

SESSION MINUTES COVER SHEET

CONGREGATION _____ CITY _____

Session minutes from (month/year): _____ to (month/year): _____

Clerk of Session: Please answer the following questions concerning your session minutes. Enter "NA" if the question does not apply to your congregation. In the lower part of the form, please enter the page number in your session minutes where the requested information can be found. Submit this form with your minutes.

- | A. <u>General Form of Minutes</u> | YES or NO | If "NO," Page # of Exception |
|--|-----------|------------------------------|
| 1. Are all pages numbered consecutively? | _____ | _____ |
| 2. Are blank spaces of more than two inches crossed out? | _____ | _____ |
| 3. Is the page with the last approval stamp included? | _____ | _____ |
| 4. Is the original of the last page to be approved included? | _____ | _____ |

- | B. <u>For Each Meeting</u> | YES or NO | If "NO," Page # of Exception |
|--|-----------|------------------------------|
| 1. Is the date, time and name of the congregation recorded? | _____ | _____ |
| 2. Are the names of elders present, excused and absent recorded? | _____ | _____ |
| 3. Was a quorum present? | _____ | _____ |
| 4. Is the meeting opened and closed with prayer? | _____ | _____ |
| 5. Were the minutes of the preceding meeting(s) approved? | _____ | _____ |
| 6. Are the minutes signed by the clerk (and/or moderator)? | _____ | _____ |

- | C. <u>Required Minute Entries</u> | Page # | Comments |
|---|--------|----------|
| 1. Statement of composition of session compared to congregation | _____ | _____ |
| 2. Summary portion of the session's annual report to General Assembly (G-3.0202f) | _____ | _____ |
| 3. Completion of a period of study and preparation for elders and deacons (G-2.0402) | _____ | _____ |
| 4. Record the election, ordination, and/or installation of elders and deacons (G-3.0204b) | _____ | _____ |
| 5. Election of commissioners to presbytery (G-3.0202a) | _____ | _____ |
| 6. Reports of Presbytery Commissioners to session (G-3.0202a) | _____ | _____ |
| 7. Congregational meeting called by Session (G-1.0502) | _____ | _____ |
| 8. Minutes of congregational meetings included (G-3.0204) | _____ | _____ |
| 9. Quorum present at congregational meeting (G-1.0501) | _____ | _____ |
| 10. Congregational meeting minutes signed by clerk (G-1.0505) | _____ | _____ |
| 11. Annual election of the church treasurer by the session (G-3.0205) | _____ | _____ |
| 12. Establishment of the annual budget by the session (G-3.0113) | _____ | _____ |
| 13. Annual financial review of the books (G-3.0113) | _____ | _____ |
| 14. Prior authorization for the celebration of communion (W-2.4012a) | _____ | _____ |
| 15. Prior authorization for baptism (W-2.3011a) | _____ | _____ |
| 16. Record the date baptism performed with parent's full names, including mother's maiden name (if known), and baptisand's date and place of birth (G-3.0204a4) | _____ | _____ |
| 17. Session action to receive members (G-3.0201c) | _____ | _____ |
| 18. Session action to remove, delete, or transfer members from the roll of the congregation (G-3.0201c, G-3.0204a) | _____ | _____ |

Signature: Clerk of Session _____ Date _____

Minutes to be returned to Congregation _____ or Clerk _____ Address _____

Or to be held at Presbytery Office _____ City _____ ZIP _____