

Checklist for Session Minutes

Presbytery of St. Augustine

Checklist - Please Complete and Provide with Minutes!

Year of Minutes Reviewed: _____

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.

**No longer required.

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/Youth 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) or Ed Kelly (Assistant Stated Clerk).

Sandra’s cell phone number is: (904) 612-9766. Ed’s cell phone number is: (904) 346-5570. Email addresses are: sandra@staugpres.org and ekelly@rtlaw.com.