



**Presbytery of Eastern Virginia
REPORT OF THE CLERK OF SESSION**

(This form is to be completed by the Clerk of Session and submitted with the Sessional Records)

Name of Church: _____

Address of Church: _____

Dates Covered by this Report: From _____ through _____

- | | | |
|---|------------|-----------|
| 1. The Church has: | YES | NO |
| a. Board of Deacons | ___ | ___ |
| b. Organization of Presbyterian Women | ___ | ___ |
| c. Organization of Presbyterian Men | ___ | ___ |
| 2. The Church has "paid employees" other than the pastor | ___ | ___ |
| 3. The Clerk of Session is elected regularly (<i>Book of Order</i> G-3.0104) | ___ | ___ |
| 4. The Church has Incorporated (Date: _____) | ___ | ___ |

PLEASE CHECK THE
APPROPRIATE ANSWER TO
THE 4 QUESTIONS TO THE
LEFT OF THIS BOX.

When was the Clerk elected? _____ Length of term? _____

INSTRUCTIONS: Please indicate your response with a "Y" for Yes, "N" for No, or "N/A" for Not Applicable.	Y, N N/A	Date of Action	Page in Minutes	Book of Order
1. Has a Manual of Administrative Operations been prepared?				G-3.0106
2. (a) Are <i>Minutes</i> in proper form?				G-3.0108a
(b) And being submitted on time?				
3. Are the Session <i>Minutes</i> 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?				COS Workbook RRO § 48
(b) Was there a quorum present?				
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 <i>Minutes</i> of Session meetings approved by Session and signed by the Clerk?				COS WB RRO § 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?				G-1.0501
14. Was adequacy of compensation of installed pastor(s) reviewed at Annual Meeting? (N/A applies to temporary supply pastors)				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

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19. Has the congregation provided for congregational nominating committee structure?				G-2.0401
20. Do <i>Minutes</i> 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 <i>Minutes</i> show that the Session approved all Baptisms in advance?				W-2.3011a
22. Do <i>Minutes</i> show that the Session authorized the sacrament of the Lord's Supper at least quarterly? Please give date of action _____				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 <i>Minutes</i> 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 <i>Minutes</i> ?				G-3.0113
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 <i>Minutes</i> show that the Session (a) approved the Annual Statistical Report and				G-3.0202f
(b) directed that it be published to the Congregation?				COS Wkbk
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 to guarantee full participation & representation to all persons or groups within its membership?				F-1.0403
32. Is a rotary system used for Church officers?				G-2.0404
33. Have proper exemptions been obtained if rotation of officers is not possible? List date of exemption by the presbytery _____				G-1.0503e
34. Do Minutes record (a) election of representatives to Presbytery meetings				G-3.0202a
and (b) their report to Session?				G-3.0202a
Election Dates: _____				
Report Dates: _____				
35. Do you feel your Sessional records reveal any action contrary to the constitution of the Church? If so, indicate the nature of the action and section of the constitution being violated. _____				

Date: _____ Signed by the Clerk of Session: _____

Please print name, address and telephone number of the Clerk of Session

Clerk: _____ Phone: _____

Clerk Address: _____

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