

Name of Church
Name of person submitting records
Church of person reviewing records
Attested by stamp of Stated Clerk on _____

THIS FORM MUST BE COMPLETED BEFORE MINUTES ARE REVIEWED.

Presbytery of Lake Michigan –Session Records Checklist 2020

See “Session Records Guidelines” for explanation of each item.

General Appearance and Format (to be filled out by reviewer – circle Yes or No)		
1	Printed on acid-free or 25% cotton content paper	Y N
	Secured so pages will not be lost	Y N
	Pages numbered consecutively and printed on both sides	Y N
	Appendix pages numbered in continuation	Y N
	Legibility – no erasures, footnotes or insertions	Y N

Each congregation is required to compile a **Manual of Administrative Operations (G-3.0106)**. If you have not previously had your completed manual reviewed please bring it to this year’s review. After your Manual of Administrative Operations is reviewed the first time, future minutes reviews will require a note in your minutes only when updates are made in the manual. Please be reminded that these manuals do not require congregational approval since they are a product of the session.

	Rolls and Registers (G-3.0204 b) See Session Records Guidelines	Date of last entry
	Baptized Members Roll	
	Active Members Roll	
	Inactive Members Roll – <i>only when carried by the congregation</i>	
	Affiliate Members Roll	
	Register of Marriages	
	Register of Baptisms	
	Register of Elders	
	Register of Deacons (if applicable)	
	Register of Pastors	

Comments:

SESSION MEETINGS CHECKLIST

Person submitting record book, please fill in date of each meeting and list page number(s) for each item. Use two pages for more meetings.		DATE OF MEETING											
REQUIRED EACH MEETING		provide page numbers below											
2	Name of session, date, beginning time, place, type of meeting												
	Name of Moderator presiding												
	Opened with prayer												
3	Attestation of quorum												
4	Roll and attendance including guests												
5	If "special" meeting, include the purpose of meeting and by whom called												
6	Review, correction, adoption of minutes												
7	Record of all motions adopted; significant discussion or information recorded												
8	Ending time and closed with prayer												
9	Minutes signed by clerk												
10	Date, place, and time of next meeting												
PERIODIC ACTIONS (Recording of the following actions is required if and when they occur.)													
11	Report of presbytery commissioner(s)												
12	Authorization of Lord's Supper and Dates Lord's Supper celebrated												
13	Authorization of Baptisms												
14	Record Baptisms												
15	Approve/Record Changes in Membership												
16	Record Funerals <i>with member number</i>												
17	Record Marriages <i>with member number</i>												
18	Elect Clerk of Session												
19	Updates to Operations Manual as done												
20	Record actions re: judicial matters												

SESSION MEETINGS CHECKLIST, CONTINUED

Person submitting record book please fill in date of each meeting and list page number(s) for each item.		DATE OF MEETING											
REQUIRED AT LEAST ANNUALLY and MANDATORY FOR MINUTES REVIEW APPROVAL													
21	Review of session minutes by presbytery												
	Corrective action taken, if required												
22	Approval of Annual Statistical Report to the PC(USA)												
23	Annual Statistical Report included?												
24	Record of Session demographics												
25	Annual Budget approval												
26	Adoption of full financial review annually												
27	Election of Treasurer												
28	Election of Presbytery commissioner(s)												
29	Review of membership rolls												
30	Training, examination, ordination and installation of Officers												
31	Review adequacy of compensation for ministers per annual presbytery minimums												
32	Review adequacy of insurance/risk coverage												
33	Joint meeting with Deacons (if applicable)												
34	Review of Deacons' records (if applicable)												
35	Review of Trustees' work (if applicable)												
36	Annual Review of Sexual Misconduct policy – required for all congregations												
37	Annual Review of Child Protection policy												
38	Required Operations Manual reviewed in which year by the presbytery _____												
39	Update to Operations Manual												

CONGREGATIONAL MEETINGS CHECKLIST

Person submitting record book, please fill in date of each meeting and list page number(s) for each item.		DATE OF MEETING							
REQUIRED EACH CONGREGATIONAL MEETING									
40	Name of congregation, date, beginning time, place, type of meeting								
	Name of Moderator presiding								
	Opened with prayer								
41	Attestation of quorum								
42	If "special" meeting, include the purpose of meeting and by whom called								
43	Ending time and closed with prayer								
44	Minutes signed by clerk and moderator								
ACTIONS of CONGREGATIONAL MEETINGS required at least annually									
45	Election of officers/nominating committee								
46	Review of adequacy pastor's compensation (if applicable)								
47	Session's Report concerning Annual Budget								
48	Filing of Annual Corporation Report								

REVIEWED BY _____ DATE _____

MINUTES BOOK STAMPED? Y ____ N ____

___ Approved

___ Approved with exception *Note any corrective action required:*

___ Not approved