

# Session Records Checklist 2008

## Presbytery of Northern New England

*The clerk of session must fill in the top part of this form and the following checklist prior to the review meeting.*

Name of Church \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

### Clerk of Session Contact Information

Name:	Home Phone:	
Home Address:		
City:	State:	Zip:
Email:		

Do you prefer to receive mail \_\_\_ at home \_\_\_ at church ?

If your term as clerk is nearing its end (you're not standing for re-election) then give the date your term expires: \_\_\_\_\_ and the name of your replacement, if known:

\_\_\_\_\_.

### Exceptions (Exceptions will be filled in by the reviewer at the meeting):

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Name of reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Church \_\_\_\_\_

Complete this checklist **BEFORE** the meeting and bring it with you to the meeting. Fill in the page number from your minutes book of one or more instances where the item can be found. Leave the "Yes" and "No" columns blank, they will be filled in by the reviewer. You may add comments to an item if desired. The information in the parentheses are references to where the requirement is specified. See the end of this table for the definition of terms.

If you have any questions about any part of this process, contact the Stated Clerk for help.

Item	Page	Yes	No	Comments
Opening and closing prayer (G-9.0301b)				
Date, time and place of meeting (RRO §48-p451)				
Record of attendance: elders present / excused / absent, ministers, guests (G-10.0202)				
Record of who is moderator. (G-10.0103, G-9.0202b)				
Attestation of quorum present (G-10.0202)				
Approval of docket recorded (RRO §48-p451)				
Previous minutes approved as written or corrected (RRO §48-p452)				
Communications received (RRO §3-p27)				
Motions fully and properly stated with outcome (RRO §4)				
Administration of Lord's Supper authorization (W-2.4012)				
Administration of Lord's Supper date and presiding minister (W-2.4012)				
Baptism authorization, name of child & parents or full name of adult being baptized, name of pastor presiding, place of birth. (W-2.3011, W-2.3012)				
Marriage authorization, names, date and pastor presiding. (W-4.9003)				
Reception and recording of new members: a. full name b. certificate, reaffirmation, profession of faith, baptism c. preparation for membership recorded (G-10.0102s)				
Transfer of membership: full name and name of church transferred to. (G-10.0102s, G-10.0302b(1))				

Item	Page	Yes	No	Comments
Annual review of membership: names moved to inactive status, names removed from rolls. (G-10.0302(2)c)				
Election of commissioners to Presbytery (G-10.0102p)				
Report of commissioners to Presbytery (G-10.0102p(1))				
Officer (Elder, Deacon) election, examination, ordination, installation (G-10.0102L)				
Review of Deacon's minutes (if applicable) (G-10.0102m)				
Review of Trustee's minutes (if applicable) (G-10.0102m)				
Review of Committee minutes (G-10.0102m)				
Minutes of congregational meetings: date, time, place, purpose (RRO §48-p451)				
Session minutes address representation & composition of Session. (G-10.0301)				
Budget approved by Session (G-10.0102i)				
Review of pastor terms of call (G-10.0102n)				
Review of staff salaries (G-10.0102n)				
Election of clerk of session (G-0903a)				
Election of treasurer (G-10.0401)				
Hiring based on equal opportunity and fair employment practices (G-10.0102n)				
Annual statistical report present (G-10.0102p(7))				
Approval of use of property by outside groups (G-10.0102o)				
Annual review of insurance coverage (g-10.0201o)				
If discipline exercised, then minutes included in detail (D-7.0701)				
Annual meeting with Session and Deacons where no binding decisions are made. (G-6.0405)				
Minutes written legibly (GP)				
Pages numbered consecutively (GP)				
Line drawn through any substantial blank space and initialed by clerk. (GP)				
Any erasures or corrections initialed by clerk. (GP)				
Session minutes signed and attested by clerk (RRO §48-p454)				

Item	Page	Yes	No	Comments
Congregational minutes signed and attested by clerk and moderator. (G-7.0307)				
Minutes submitted approximately one year ago for review and have stamp of approval from Stated Clerk (G-10.0301, G-9-0406b)				
Financial audit reported (G-10.0401d)				
Minutes on acid free paper (GP)				
Minutes in secure binder (GP)				
No information taped in place (GP)				
No footnotes (GP)				
No insertions of pages (GP)				
<b>Church Rolls: cross check Session minutes and the Roll Book that the following are properly reflected in each.</b>				
Baptisms				
Members received				
Members transferred				
Members deceased				
Members transferred to inactive				
Weddings				
Ordinations				

*The information in parentheses after each item is the citation that explains that requirement. These are interpreted as:*

*G-, W-, D- are Book of Order citations.*

*RRO p is a citation from Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition.*

*GP indicates Good Practice with no particular citation.*