

## SESSION RECORD AND ROLL REVIEW – (G-3.0108a)

Church: \_\_\_\_\_ Year of Review: \_\_\_\_\_

Date: \_\_\_\_\_ Clerk of Session \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### **SESSION MEETINGS**

#### **Routine Matters**

1. Date, time, place, and type (stated/special) of each meeting. (G-3.0107)

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2. First and last names of moderator G-3.0104, clerk of session G-3.0104, and elders present and absent plus non-session members present.

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3. Meetings opened and closed with prayer. G-3.0105

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4. Minutes of previous meetings read/approved. G-3.0204 (Roberts)

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5. Minutes of each meeting signed by clerk. G-3.0204 (Roberts)

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#### **Annual Actions**

6. The session shall prepare and adopt a budget ...It shall provide full information to the congregational concerning its decision in such matters. G-3.0205 *\*The budget needs to be included in the minutes, not just stated that it was adopted.*

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7. A full financial review of all financial books and records shall be conducted every year. G-3.0113 *\*The results need to be reported in the minutes, not just stated that it was done.*

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8. Periodic, and in no case less than annual, reports of all financial activities shall be made to the session. G-3.0205c *\*The financial report needs to be included in the minutes, not just stated that the session has accepted the report.*

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9. Those in charge of various congregational funds shall report, at least annually, to the session and more often as requested; PW, PM, Deacons, Youth etc. G-3.0205 *\*The financial reports needs to be included in the minutes, not just stated that the session accepted the report.*

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10. Send to General Assembly requested statistics. G-3.0202f *\*The annual statistical report needs to be approved before submitted and needs to be included in the minutes, not just stated that it was approved and sent.*

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11. Records of the deacons (board or office) reviewed by session. G-2.0202

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12. Annual review of the adequacy of compensation for teaching elders. G-2.0804

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13. Annual review of the adequacy of compensation for administrative staff. G-3.0201c

Page ##

14. Newly elected officers G-2.0402 & G-3.0201c

a. trained,

b. examined,

c. ordained and/installed.

Page ##

15. Results of the Presbytery record review entered in the minutes with any corrective action recorded. G-3.0108a

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## Other Actions

16. Each session shall elect a clerk who shall record the transactions of the session, keep its rolls of membership and attendance...The clerk of the session shall be a ruling elder elected by the session for such a term as it may determine. G-3.0104

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17. The session shall elect a treasurer for such a term as the session shall decide and shall supervise his/her work. G-3.0205

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18. Election of commissioners to Presbytery, rulings elders from the congregation, preferably for at least a year. G-3.0202a

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19. Receive reports of Presbytery commissioner(s). G-3.0202a

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20. a. Authorization of all celebrations of the Lord's Supper. G-3.0201b

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b. Administration of the Lord's Supper with absent, homebound, or hospitalized members. W-3.0414

Page ##

21. Authorization of all baptisms. G-3.0201b *\*List date and name in full*

Page ##

22. Supervision and approval of educational programs. G-3.0201c

Page ##

## Membership

23. Nurture the covenant community of disciples of Christ. This responsibility shall include receiving ...members. G-3.0201c *\*First and last name, and means of reception (name and location of church if transferring) need to be recorded.*

Page ##

24. The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. G-3.0204a *\*First and last name, and name and location of the church if removed by transfer.*

Page ##

25. Reviewing the roll of active members, at least annually. G-3.0201c

Page ##

### **Congregational Meetings**

26. Date, time, place, and quorum noted. G-1.0501

Page ##

27. The congregation shall hold an annual meeting and may hold special meetings (make note as kind of meeting) as necessary, for any or all of the purposes appropriate for congregational consideration. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting. G-1.0501

Page ##

28. Minutes of previous congregational meetings read/approved. Session may be approved to do this task, but it still needs to be recorded.

Page ##

29. a. Elected ruling elders, deacons, and trustees. G-1.0503a

b. Ruling elders and deacons shall be elected to serve terms of no more than three years on the session or board of deacons, and may be eligible for reelection according to congregational rule. G-2.0404 *\*Terms need to be recorded.*

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30. Changing existing pastoral relationships, by such means as approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution. G-1.0503(c)

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31. Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. Congregations may provide by their own rule for a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session. G-2.0401, G-1.0503 (a)

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32. Upon receiving the report of the Pastor Nominating Committee, the congregation approves the terms of call. G-1.0503b

33. The clerk of session should serve as secretary for meetings of the congregation. G-1.0505  
*\*The clerk must sign the minutes.*

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### **Presentation of Minutes**

34. Pages typed and consecutively numbered on acid free paper (front and back) G-3.0107

Page ##

35. Blank spaces crossed out. If a revision is necessary, note in margin, date the session authorized revision. All notations initialized by the clerk.

Page ##

36. No insertions. Addendums, etc., may be copied into the minutes book at the end of the minutes where they are referenced.

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### **Rolls and Registers**

G-3.0204 – Each session shall maintain the following rolls and registers: a. Membership Roll, b. Registers

Page #      Rolls and Registers Yes    No

37. Baptized members roll G-3.0204(a)
38. Members roll G-1.0402, G-3.0204(a)
39. Affiliate members roll G-1.0403
40. Deaths
41. Marriages in church, by ministers of church, and of members
42. Baptisms of children (full name, parents' name, date of birth) and adults
43. Elders and dates of ordination and service (name of church, if different)
44. Deacons and dates of ordination and service (name of church, if different)
45. Pastors, co-pastors, associate pastors, interim pastors, stated supplies, and parish associates, with dates of service

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\_\_\_\_ Without exception

\_\_\_\_ With exception

Exceptions: (Item ##)

Signature of Reviewer \_\_\_\_\_ Date \_\_\_\_\_