

CHECKLIST FOR CLERKS OF SESSION FOR MINUTE BOOKS AND REGISTERS

CHURCH NAME: _____

Name of Clerk of Session: _____

The session records of _____ were reviewed by the Clerks of Session and the Stated Clerk of Northumberland Presbytery.

Meeting at: _____ ON: _____

Review Covered Pages: _____ Through: _____ Dates from: _____ Through: _____

The following recommendation will be presented to the Presbytery (CHECK ONE)

- The Minutes and Register were reviewed and found to be in order with no exceptions
- The Minutes and Register were reviewed and approved with **EXCEPTIONS** indicated by the following numbers listed below: (Items required but not found by the Reader)

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- The Minutes and Register were reviewed and approved with **DELINQUENCIES** indicated by the following numbers listed below: (Incomplete Recordings of Actions)

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- The Minutes and Register were reviewed and not approved. The Session and Clerk are instructed to rectify those items indicated by the exceptions or delinquencies listed and present the minutes for reexamination by calling the Stated Clerk of the Presbytery no later than August 1.
- The Minutes and Register were not submitted. The clerk is requested to submit the minutes for review by calling the Stated Clerk of the Presbytery no later than August 1.

SIGNATURE OF PERSON REVIEWING _____ Date: _____

SIGNATURE OF THE STATED CLERK: _____ Date: _____

This form has two purposes—to remind you what is required in the Minute Book and Register. Items not relevant to your church will be identified by circling N/A (not applicable). Every item needs to be identified with a page number in your Minute book. **Those items not identified will be counted as an exception when the minutes are being reviewed.**

As the clerk prepares the official minutes for review please go through this check list and indicate the pages prior to the meeting in which the minutes are to be reviewed. You do not need to identify all pages requested just a sample of the pages will do. **Please bring two copies of this check list to the meeting. One is for your records and the other is for the Stated Clerk' records.**

CHECKLIST FOR CLERKS OF SESSION FOR MINUTE BOOKS AND REGISTERS

1. Page number of the last previous minutes reviewed							
		Go to the page last stamped by the Presbytery Review Committee					
2. Sample Page numbers indicating the DATE, TIME, AND PLACE OF EACH STATED MEETING							
3. Sample Page numbers indicating the DATE, TIME, PLACE & PURPOSE OF EACH CALLED MEETING							
4. Sample Page numbers indicating WHERE MEETINGS WERE OPENED AND CLOSED WITH PRAYER							
5. Sample Page numbers indicating NAMES OF MODERATOR & ELDERS PRESENT /ABSENT /EXCUSED							
6. Page numbers indicating any JOINT MEETINGS OF ELDERS, DEACONS OR TRUSTEES (G-3.0204)							
N/A							
7. Sample Page numbers indicating A QUORUM PRESENT (quorum set by session (G-3.0203)							
8. Sample Page numbers indicating PREVIOUS MINUTES WERE READ & APPROVED OR CORRECTED							
9. Sample Page numbers indicating WHERE ACTIONS OF THE SESSION WERE VOTED AND RECORDED							
10. Page numbers indicating THE DATES APPROVED TO CELEBRATE THE LORD'S SUPPER (minimum 4)							
11. Page numbers indicating THE DATES AND NAMES OF INDIVIDUALS APPROVED FOR BAPTISM							
N/A							
12. Page numbers indicating ADDITIONS OR REMOVAL OF ACTIVE/AFFILIATE OR BAPTIZED MEMBERS							
N/A							
13. Page numbers indicating THE NAMES OF ELDERS SELECTED AS COMMISSIONERS TO PRESBYTERY							
14. Sample Page numbers indicating THAT THE MINUTES OF EACH MEETING ARE SIGNED BY THE CLERK							
15. Page numbers indicating THAT CONGREGATIONAL MEETINGS ARE SIGNED BY CLERK AND MODERATOR							
16. Page number indicating THAT A YEARLY FINANCIAL REVIEW WAS SUBMITTED TO SESSION							
		Remarks: G-3.0113					
17. Page number indicating THE ORDINATION/INSTALLATION OF ELDERS & DEACON							
		Remarks: Were Candidates prepared and examined Yes No (G-2.0402)					
18. Page number indicating SESSION REVIEWED THE CHURCH ROLLS (Active, Baptized, Affiliate)							
		Remarks: G-3.0204a					
19. Page number indicating THAT THE ANNUAL STATISTICAL REPORT WAS RECEIVED BY THE SESSION							
		Remarks:					
20. Page number indicating THAT THE SESSION HAS REVIEWED THE STAFF AND TERMS OF CALL							
N/A		Remarks:G-2.0804					
21. Page number indicating THAT THE SESSION HAS REVIEWED INSURANCE POLICES							
		Remarks: G-3.0112					
22. Page number indicating THE ELECTION OF CLERK OF SESSION AND CHURCH TREASURER							
N/A		Remarks: G-3.0104 & G-3.0205					
23. Page numbers indicating THAT THE SESSION HAS APPROVED A BUDGET FOR THE YEAR							
		Remarks: G-3.0205					

CHECKLIST FOR CLERKS OF SESSION FOR MINUTE BOOKS AND REGISTERS

REVIEW OF THE ROLLS AND REGISTERS:

Circle YES OR NO or state N/A in remarks (Not applicable)

Name of Church: _____ Date: _____

24. IS THE ROLL FOR ACTIVE MEMBERS UP TO DATE? (Required)		
YES	NO	REMARKS: G-3.0204a
25. IS THE ROLL FOR BAPTIZED MEMBERS UP TO DATE? (Required)		
YES	NO	REMARKS: G-3.0204a
26. IS THE ROLL FOR AFFILIATE MEMBERS UP TO DATE? (Required)		
YES	NO	REMARKS: G-3.0204a
27. IS THE REGISTERS FOR ADULT AND INFANT BAPTISMS UP TO DATE? (Required)		
YES	NO	REMARKS: G-3.0204b
28. IS THE REGISTER OF RULING ELDERS UP TO DATE? (Required)		
YES	NO	REMARKS: G-3.0204b
29. IS THE REGISTER FOR DEACONS UP TO DATE? (Required)		
YES	NO	REMARKS: G-3.0204b
30. IS THE REGISTER OF PASTORS (TEACHING ELDERS) up to date? (Required)		
YES	NO	REMARKS: G-3.0204b
31. IS THE REGISTER FOR TRUSTEES UP TO DATE? (Not Required)		
YES	NO	REMARKS:
32. IS THE REGISTER FOR MARRIAGES UP TO DATE? (Not Required)		
YES	NO	REMARKS:
33. IS THE REGISTER FOR DEATHS UP TO DATE? (not required)		
YES	NO	REMARKS:
34. DOES YOUR CHURCH HAVE A REGISTER FOR OTHER PARTICIPANTS? (non-members)		
YES	NO	REMARKS: G-1.0404
35. HAS THE CLERK DONE A RETENTION EVALUATION AND SENT RECORDS TO THE HISTORICAL SOCIETY?		
YES	NO	REMARKS: G-3.0107

REMEMBER: YOU MUST

1. NUMBER YOUR PAGES
2. FILL ENTIRE PAGE OR MARK A LINE TO INDICATE A BLANK SPACE OR PAGE
3. USE ACID FREE PAPER
4. KEEP YOUR PAGES IN A BINDER
5. IF YOU HAVE ANY QUESTIONS CALL THE PRESBYTERY OFFICE AT 570.368.3906