installed pastor(s) reviewed at Annual Meeting? G-1.0503
15. Were changes in the installed pastor's Call approved by the Cong. at the Annual Meeting? G-1.0503
16. Were Congregation meetings moderated in accordance with the Constitution? G-1.0504
17. Does the Session prepare those who would become active members? G-1.0402
18. Is the roll of active members reviewed at least annually? G-3.0201c
19. Has the congregation provided for congregational nominating committee structure? G-2.0401
20. Do *Minutes* show the Session has trained & examined newly elected ruling elders and deacons & if approved, appointed a day for ordination & installation? G-2.0402
21. Do *Minutes* show that the Session approved all Baptisms in advance? W-2.3011a
22. Do *Minutes* show that the Session authorized the sacrament of the Lord's Supper at least quarterly? G-3.0201b
23. Are church membership rolls maintained in accordance with the Book of Order? G-3.0204a

24. Has the Session designated registers to be maintained? G-3.0204b
25. Has a sexual misconduct policy been adopted and implemented? G-3.0106
26. Do those in charge of various congregational funds report at least annually to the Session? G-3.0205
27. a. Do *Minutes* show the approval of the Church budget by the Session? G-3.0113
b. Is a copy of the adopted budget included in this set of *Minutes*?
28. Has the Session:(a.) elected a treasurer ? Length of term _____ G-3.0205
(b.) obtain an independent financial review of all books and records annually, G-3.0113
(c.) obtained property & liability insurance to protect facilities, programs, staff & elected & appointed officers? G-3.0112
29. Do *Minutes* show the date that the Annual Statistical Report was sent to presbytery & directed published to the Congregation? G-3.0202f, COS Workbook
30. Is the latest copy of the Annual Statistical Report, showing the composition of Session as to racial ethnic groups, men and women, and composition of Church membership, included in the minutes being reviewed? COS Workbook
31. Has the Session developed procedures & mechanisms for promoting & reviewing implementation of commitment to inclusiveness & representation? G-3.0103
32. Is a rotary system used for Church officers? G-2.0404
33. Have proper exemptions been obtained when rotation of officers is not possible?
G-1.0503e
34. Do *Minutes* record (a) election of representatives to Presbytery meetings and (b) their report to Session? G-3.0202a