

SESSION MINUTES COVER SHEET (G-10.0301)

CHURCH _____ 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 church. 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.

<u>A. General Form of Minutes</u>	YES or NO	If "NO" Page No. 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?	_____	_____

<u>B. For Each Meeting</u>		
1. Is the date, time and name of the church recorded?	_____	_____
2. Are the names of elders present, excused and absent recorded?	_____	_____
3. Is the meeting opened and closed with prayer?	_____	_____
4. Were the minutes of the preceding meeting(s) approved?	_____	_____
5. Are the minutes signed by the clerk (and/or moderator)?	_____	_____

<u>C. Required Minute Entries</u>	Page No.	Comments
1. Statement of composition of session compared to congregation	G-10.0301 _____	_____
2. Summary portion of the session's annual report to General Assembly	G-10.0102 p(7) _____	_____
3. Completion of a period of study and preparation for elders and deacons	G-14.0205 _____	_____
4. Record the election, ordination, and/or installation of elders and deacons	G-14.0204 _____	_____
5. Annual joint meeting of the session with the board of deacons	G-6.0405 _____	_____
6. Election of commissioners to presbytery	G-10.-1-2 p(1) _____	_____
7. Reports of Presbytery Commissioners to session	G-10.0102 p(1) _____	_____
8. Congregational meeting called by Session	G-7.0303 a(1) _____	_____
9. Minutes of congregational meeting included	G-7.0307 _____	_____
10. Quorum present at congregational meeting	G-7.0305 _____	_____
11. Congregational meeting minutes signed by clerk and moderator	G-7.0307 _____	_____
12. Annual election of the church treasurer by the session	G-10.0400 _____	_____
13. Establishment of the annual budget by the session	G-10.0102 i _____	_____
14. Annual review of the adequacy of compensation of all staff	G-10.0102 n _____	_____
15. Annual financial review of the books	G-10.0401 d _____	_____
16. Prior authorization for the celebration of communion	W-2.4012 a _____	_____
17. Record the dates that communion was observed	G-9.0203 _____	_____
18. Prior authorization for baptism	W-2.3011 a _____	_____
19. Record date baptism performed with parents' full names, including mother's maiden name, and baptisand's date and place of birth	G-10.0302 c(2) _____	_____
20. Session action to receive members by profession of faith, reaffirmation of faith, or certificate of transfer	G-10.0302 b _____	_____
21. Session action to remove, delete, or transfer members to inactive roll.	_____	_____
	G-10.0302.b _____	_____

Signature – Clerk of Session _____

Minutes and report to be returned to Church ____ or Clerk ____ Address _____

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