

**2020 Checklist for Session Minutes (2019 Minutes)**

**Presbytery of St. Augustine**

**Checklist - Please Complete and Provide with Minutes!**

Congregation Name \_\_\_\_\_

Session Clerk \_\_\_\_\_

Does Your Church Have Deacons? Yes \_\_\_\_\_ No \_\_\_\_\_

**Section I - Each Set of Minutes**

*Next to each item, note only the pages where information is missing:*

Name and location of the church \_\_\_\_\_

Date, time, and place of meeting \_\_\_\_\_

Type of meeting (special/stated/etc.) \_\_\_\_\_

If special meeting, how called/purpose \_\_\_\_\_

Names: present, excused, absent \_\_\_\_\_

That there was a quorum present \_\_\_\_\_

Opened/closed with prayer \_\_\_\_\_

Approval of past minutes\* \_\_\_\_\_

Record of motions passed/business done \_\_\_\_\_

Clerk's signature (all minutes) \_\_\_\_\_

Moderator's signature (congregational) \_\_\_\_\_

\*Past minute review/approval takes place at stated meetings.

**Section II - Members**

*Next to each items, note the pages where this information appears:*

Baptisms - Names/Dates \_\_\_\_\_

Members Received (+ their baptized children)

Names/Dates \_\_\_\_\_

How Received\* \_\_\_\_\_

From What Church? (if applicable) \_\_\_\_\_

\*Baptism, Transfer, or Reaffirmation

Members Transferred (+ their baptized children)

Names/Dates \_\_\_\_\_

To What Church? (if applicable) \_\_\_\_\_

Members Otherwise Dismissed \_\_\_\_\_

Members Who Died \_\_\_\_\_

Marriages of Members \_\_\_\_\_

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**Section III - Other Matters**

*Next to each item, note the pages where this information appears:*

Record of Celebration of Lord’s Supper \_\_\_\_\_

Congregational Meetings Called\* \_\_\_\_\_

\*At least one (annual) meeting

Election, Exam, Ordination/Installation \_\_\_\_\_

Nominating Committee\* \_\_\_\_\_

Ruling Elders \_\_\_\_\_

Teaching Elders \_\_\_\_\_

Deacons \_\_\_\_\_

\*election only

Presbytery Commissioners \_\_\_\_\_

Election of Commissioners \_\_\_\_\_

Reports from Presbytery Meetings \_\_\_\_\_

Financial Matters \_\_\_\_\_

Budget Approved \_\_\_\_\_

Review of Funds/Finances\* \_\_\_\_\_

\*annual review

Review/Consideration of Business of Entities/Councils \_\_\_\_\_

\*Church organizations such as Presbyterian Women

\*General Assembly (if applicable) \_\_\_\_\_

Review/Inclusion of Statistical Report \_\_\_\_\_

**Section IV - The Session Minute Book/Rolls/Register**

Are the Minute Book and Rolls/Register kept in compliance with G-3.0107 and G-3.0204 of the Book of Order?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Section V - Does Congregation Have:\***

Operations Manual \_\_\_\_\_

Child Protection Policy \_\_\_\_\_

\*Plans to complete if not have: \_\_\_\_\_

**Section VI - Thank you!**

Dear Clerk: You do important work, and most of it is behind the scenes. You complete your work faithfully, even though you may have a full plate of other obligations. What you do matters, and you are very much appreciated.

If you should ever need assistance with understanding your duties, please contact Sandra Hedrick (Stated Clerk), Ed Kelly (Assistant Stated Clerk) or Nancy Brown.

The number for the presbytery office is: (904) 733-8277. Sandra’s cell phone is: (904) 612-9766. Ed’s cell phone is: (904) 346-5570. Email addresses are: [sandra@staugpres.org](mailto:sandra@staugpres.org), [ekelly@rtlaw.com](mailto:ekelly@rtlaw.com), and [nbrown@staugpres.org](mailto:nbrown@staugpres.org).