

PRESBYTERY OF WYOMING
2021 SESSION MINUTES REVIEW

Clerk of Session's Checklist

Church _____ City _____
 Clerk of Session _____
 Clerk's Contact: Phone _____ E-mail _____

Use this checklist as a guide for the preparation of the session minutes book and the church register, and as a basis for the annual review of session minutes by the presbytery (G-3.0107; G-3.0108a). References are to the Book of Order (G/W-#.#####), Roberts' Rules of Order (RR), or the Presbytery of Wyoming Administrative Manual Policies & Procedures (P&P).

Using the Session minutes from **2021**, the clerk of session should find an example of each item in the minutes and mark 'Y' if it was done and the page number. If it was required and not done, mark 'N'. If it does not apply because it was not required, mark 'NA'. Only one example of each item is necessary. For some items, simply circle YES or NO to indicate whether or not it was done. The reviewer will check the "R" column during the review. Provide the completed checklist to the reviewer, along with your minutes and documents. For questions or help, contact the Stated Clerk, Rev. Kellie Thomson at 818-912-1590/ klt@presbywy.org.

1. Session meetings held at least quarterly. (G-3.0203)	YES	NO	
For Every Session Meeting:	Y/N/NA	PAGE #s	R
2. Record the date, time, and place of each meeting, state that a quorum is present, and state whether it is a " stated " or " special " meeting (G-3.0105, G-3.0203, RR)			
3. Record the names of moderator and teaching and ruling elders present <i>and</i> absent (RR)			
4. Record the opening and closing of each meeting with prayer (G-3.0105)			
5. Record the approval of the docket (if required)			
6. Record the approval of minutes of the previous meeting(s) (RR)			
7. Record the review of the financial report reflecting income, expenses and balance (G-3.0205c) ¹			
8. All session minutes are attested to by the clerk of session or clerk pro tem (RR)			
For Special Meetings:	Y/N/NA	PAGE #s	R
9. Minutes of special meetings <u>indicate purpose and who called</u> the meeting (G-3.0203) (RR)			
10. Items covered during special meetings <i>are limited to</i> those listed in the Call for the meeting (G-3.0203, RR)			

¹ Some churches do not require this report at every meeting.

ANNUAL Actions to be Recorded:	Y/N/NA	PAGE #s	R
11. Session's authorization of the Lord's Supper with dates, to be held at least quarterly (W-2.4012a)			
12. Celebrations of the Lord's Supper with persons who are hospitalized or isolated from public worship along with name(s) of those authorized to serve communion (W-2.0410)			
13. Examination and training of new elders and deacons (G-2.0402)			
14. Ordination and installation of new elders and deacons (G-2.0402)			
15. Election of a commissioner to presbytery (G-3.0301, G-3.0302a)			
16. Reports from presbytery presented to the session (G-3.0302a)			
17. Review of membership rolls, including Session authorization to delete or transfer members (G-3.0204a)			
18. The approval of the annual statistical report (report inserted into the minutes) (G-3.0202f)			
19. Evidence of supervision of Deacons (G-2.0202)			
20. Review of minister(s)' terms of call (G-2.0804)			
21. Approval (and insertion into the minutes) of the annual budget (G-3.0205, G-3.0113)			
22. Results of an annual review of treasurer's records (G-3.0113)			
23. Review of adequacy of insurance policies (G-3.0112).			
24. Report of insurance coverage to Presbytery (P&P 5.01)			
25. Evidence of Manual of Operations (G-3.0106)			
26. Report of Sexual Misconduct Policy to Congregation (G-3.0106, P&P 2.04)			
27. Report of Child/Youth Protection Policy to Congregation (G-3.0106, P&P 2.04)			
28. Results of presbytery's review of session minutes and records with/without exceptions (G-3.0108a)			
OCCASIONAL Actions to be Recorded:	Y/N/NA	PAGE #s	R
29. Election of and term for Clerk of Session (G-3.0104)			
30. Election of and term for Treasurer (G-3.0205)			
31. Session examination and reception of new members and method of joining (baptism, reaffirmation of faith, letter of transfer) (G-1.0303)			

32. Session authorization of baptisms along with dates and full names (W-3.0403)			
33. Decisions/Actions <i>by Session</i> regarding church property			
34. Decisions/Actions <i>by Presbytery</i> regarding church property			
Congregational Meetings and Minutes			
35. A congregational meeting is held as least annually (G-1.0501)	YES	NO	
36. Business transacted at special meetings is limited to items specifically listed in the call for the meeting (G-1.0501)	YES	NO	
	Y/N/NA	PAGE #s	R
37. Record a quorum is present (G-1.0501)			
38. ANNUAL Report of existence of and changes to Sexual Misconduct Policy and Child/Youth Protection Policy (P&P 2.04)			
39. Election of members of the Nominating Committee by the congregation (G-2.0401)			
40. Ecclesiastical business transacted is limited to matters allowed in G-1.0503:			
a. Electing ruling elders, deacons, trustees			
b. Calling a pastor, co-pastor, or associate pastor			
c. Changing existing pastoral relationships, including changes in terms of call (terms are listed in minutes)			
d. Buying, mortgaging, or selling real property			
e. Requesting the presbytery to grant an exemption as permitted in the Book of Order (G-2.0404)			
f. Approving a plan for the creation of or, amending or dissolving a joint congregational witness (G-5.05)			
41. Corporate business including changes to the congregation's by-laws (G-1.0503)			
For All Minutes:			
42. Corrections, interlineations, footnotes or marginal notes are initialed by the clerk. Blank pages are ruled out	YES	NO	
43. Minutes are continuous on numbered pages	YES	NO	
Registers & Rolls:			
44. Membership rolls of baptized, active, and affiliate members are current (G-3.0204a)	YES	NO	
45. Registers of installed pastor(s) with dates of service and of ruling elders and deacons are current (G-3.0204b)	YES	NO	

Exceptions:

Comments:

Reviewer's Assessment:

_____ Recommend for approval *without exception*.

_____ Recommend for approval *with exceptions* as noted above.

Name of Reviewer _____

Signature of Reviewer _____

Date _____

_____ approved WITHOUT exception

_____ approved WITH exceptions:

Signed _____ Date _____

Rev. Kellie Thomson, Stated Clerk, Presbytery of Wyoming