

Session Minutes Checklist

Church name & location:

Date of review:

Minutes reviewed from _____ to _____.

Each meeting

- ___ 1. Date, time, place of meeting – this must be at least quarterly
- ___ 2. Name of Moderator, elders present, elders absent, elders excused
- ___ 3. Approval or correction of previous minutes
- ___ 4. Opening and closing of meeting with prayer
- ___ 5. No erasures and inserts
- ___ 6. Record of authorization for weddings, baptisms, Lord's Supper at least quarterly for the Lord's Supper
- ___ 7. Record of administration of weddings, baptisms, Lord's Supper
- ___ 8. Record of actions for people on rolls and registers with full names new members, baptisms, ordinations, deaths
- ___ 9. Name of elder appointed as Commissioner to Presbytery
- ___ 10. Report of commissioner to the presbytery meeting
- ___ 11. Record of all motions made and passed
- ___ 12. Record of the date of the next meeting (not required)
- ___ 13. Record of the motion to adjourn
- ___ 14. Clerk of Session has signed each of the session minutes
- ___ 15. Clerk of Session and moderator has signed the congregational meeting minutes

At Least Annually

- ___ 1. Record of Presbytery review of minutes
- ___ 2. Record of submitting Annual Statistical Report
- ___ 3. Composition of session – race, gender, age
- ___ 4. Rolls reviewed
- ___ 5. Meeting with Deacons/Trustees if applicable
- ___ 6. Record of the review of Deacon and Trustee minutes if applicable
- ___ 7. Budget established
- ___ 8. Adequacy of salaries reviewed
- ___ 9. Adequacy of insurance reviewed – with notation about sexual misconduct coverage
- ___ 10. Report by the treasurer of receipts, expenditures, balances
- ___ 11. Report of audit or full financial review
- ___ 12. Report of training and examination of new elders

() Approved () Approved with exceptions () Not Approved

Comments: