

REVIEW OF SESSION MINUTES

The following items must be recorded in Session minutes, according to our Book of Order.

Place the page number from the Minutes where each item may be found. Those items which happen every meeting (e.g., opening and closing with prayer) may have a check mark if they are done at each meeting.

- _____ Meetings Opened and Closed with Prayer (G-3.0105)
- _____ Annual Composition of Session regarding sexes, age groups, disabilities, etc. (G-3.0201)
- _____ Must meet quarterly in Stated Meetings (G-3.0203)
- _____ Order the Sacraments (G-3.0201b, W-2.3012)
- _____ Receiving or dismissing members (G-3.0201c)
- _____ Review the Rolls and Registers annually (G-3.0201c)
- _____ Elect commissioner to presbytery and receive commissioner's report (G-3.0202)
- _____ Review the work of the Board of Deacons (G-3.0201c)
- _____ Establish a budget (G-3.0113, G-3.0205)
- _____ Elect a Treasurer (G-3.0205)
- _____ Order annual Audit or Review of Financial Records and receive report (G-3.0113)
- _____ Approve Offerings for Christian purposes (G-3.0113)
- _____ Receive report(s) or treasurer (G-3.0205)
- _____ Ordain and Install Elders and Deacons (G-3.0201c)
- _____ Elect a Clerk for a specific time of service (G-3.0104)
- _____ Record all dissents and protests and response to protests (G-3.0105b)
- _____ Call Congregational Meetings (G-1.0502)
- _____ Contain minutes of all congregational meetings held (G-3.0204)
- _____ Review the Annual Statistical Report (G-3.0202f)

The following items must be recorded in Congregational Meeting minutes, according to our Book of Order.

- _____ Annual review of Pastor's Terms of Call (G-1.0503c)
- _____ Election of Pastor Nominating Committee (G-2.0802)
- _____ Election of Ruling Elders and Deacons (G-1.0503)
- _____ Buying, Selling, or Mortgaging property (G-1.0503d)
- _____ Calling a pastor, or dissolving pastoral relationship (G-1.0503b, G-1.0503c)
- _____ Voting to change to unicameral system (G-2.0202)

Other tidbits

All minutes should include the date, time, and place of meeting. Session minutes should include the name of those present, excused, or absent.

If the trustees are elected, and not active members of Session, be sure that the requirements for their election and review are done properly (usually the same as those of Deacons).

Notice that the congregation does not have authority to approve budget or major expenditures; Session may, at the annual meeting, present these items to them for their information.