

Session Records Checklist 2016

Presbytery of Genesee Valley – Revised 02-01-2017

Name of Church					
City		State		Zip	

Review Period		to	
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Clerk of Session Contact Information

Name		Review Date	
Home Address			
City		State	Zip
Email		Home Phone	

Complete this checklist **BEFORE** the minutes review and bring it with you.

- In the **Page#** column, fill in the page number(s) from your minutes book for the page where the particular item can be found. NOTE: ***If an item has more than one part (e.g. a, b, c) fill in the page number for EACH separate item.***
- The **comments** boxes are for both the clerk and the reader. It's not necessary or required to fill each of them in. The box is for pertinent notes.
- Leave the "Yes" and "No" columns blank. They will be filled in by the reviewer.
- You may add comments to an item if desired.

The information in parentheses after each item is the citation that explains that requirement.

These are interpreted as:

G-, W-, D- are Book of Order citations.

RRO p is a citation from Robert's Rules of Order, Newly Revised, 11th Edition.

HCS is a reference from the Handbook for Clerks of Session

BP indicates Best Practice with no particular citation.

PP indicates a practice fulfilling presbytery policy

SRC is this checklist (Session Records Checklist)

If you have any questions about any part of this process, contact the Stated Clerk for help:

statedclerk@pbygenval.org 716 510-3902 (Cell)

Checklist begins on the next page.

	Item	Reference	Page#	Comments	Yes	No
General Form and Procedure of Meetings (session & congregation)						
1.	Opening and closing prayer (reference both)	G-3.0105 HCS pp. 12, 17				
2.	Date, time and place of meeting	RRO p.468 HCS p. 12				
3.	Record of attendance: elders present / excused / absent, ministers, guests; use first and last names. [NOTE: This is NOT required for congregation meetings.]	G-3.0203 HCS p. 12				
4.	Record the name of the moderator for the particular meeting.	G-1.0504 G-3.0203 HCS pp. 10, 12				
5.	Record attestation of a quorum.	G-3.0203 HCS pp. 10, 12				
6.	Record approval of agenda.	RRO p.372 HCS p. 14				
7.	Previous minutes approved as written or corrected. [NOTE: Minutes of congregation meetings may be approved by the session at their first meeting after the congregation meeting.]	RRO p.369, 373 HCS p. 14				
8.	Significant communications received and properly handled.	RRO p. 28 HCS p. 14				
9.	All motions fully and properly stated with outcome, and assignments noted, if appropriate.	RRO p. 32 HCS pp. 10, 12, 15, 17				
10.	When previous action(s) of the session are referred to, the month, day, year, and page number of the original action are noted.	BP				
Ecclesiastical Matters						
11.	Lord's Supper / Communion: a) <u>Authorization</u> (minimum of quarterly) of communion services. b) Record of any <u>annual "blanket"</u> approval of the Lord's Supper is noted. (E.g. home communions, communion at session-approved events, etc.) c) <u>Record the administration</u> of Lord's Supper: date and presiding minister	G-3.0201b W-2.4012 HCS p. 14 HCS p. 14				
12.	Baptisms: a) <u>Authorization to conduct</u> baptisms. Include: proposed date of baptism, name of child & parents (including mother's maiden name) or full name of adult to be baptized, place of birth, birth date, name of pastor to preside	W-2.3011 W-2.3012 HCS p. 14				

	Item	Reference	Page#	Comments	Yes	No
	b) Record of the <u>completed baptism</u> . Include: full name, parents, date/location of service, presiding pastor, and name of assisting elder if there is one	W-2.3011 W-2.3012d HCS pp. 22, 24				
13.	Marriages: a) Report of session <u>authorization of marriages</u> : names, date and pastor to preside [Include any wedding, whether it be a member or non-member, church's pastor or a guest pastor) b) Report marriages that <u>have occurred</u> : date/location, names of couple, officiating pastor	W-4.9003 BP HCS pp. 14, 25				
14.	Necrology: Report deaths of Active members. If the deceased was an elder or deacon, note that as well.	HCS pp. 14, 26				
15.	Membership: a) Reception and recording of <u>new active members</u> by public profession of faith; certificate of transfer; or reaffirmation of faith: 1) full name 2) certificate with name and address of church 3) preparation for membership recorded b) Members <u>transferred</u> to other churches	G-1.0402 G-1.0303 HCS pp. 15, 22 HCS p. 23				
	c) <u>Annual review</u> of Active members i. Members <u>moved to inactive</u> (if inactive roll used) or to "Other Participants"	G-3.0201c HCS p. 16, 17, 23				
16.	Officers (Elders, Deacons): a) <u>Nominated</u> by a congregational nominating committee and elected by the congregation b) <u>Prepared for</u> office by session, Examined and approved for ordination. (Indicate if the officer is currently installed, in which case this step is not required.) c) <u>Report Ordinations and Installations</u> ; include full name, office, class, date of ordination/installation	G-2.0401 G-1.0503a HSC pp. 14, 22, 28 G-2.0402 G-3.0201c G-3.0201b,c G-2.0403				
17.	Minutes signed by clerk: a) Session b) Congregational c) Joint Session & Deacons or Trustees	G-1.0505 RRO p.468, 471 HCS p. 17				

	Item	Reference	Page#	Comments	Yes	No
18.	Summary list of annual reports to session and congregation of all committees and organizations of the church. [NOTE: The Annual Report to the Congregation should not be a part of the Minutes Book.]	G-3.0109 HCS p. 17				
19.	Election of clerk of session by the session, and the length of term.	G-3.0104 HCS pp. 41				
20.	Composition of Session with regard to racial-ethnic members, women, men, and age groups in relation to the congregation is noted. (<i>This may be accomplished through the annual statistical report. See Item # 31.</i>)	General Assembly Requirement				
Financial Matters						
21.	Annual Budget approved by the session and included in minutes	G-3.0113 G-3.0205 HCS p.15				
22.	Include the session's recommendation for the pastor's terms of call, recording all items. If there are changes , the changes must be approved by the congregation. [NOTE: Changes in Board of Pensions dues are not a change in the terms of call, as those changes are dues. Pension dues are not approved by congregation.]	G-2.0804 HCS p. 17				
23.	Report of review of staff salaries	G-3.0201c				
24.	Report of the annual full financial review completed and the report received and entered into the minutes.	G-3.0113				
25.	Minutes include report of an annual review of insurance coverage .	G-3.0112				
26.	Election of treasurer by the session	G-3.0205				
27.	Report of periodic Treasurer's reports to Session (at least quarterly), with a basic summary	G-3.0205c BP HCS p. 15				
Administrative Matters						
28.	Session has approved a <i>Manual of Administrative Operations</i> (or similar). Note date of approval in comments column.	G-3.0106 HCS p. 41				
29.	Minutes note the election of a Church Treasurer and the term of the Treasurer.					
Relationship of Session to Presbytery						
30.	Presbytery Commissioner:					

	Item	Reference	Page#	Comments	Yes	No
	a) Session <u>election of</u> commissioners to Presbytery (for the year or meeting-to-meeting) b) Report of presbytery commissioners to Presbytery to the session meeting following the presbytery meeting	G-3.0202a HCS p. 15 G-3.0202a HCS p.15				
31.	Annual statistical report included in the minutes. [NOTE: This is the <i>ONLY</i> item that is allowed to be inserted into the minutes book.]	G-3.0202f HCS p. 18				
32.	Session Book Review a) The report of the previous year's review of minutes, with any exceptions and/or commendations noted, and with the session's response to the exceptions. b) Stamped page from last year's review of minutes is included.	G-3.0108a PP HCS p. 30 PP				
33.	Final Report of a Triennial Visit is included in the Minutes.	PP HCS p. 32				
Style Issues						
34.	Minutes written legibly	BP				
35.	Page numbered consecutively	BP				
36.	Line drawn through any substantial blank space and initialed by clerk	BP				
37.	Any erasures or corrections initialed by clerk	BP				
38.	Minutes on acid free (archival) paper	BP				
39.	Minutes in secure binder	BP				
40.	No information taped in place	BP				
41.	No footnotes	BP				
42.	No insertions of pages (with the exception of a summary of the Annual Statistical Report, which may be inserted)	BP				
Examination of Roll Book						
This section is included because well-maintained rolls are an important historical record.						
43.	Rolls properly maintained for at least these categories: a. Baptized Members b. Active Members, c. Affiliate Members d. Other Participants	G-1.04 G-3.0204a HCS, pp. 21-26				

	Item	Reference	Page#	Comments	Yes	No
44.	Registers properly maintained for: Baptisms authorized by session a. Ruling Elders, Deacons b. Installed Pastors with dates of service c. Other registers per the session.	G-3.0204b HCS, pp. 21-26				
Matters Related to Sexual Misconduct Policies and Child Protection & Safety Policies						
45.	The session has adopted and implemented a Sexual Misconduct Policy. [NOTE: If your session has adopted the <i>presbytery's</i> misconduct policy as its own, that action is an exception. A <i>presbytery</i> policy is NOT a session policy. Each session must adopt and implement its own policy.] Note date of adoption in the comments column. If your policy was adopted prior to this past year, note the date of adoption.	G-3.0106 "All councils shall adopt and implement a sexual misconduct policy and a child protection policy." HCS p. 41				
46.	The session has adopted and implemented a <i>Child Protection Policy</i> . GENERAL ASSEMBLY RATIONALE FOR THIS REQUIREMENT (Italics in the original): <i>"It is important to understand in developing these policies that these policies and procedures are completely separate from sexual misconduct policies, and there is a need to differentiate between these resources and policies. That is why we request an amendment in the Book of Order to require all councils of the PC(USA) to make this differentiation and adopt and implement a child/youth protection policy alongside a separate sexual harassment policy."</i> Note date of adoption in the comments column. If your policy was adopted prior to this past year, note the date of adoption.	G-3.0106 "All councils shall adopt and implement a sexual misconduct policy and a child protection policy."				

This concludes the Checklist. Please continue to the next page.

Exceptions (to be filled in by reviewer)

1.
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3.
4.
5.

Advice to the session and/or clerk (to be filled in by reviewer)

[Advice is a suggestion arising out of a concern that does not rise to the level of an exception.
It may be sharing a helpful idea or a helpful suggestion.]

1.
2.
3.
4.
5.

Commendations (to be filled in by reviewer)

[This is the place to list some good practices or inspiring reports that celebrate the session's work
and ministry; also for sharing good and helpful practices of the clerk of session.]

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2.
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4.
5.

Name of reviewer: _____ Date: _____