

Session Records Check List

Session Records Being Examined _____

Person Examining Records _____ Date _____

Mark the blank if the statement is reported correctly for all meetings. Leave the blank unmarked for missing items and record the page and line after the statement.

I. Rules for Session Minutes:

- ___ 1. Minutes present. (G-10.0301) (G-11.0103.x)
- ___ 2. Record date, time and place, of each meeting and time of adjournment
- ___ 3. Record the names of the moderator, the clerk, elders present, and elders absent.
- ___ 4. Meetings Opened and Closed with prayer. (G-9.0301.b)
- ___ 5. Minutes attested by the clerk. (Congregational meeting by clerk and moderator)
- ___ 6. Minutes reviewed and approved.
- ___ 7. Purpose noted for special meetings.
- ___ 8. Date of previous action should be referred to when necessary.
- ___ 9. All pages correctly numbered.
- ___ 10. Page numbers are consecutive for the calendar year.
- ___ 11. Financial report at each Stated Meeting. (G-10.0102.h; 10.0401)
- ___ 12. Record annual statistical report. (G-9.0407.a) (G-10.0301)
- ___ 13. Composition of session: age groups, gender, disabilities, racial ethnic background. (G-10.0301)
- ___ 14. Record preparation and examination of elders and deacons. Also, dates of ordination and installation. (G-6.0404) (G-10.0102.k) (G-10.0302.c) (G-14.0205)
- ___ 15. Record name(s) of all elder(s) elected as commissioners to presbytery and term. (G-10.0102.p.(1))
- ___ 16. Record the annual review of compensation for the pastor or pastors. (G-7.0302) (G-14.0506)
- ___ 17. Record the call, quorum and business transacted at all congregational meetings, which shall be held at least annually. (G-7.0302) (G-7.0303) (G-7.0304) (G-7.0305) (G-7.0306) (G-7.0307)

- ___ 18. Minutes of each congregational meeting shall be attested by both the clerk and the moderator and entered in the session minute book after approval by the congregation or the session. (G-7.0307)
- ___ 19. Record at least annually, session authorization for observances of the Lord's Supper. Record the date, location, name of communicants and the names of the officiating minister and congregation member(s) authorized to represent the church at communion for the sick etc. (W-2.4010)
- ___ 20. Record Baptism of infants and adults. (G-10.0302.c(2)) (W-2.3012)
- ___ 21. Record the examination and reception of new members by the session and the public reception including how the applicant is received. (G-10.0102.b) (G-10.0102.s) (G-10.0302.a(2)) (W-4.2003) (W-4.2004)
- ___ 22. Record the transfers to and from the respective session rolls. (G-5.0200) (G-10.0102.s) (G-10.0302)
- ___ 23. Record all marriages: of members and/or conducted by the ministerial staff. (G-10.0302.c(1))
- ___ 24. Record the deaths of all members and ministers. (G-10.0302.b(8))
- ___ 25. When the session of a church finds it necessary to exercise discipline, the session minutes must contain such a record of the proceedings as will enable the presbytery to know the particulars. (D-11.0601.c)

II. Rules for Session Registers:

- ___ 1. Each session shall present an up-to-date Register to Presbytery. (G-10.0102s) (G-10.0302) (G-11.0103x)
- ___ 2. Maintain a roll of baptized members. (G-10.0102.s) (G-10.0302.a(1))
- ___ 3. Maintain a roll of active members. Assign a membership number to each new member on the chronological roll at the time that person joins the church and cross-index this number on the alphabetical roll. (G-10.0102.s) (G-10.0302.a(2))
- ___ 4. Maintain a roll of affiliate members. (G-10.0102.s) (G-10.0302.a(4))
- ___ 5. Maintain a roll of inactive members cross-index with the chronological roll using the membership number assigned at the time the member joined the church. (G-10.0102.s) (G-10.0302.a(3))
- ___ 6. Maintain a register of infant Baptisms. (G-10.0302.c(2)) (W-2.3012)
- ___ 7. Maintain a register of adult Baptisms. (G-10.0302.c(2)) (W-2.3012)
- ___ 8. Maintain a register of marriages and the name(s) of the officiating minister(s). (G-10.0302.c(1))
- ___ 9. Maintain a register of deaths.
- ___ 10. Maintain a register of pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies and parish associates serving the church: full name and dates of service for each. (G-10.0302.c(5))
- ___ 11. Maintain a register of all elders who are members of the church. (G-10.0102.s) (G-10.0302.c(3))
- ___ 12. Maintain a register of all deacons who are members of the church. (G-10.0102.s) (G-10.0302.c(4))
- ___ 13. Maintain a register of trustees serving the church. (G-7.0401) (G-10.0102.m)