

Supplemental Notes for Minutes Review

Here are some things to note as you work with your Session Minutes. Some of these are things that have CHANGED recently and some are things that I've heard back from some of you are confusing and some are items that were commonly missed, incomplete, or inaccurate. Please NOTE these items and let me know if you have questions. The numbers refer to the item number on the Review Checklist for 2020.

I hope to have in person, peer reviews this year, but with COVID-19 that still might not be possible. I'll let you know what process we will use as it gets closer. You should still plan to have the checklist and review completed and to me by July 1, 2021.

Thank you!

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CHECK LIST ITEMS:

#2 Don't forget the place of meeting and to state the presence of a quorum (you do not have to give the number, just that there is a quorum. Confirm your church has provided by rule for a quorum (G-3.0203).

#3 Be sure to record the names of both those present and absent.

#9 Minutes of Special meetings must be included in chronological order with all the other Session (and Congregational meeting) minutes in the official minutes book, with consecutive page numbers.

#11 Session must authorize all times the Lord's Supper/Communion will be served IN ADVANCE. Most churches do this at their first meeting of the year and authorize it for all the Sundays they know they will celebrate it and any special dates (like Maundy Thursday, for example). AFTER it has been celebrated, report in the minute that it was done.

#12 Report this after it is done, if done. Be sure to include names of those authorized by Session to serve.

#13 is done by the Session (Session can provide others to train, but Session examines)

#14 is done in a worship service, not at a Session meeting

#15 elected by Session. Electing an alternate is a good idea. Name and contact info need to be submitted to Stated Clerk by January 24th.

#16 if you did not send a commissioner or pastor, you can use the synopsis sent out to from the presbytery to give a report after each presbytery meeting.

#18 the report download from OGA must be inserted into the minutes (as an Appendix is fine)

#19 this evidence can be supplied by a report of the Deacons in the minutes; if you do not have Deacons, please write that in the checklist.

#21 Session approves the budget, the congregation receives it. It must be inserted into the Session minutes (as an Appendix is fine)

#22 A review is required every year and the results and report of who reviewed must be included. See G-3.0113 for details.

#24 THIS WAS A CHANGE in that minimums were eliminated and you just need to send a copy of your insurance certificate (ideally, on its renewal date) to the Stated Clerk.

#25 the question was asked how to show this evidence. One thing the Clerk should have is an annual report to Session. In that annual report, it can state that the Manual of Operations was reviewed and no changes were recommended (or that changes were made). Manual of Operations would include things like by-laws, personnel policies, financial policies, and sexual misconduct policies. Any guidelines the session/church follows.

#26 & #27 The denomination requires all councils to have BOTH of these policies and to report annually to the Congregation...that is report that the Session has reviewed them and found them adequate (or not and updated) and where they are available and how someone can report misconduct. Anyone working with children/youth needs to have access to the rules for events.

#28 this has not been done by presbytery prior to 2019, so your 2020 minutes should have your report from the Stated Clerk's review. If you did not submit your 2019 minutes for review in 2020, the Presbytery minutes reflect that. Be sure to submit your 2020 minutes.

#29 & #30 Clerk of Session and Treasurer must be elected by the Session and a term specified. If the term is longer than one year, mark NA on the checklist and write in term length.