

Grace Presbytery
 Review of Session Minutes, Rolls and Registers
 Checklist for 2019

To: Clerk of Session

Thank you for your service as Clerk of Session for your church. Also, thanks for your participation in the Book or Order required review of your Minutes, Rolls and Registers. As Stated Clerk, I am available to help you in any aspect of your work. If you have any questions about the Book of Order, or about your work in general, or about this questionnaire, please let me know. Thanks again for your service!



Gerry Tyer, Stated Clerk of Grace Presbytery
 Email: gerry@gracepresbytery.org
 Direct Office Telephone: (214) 393-5611

Instructions

Please print or type **ONE** letter in each box. For example:

J	o	h	n	S	m	i	t	h		
---	---	---	---	---	---	---	---	---	--	--

Name of Congregation																				
City																				
Clerk of Session's Name																				
Clerk of Session's Email																				
Clerk of Session's Phone																				
Moderator's Name																				
Moderator's Email																				
Moderator's Phone																				

- Please submit this completed questionnaire along with the session Minutes, Rolls and Registers for 2019.
- Indicate the page number (not date) where each of the items below are located in the Minutes. If the Minutes do not record an item, write “None” instead of the page number.
- Leave a space at the end of the last set of Minutes for the affixing of the sticker regarding the presbytery’s review of your minutes.
- Include an Index at the end of the Minutes. (Computer word processing programs have an automatic index feature which can tag words and phrases like “audit” or “special meeting” or “new member” or “baptism” etc.)
- Follow the instructions sent to you concerning place, time and deadlines for review.

	<u>2019 SESSION MINUTES</u>	Page Number(s) in Minutes (Not Dates)
	Items Required by the Book of Order	
1	Date, time and location of each stated (regular) meeting of session. The session must meet at least quarterly each year. (G-3.0203)	
2	Date, time and location of each called (special) meeting and who called it (G-3.0203)	
3	Quorum declared and attendance listed: all members present, absent, excused and any guests present. (G-3.0203) A quorum is fifty percent of the members plus one unless otherwise stated in session's Manual of Administrative Operations.	
4	Approval of minutes of previous meeting including all motions, actions and reports (or summaries) submitted to the session (Roberts Rules §48)	
5	Prayer at the beginning and end of each meeting (G-3.0105)	
6	Clerk of Session (or Moderator) signature at the end of each meeting's minutes (Roberts Rules §48)	
7	Minutes of congregational meetings should be included in the session minute book along with the signature of the Clerk of Session (G-3.0204)	
8	Session authorizing the permanent storage of records in the Presbyterian Historical Society archive or other secure location (G-3.0107)	
9	Summary of the General Assembly Annual Statistical Report as approved by session (G-3.0202f)	
10	Annual reports (or summaries) from congregational groups received by the session (G-3.0108)	
11	Report of the annual financial review (audit) approved by the session (G-3.0113) This can be a professional financial review or a review conducted by church members. An audit checklist for in-house reviews is available upon request from the Stated Clerk.	
12	Annual budget showing income sources, operating expenses, and mission funds recipients (G-3.0205)	
13	Income and expense reports (G-3.0113 and G-3.0205)	
14	Receipt and expenditures of special funds such as memorial funds, investments and endowments (G-3.0113 and G-3.0205)	
15	Loans approved and a report of plans for repayment (G-3.0205 and G-4.0206)	
16	Election of ruling elders as commissioners to meetings of the presbytery (G-3.0202a)	
17	Reports to session from commissioners to meetings of the presbytery (G-3.0202a)	
18	Items of communication from the presbytery reported to the session (G-3.0202c)	
19	Session authorization of Baptisms (which should precede the baptism) (W-3.0403)	
20	Dates and names of people baptized (recorded after the baptism) (W-3.0403 and G-1.0401). This information should be also recorded in the Register of Baptized Members.	

	<u>2019 SESSION MINUTES</u>	Page Number(s) in Minutes (Not Dates)
	Items Required by the Book of Order	
21	Dates when session authorized the Lord's Supper (which should precede celebrations of communion) (W-3.0410)	
22	Dates when the Lord's Supper were celebrated (recorded after the services) (W-3.0410)	
23	Dates and names of newly elected ruling elders examined and trained by the session (G-3.0201c) This information should also be recorded in the Register of Ruling Elders.	
24	Dates and names of newly elected deacons (if any) examined and trained by the session (G-3.0201c) This information should also be recorded in the Register of Deacons.	
25	Session approval of Church School teachers and leaders – or date session delegated this authority (G-3.0201c)	
26	Session approval of the use of the church building and property by outside groups – or date session delegated this authority (G-3.0201c)	
27	Session approval of contracts including rental of church building space (G-3.0201c and G-4.0206)	
28	Congregation review of the compensation for the installed pastor, co-pastors and/or associate pastors (G-1.0503c)	
29	Session review of the compensation for interim pastors, interim associate pastors, stated supplies, and temporary supplies (G-1.0503c)	
30	Work of the pastor, co-pastors and associate pastors reviewed by the session, and feedback given to them – or date session delegated this authority (G-2.0504a)	
31	Work of all employees reviewed, and feedback given to them – or date session delegated this authority (G-2.0504b)	
32	Actions and reports concerning Inquirers and Candidates under the care of the session (G-2.0605)	
33	Dates and names of new members received by the session (G-1.0303) This information should also be recorded in the Roll of Active Members.	
34	Session review of the Roll of Active Members (G-1.0402 and G-3.0201c)	
35	Session review of the Roll of Affiliate Members (if any) (G-1.0403)	
36	Adoption or review of the session's Manual of Administrative Operations (G-3.0106) A sample Manual of Administrative Operations is available upon request from the Stated Clerk.	
37	Adoption or review of the session's Child and Youth Protection Policy (G-3.0106) A sample Child and Youth Protection Policy is available upon request from the Stated Clerk.	
38	Adoption or review of the session's Sexual Misconduct Policy (G-3.0106) A sample Sexual Misconduct Policy is available upon request from the Stated Clerk.	
39	Adoption or review of the session's insurance policies, including property, liability, and director's and officer's insurance (G-3.0112)	

<u>2019 SESSION ROLLS</u>		If included in the Roll, please check this column. ✓
Items Required by the Book of Order Rolls should be listed alphabetically or chronologically. Addresses are helpful, but not required.		
1	<p><u>Current Baptized Members Roll</u> (G-1.0401)</p> <ul style="list-style-type: none"> (a) Names of children baptized along with dates of birth, and names of parents (or other sponsors) (b) Names of active members' children baptized elsewhere along with dates of and place of baptism, dates of birth, and names of parents (c) Names of ministers' children baptized along with dates of birth, and names of parents 	
2	<p><u>Current Active Membership Roll</u> (G-1.0402, G-3.0201c, G-3.0204a)</p> <ul style="list-style-type: none"> (a) Date member is received by session (b) Date member is transferred to another church (or presbytery) by session along with the name and address of the church (c) Date member resigned or renounced jurisdiction (d) Date member is removed by session after two years of inactive participation in the worship, ministry and stewardship of the church (see Inactive Membership Roll below) (e) Date of death 	
3	<p><u>Current Affiliate Member Roll</u> (if any) (G-1.0403)</p> <ul style="list-style-type: none"> (a) Names of affiliate members and dates of session action (b) Names of home churches and addresses 	

<u>2019 SESSION REGISTERS</u>		If included in the Register, please check this column. √
Items Required by the Book of Order Registers should be listed alphabetically or chronologically. Addresses are helpful, but not required.		
1	<u>Current Register of Ruling Elders</u> (G-3.0204b) (a) Names of ruling elders elected by the congregation (b) Dates of ordination and installation	
2	<u>Current Register of Deacons</u> (G-3.0204b) (a) Names of deacons elected by the congregation (b) Dates of ordination and installation	
3	<u>Current Register of Ministers of Word and Sacrament</u> (G-3.0204b) (a) Names of ministers who served the church (pastors, co-pastors, associate pastors, interim pastors, interim associate pastors, stated supplies, temporary supplies, etc.) (b) Dates of ordination, installation (beginning date), and dates of dissolution (ending dates)	
4	<u>Current Register of Baptisms</u> (G-3.0204b) (a) Names of adults baptized (b) Names of children baptized along with dates of birth, and names of parents (or other sponsors) (c) Names of active members' children baptized elsewhere along with dates of and place of baptism, dates of birth, and names of parents (d) Names of ministers' children baptized along with dates of birth, and names of parents	

<u>2019 OPTIONAL REGISTER</u>		If included in the Register, please check this column. √
(No Longer Required by the Book of Order)		
1	<u>Inactive Membership Roll</u> (a) Date member discontinued participation in the worship, ministry and stewardship of the church (b) Date member is deleted from the active roll by the session after two years of inactive participation in the worship, ministry and stewardship of the church along with the page reference to the Active Membership Roll (c) Date of notification by the session	