

# **SESSION MINUTES YEARLY CHECKLIST for 2019**

## **Presbytery of New Harmony** (1/21/20)

CHURCH \_\_\_\_\_ CITY \_\_\_\_\_

CLERK'S NAME \_\_\_\_\_

CLERK CELL \_\_\_\_\_ CLERK EMAIL \_\_\_\_\_

**The Clerk shall complete this Session Minutes Yearly Checklist prior to delivering them for review and provide 2 copies of it with these Minutes.**

1. Do all minutes indicate whether meetings opened and closed with prayer? (G-3.0105)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
2. Do all minutes include names of all Elders present, including Moderator(s), and statement that a quorum was present? (G-1.0501, & G-3.0203)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
3. Were stated meetings held at least quarterly? (G-3.0203)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
4. Were all minutes approved, giving date and signature of Clerk or Moderator? (G-3.0107 & G-3.0204)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
5. Were commissioner(s) and alternate(s) elected to attend all meetings of Presbytery and their reports received? (G-3.0202a)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
6. If congregation has Deacons, has the Session reviewed minutes of the Board of Deacons? (G-2.0202)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_ N/A \_\_\_\_\_
7. Were periodic financial reports made, and full financial review of records conducted? (G-3.0113 & G-3.0205)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
8. Are calls for congregational meetings recorded, giving purpose and date? (G-1.0501, G-1.0502 & G-1.0503)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
9. Was an annual meeting of the congregation held, including review of compensation of pastor(s)? (G-1.0501 & G-1.0503c)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
10. Are minutes of congregational meetings entered in Minutes Book of Session? (G-3.0203)  
YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_

- 11. Was the Annual Statistical Report approved by Session, and is a copy included? (G-3.0202f)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
- 12. Was appropriate instruction given by the Session to all persons uniting with the church? (G-1.0402)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_ N/A \_\_\_\_\_
- 13. Were proper rolls of membership maintained and presented to Session for review? (G-3.0201c & G-3.0204a)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_
- 14. Has the congregation elected a representative Officer Nominating Committee? (G-2.0401 & G-2.0401)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_ N/A \_\_\_\_\_
- 15. Were exemption requirements reviewed regarding electing Elders and Deacons (if applicable)? (G-2.0404)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_ N/A \_\_\_\_\_
- 16. Do minutes show that the Session trained, examined, ordained, and installed newly-elected elders and deacons? (G-2.0402 & G-3.0201c)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_ N/A \_\_\_\_\_
- 17. Has the Session reviewed adequacy of compensation for pastor(s) and all staff? (G-3.0303 & G-3.0201c)  
 Number of staff employed \_\_\_\_\_  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_ N/A \_\_\_\_\_
- 18. Do minutes Indicate composition of the Session in relation to the composition of the congregation? (F-1.0403 & G-2.0401) (This could be done by a notation in December minutes.)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ PAGE #(S) \_\_\_\_\_

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Comments or items needing attention:

C.O.M. Reviewer: \_\_\_\_\_

Date \_\_\_\_\_