

<b>Name of church</b>	
<b>Name of person submitting records</b>	
<b>Review Year of Manual of Admin. Operations</b>	
<b>Church of person reviewing records</b>	
<b>Name of person reviewing records</b>	
<b>Attested by stamp of Stated Clerk on (date)</b>	

Several additions have been made to the checklist (#38-40) including annual reviews of your anti-racism and anti-harassment policies and recording of boundary training completed by active ruling elders. Please contact Rev. Fran Lane-Lawrence or Rev. Annamarie Groenenboom with any questions or concerns.

**Presbytery of Lake Michigan - Session Records Review Checklist for 2024**

<b>General Appearance and Format</b>		<b>Yes</b>	<b>No</b>
To be filled out by the reviewer. Check below "Yes" or "No"			
1	Printed on acid-free or 25% cotton content paper		
	Secured so pages will not be lost		
	Pages numbered consecutively and printed on both sides		
	Appendix pages number in continuation		
	Legibility – no erasures, footnotes or inserts		

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 remember that these manuals do not require congregational approval since they are a product of the Session.

<b>Rolls and Registers (G-3.0204 b)</b>	<b>Date of Last Entry</b>	<b>Comments:</b>
See Session Records Guidelines.		
Baptized Members Roll		
Active Members Roll		
Affiliate Members Roll		
Register of Marriages		
Register of Baptisms		
Register of Elders		
Register of Deacons (if applicable)		
Register of Pastors		

SESSION MEETING MINUTES												
Person submitting book should fill in date of each meeting and list page number(s) for each item. Use a second copy of this page if needed.		Date of Meeting – Use xx/yy format and leave off year.										
REQUIRED EACH MEETING		Provide page numbers below.										
2	Name of session, date, start time, place, type of meeting											
	Name of presiding Moderator											
	Opened with prayer											
3	Attestation to quorum											
4	Roll and attendance, including guests											
5	If “special” meeting, include the purpose and by whom called											
6	Review, correction, adoption of minutes											
7	Record of all motions adopted; significant discussion or info recorded											
8	Ending time and closing prayer											
9	Minutes signed by clerk											
10	Date, time, place of next meeting											
PERIODIC ACTIONS		Recording 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 of baptisms											
15	Approve/record membership changes											
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, if applicable.											
20	Record actions re: judicial matters											

<b>SESSION MEETING MINUTES</b>												
Person submitting book should fill in date of each meeting and list page number(s) for each item. Use a second copy of this page if needed.		<b>Date of Meeting – Use xx/yy format and leave off year.</b>										
<b>REQUIRED AT LEAST ANNUALLY</b>		<b>MANDATORY FOR MINUTES REVIEW APPROVAL</b>										
<b>21</b>	Review of Session minutes by presbytery											
	Corrective action taken, if required											
<b>22</b>	Approval of Annual Statistical Report											
<b>23</b>	Annual Statistical Report included											
<b>24</b>	Record of Session demographics											
<b>25</b>	Annual budget approval											
<b>26</b>	Adoption of full financial review											
<b>27</b>	Election of Treasurer											
<b>28</b>	Election of Presbytery commissioner(s)											
<b>29</b>	Review of membership rolls											
<b>30</b>	Training, examination, ordination and installation of Officers											
<b>31</b>	Review adequacy of compensation for minister(s) per annual PLM minimums											
<b>32</b>	Review adequacy of insurance/risk coverage											
<b>33</b>	Joint meeting with Deacons, <i>if applicable</i>											
<b>34</b>	Review of Deacons records, <i>if applicable</i>											
<b>35</b>	Review of Trustees' work, <i>if applicable</i>											
<b>36</b>	Annual review of Sexual Misconduct policy											
<b>37</b>	Annual review of Child Protection policy											
<b>38</b>	Annual review of Anti-Harassment Policy											
<b>39</b>	Annual review of Anti-Racism Policy											

40	Boundary Training for Active Ruling Elders												
41	Update to Operations Manual												

**CONGREGATIONAL MEETINGS CHECKLIST**

Person submitting book should fill in date of each meeting and list page number(s) for each item.

**Date of Meeting – Use xx/yy format and leave off year.**

**REQUIRED FOR EACH MEETING**

**Provide page numbers below.**

42	Name of congregation, date, starting time, place, type of meeting												
	Name of presiding Moderator												
	Opened with prayer												
43	Attestation to quorum												
44	If “special” meeting, include the purpose and by whom called												
45	Ending time and closed with prayer												
46	Minutes signed by clerk and moderator												

**REQUIRED AT LEAST ANNUALLY**

47	Election of officers/ nominating committee												
48	Review adequacy of pastor’s compensation, <i>if applicable</i>												
49	Session’s report concerning annual budget												
50	Filing of annual corporation report												

<b>Name of reviewer</b>			
<b>Date of review</b>			
<b>Minutes book stamped</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>
<b>Indicate with a check whether the minutes are</b>	Approved		
	Approved with exception		
	Not approved		
<b>Note any required corrective action with date:</b>			