

Session Minutes Review Checklist
The Presbytery of the Highlands of New Jersey
2024 Minutes

Please fill out, including page numbers, and return this Checklist with your Session Minutes.

Name and location of Church _____

Pages submitted are from Page Number _____ to _____ and Date ____/____/____ to ____/____/____

You must submit beginning with the page bearing the most recent Presbytery "Approval" stamp

Number of Elders _____ Do the Elders also serve as Trustees? (Yes/No) and/or as Deacons? (Yes/No)

A. SESSION MINUTES

You only need to provide two (2) page numbers for items in Section A.

1. The meeting is opened with prayer. (G-3.0105) _____
2. Date, hour, type, and place of the meeting is recorded. (RONR) _____
3. The name of the moderator is recorded. (G-3.0201) _____
4. Names of present, absent, and excused are listed and quorums declared. (G-3.0203) _____
5. Election of commissioners to Presbytery meeting. (G-3.0202a) _____
6. Report to session by the commissioner to Presbytery. (G-3.0202a) _____
7. The minutes of the prior meeting(s) are approved. (RONR) _____
8. Clerk or clerk *pro tem* has signed the minutes. (G-3.0104) _____
9. The meeting is closed with prayer. (G-3.0105) _____

B. The following items are to be recorded in the minutes, not necessarily on a monthly basis.

10. Session action to set dates for the celebration of the Lord's Supper. Can be set annually, quarterly or at each time of celebration, in advance (Must be celebrated at least quarterly). (G-3.0201b; W-2.4009; W-2.4012) _____
11. Baptisms authorized by session prior to celebration, and candidates instructed and examined. (G-3.0201bW; -2.3011a; W-2.3012b) _____
12. Session shall keep a Baptized Members' Roll. Paper is highly recommended; electronic is optional. For infant baptisms, record full name of infant, parents' names, date of birth and names of persons presenting the child; for adult baptisms, record full name of the individual, including the full maiden name of a married woman, parent's names, and date of birth of those being baptized. (G-1.04; G-3.0204b) _____
13. Minutes should record full names of those received into membership and how they are received: confession of faith, reaffirmation of faith, or certificate of transfer. If by certificate, the church transferred from should also be recorded. (G-1.0303) _____

- 14. Record in full names of those transferred to other churches, including the names of any children and whether or not they are baptized. If the member is a ruling elder and/or deacon, a notation to that effect should also be made. The record should also include the name of the church to which they are transferring. (G-1.0303) _____
- 15. Session shall keep both an Active Members' and Affiliate Members' Roll (an Inactive or Friends of the Church Roll is optional). (G-1.04; G-3.0204a) _____
- 16. Session shall keep a register of baptisms, ruling elders, deacons, and installed teaching elders with dates of service. Paper is highly recommended; electronic is optional. (G-3.0204b) _____
- 17. Regular (at least quarterly) financial reports received by Session. (G-3.0205) _____
- 18. Election of a treasurer by the session with length of term noted, or if elected previously note end of term date. (G-3.0205) _____
- 19. Election of a clerk with length of term noted, or if elected previously note end of term date. (G-3.0104) _____
- 20. Electronic Voting Policy in your bylaws or standing rules (covering voting by email and/or meeting by electronic means). (G-1.0501; 3.0104, 5) "Yes," Page Number, MOO, or "N/A" _____
- 21. Boundary and Anti-Harassment Training for session members recorded monthly. (G-3.0106) Desired in 2024 Minutes, Required in 2025 Minutes _____
- 22. Boundary and Anti-Harassment Training for session members recorded in last stated meeting of the year. (G-3.0106) Desired in 2024 Minutes, Required in 2025 Minutes _____

C. ANNUAL CONSTITUTIONAL REQUIREMENTS

- 23. Insurance (G-3.0112) Page Number, or MOO _____
- 24. Annual Review of the membership rolls. (G-1.0304; G-3.0201c) _____
- 25. Instruct, examine, ordain, install and welcome new ruling elders and deacons (and if not, why not). (G-2.0104b; G-2.04) _____
For exemptions from officer rotation, list both the request to COM and its response (2) _____
- 26. Budget established and approved annually by the session. (G-3.0113; G-3.0205) _____
- 27. Full annual financial statement included in the session minutes. (G-3.0205c) _____
- 28. Annual financial review of all books and records for the church. (G-3.0113) _____
- 29. Annual review of financial records of all church organizations (accounts separate from primary church accounts). (G-3.0205) _____

30. Annual review of terms of call for pastor. (By congregation for installed pastors, by session for all other pastors) (G-3.0108) _____

D. CONGREGATIONAL MEETINGS

*The following is a checklist for Minutes of the Annual Meeting of the Congregation:
Note: both the congregational and corporate business may be done at the same meeting. In most cases the business for each is the same; the corporate meeting can confirm the actions of the congregational.*

31. An annual meeting of the congregation is held. (G-1.0501) _____

32. Special meetings of the congregation are properly called and the business to be transacted is specified in the call of the meeting. (G-1.0501) _____

33. A quorum is attested to. (G-1.0501) _____

34. A moderator is named. (G-1.0504) _____

35. The minutes are attested (signed) by the moderator and the clerk/secretary for the meeting. (G-1.0505) _____

36. A statement that the congregation **acted** on the terms of the pastoral call (installed pastors only). (G-1.0503c) _____

37. Full annual financial statements are reported to the congregation. (G-3.0205) _____

38. All minutes of meetings of the congregation are included in the session records. (G-3.0204) _____

E. PRESBYTERY REQUIREMENTS

39. The General Assembly statistical report is included in the session records. (G-3.0202f) _____

40. Notice of any official communications to the session from the Presbytery, Synod, or General Assembly, including those by email. (G-3.0202d) _____

41. Session notified of previous exceptions to minutes taken by presbytery. Exceptions are to be noted in the minutes and correction is to be made where necessary. (G-3.0108) _____

F. ONE-TIME CONSTITUTIONAL REQUIREMENTS (indicate if completed)

For an approved document or one being revised, mark "Y."

For no document or one in process, mark "N."

42. Approved Manual of Administrative Operations. (G-3.0106) _____

43. Approved Sexual Misconduct Policy. (G-3.0106) _____

44. Approved Child and Youth Protection Policy (G-3.0106) _____

45. Approved Anti-Racism Policy. (G-3.0106) _____
Desired in 2024 Minutes, Required in 2025 Minutes _____

46. Approved Anti-Harassment Policy. (G-3.0106)
Desired in 2024 Minutes, Required in 2025 Minutes

G. IN CONCLUSION

Signature of the Clerk of Session _____

The minutes of (Church Name) _____

were

(1) ___ Approved without exception. (2) ___ Approved with [___] exceptions (3) ___ Not approved.

Exceptions (include item number), Commendations, and Comments

Do these minutes reflect being sent by "a friend among your colleagues in ministry" (G-4.0404e)?
Were they prepared and provided in a way that is helpful or easy to review?

Yes ___ No ___. How so? Remember, this is to help our peers for their future minutes.

Name of Reviewer _____

Church _____