

2011 Reading
of 2010 SESSION MINUTES

CHURCH _____ CLERK _____ DISTRICT _____
EXAMINER _____ DATE _____

- ___ A. APPROVED WITHOUT EXCEPTIONS
- ___ B. APPROVED WITH EXCEPTIONS LISTED BELOW:
- ___ C. NOT APPROVED

EACH MEETING THE FOLLOWING SHOULD BE RECORDED IN THE SESSION MINUTES BOOK:

- ___ 1. Date, time and place of Session meeting.
- ___ 2. Names of elders who are either present, absent or excused and the moderator's name.
- ___ 3. Each meeting shall be opened and closed with prayer.
- ___ 4. That the reading and approval of Session Minutes of the last meetings occurred.
- ___ 5. All Session Minutes shall be signed by the Clerk or Moderator.
- ___ 6. The name of the elder elected as the commissioner/representative to Presbytery shall be recorded. G-10.0102p(1)

PLEASE
INDICATE

Page # EACH YEAR THE FOLLOWING SHOULD BE INCLUDED IN THE SESSION MINUTES:

- ___ 7. The annual Statistical Report, shall be approved by Session, and forwarded to the Stated Clerk at the time due. A summary or a copy of this report shall appear in the minutes. If a copy is used it should have a page number and be referred to in the minutes of the meeting during which it was approved.
- ___ 8. The recording of when and by whom the Financial Records were audited. G-10.0401d.
- ___ 9. Compensation for all ordained and unordained staff shall be reviewed annually for adequacy and the amount of compensation approved shall be recorded in Minutes. G-7.0302a.
- ___ 10. The Annual Budget* shall be included in the Minutes and approved by Session. At the Annual Meeting the congregation should be asked to receive the budget, and to approve the section dealing with the pastor's salary.

* Some of the budget should be included--at least the total figures.
- ___ 11. Leases of any part of church property to outside groups shall be approved by presbytery.
- ___ 12. The names of persons on the Church Nominating Committee shall be recorded. G-14.0202b
- ___ 13. Names of Elders, Deacons and Trustees who become ineligible for re-election.
- ___ 14. An annual joint meeting of the Session and Deacons shall take place. G-6.0405
- ___ 15. An annual review of the membership roll shall take place. G-5.0502

- ___ a. Non-Resident Members: When the session determines that members have moved "beyond the bounds," it shall notify those members that it is their responsibility to transfer their membership to the church in whose bounds they are living.

It is also necessary for the church of which they are members, to notify the church within whose bounds they are now living of this change of residence.

If, after reasonable time, the members have not requested a certificate of transfer, they may again be notified of their responsibility to transfer and their names be placed on the Roll of Inactive Members. G-10.0302(b).

- ___ 16. The composition of the Session with regard to racial/ethnic members, women and men, and age groups and how this corresponds to the composition of the congregation. G-10.0301
- ___ 17. The newly elected elders and deacons shall be examined by the Session. A time for ordination and installation shall be set. G-14.0205, G-10.0102I, G-14.0100

WHEN THE FOLLOWING OCCUR, THEY SHALL BE RECORDED IN THE MINUTES:

- ___ 18. The administration of the Sacrament of the Lord's Supper shall be recorded at the next regular meeting. When the Sacrament has been administered privately, the names of those assisting should be noted.
- ___ 19. Baptisms of adults and children shall be recorded at the next regular meeting.
- ___ 20. The full names of applicants for church membership shall be recorded:
Married females - the maiden name, and wife or widow of...
Minors (under the legal age of 18) - son or daughter of...
- ___ 21. The name of the church from which persons are received by certificate of transfer shall be recorded.
- ___ 22. The full title of the church to which a certificate of transfer is granted and the full name of the person with the date of dismissal shall be recorded.
- ___ 23. All Congregational Meetings shall be recorded in the Minutes Book. They may be approved at the next stated session meeting or by a committee and reported to Session. They shall be signed by the Moderator and the Clerk.
- ___ 24. All marriages--the place, date and time, names of contracting parties shall be recorded.
- ___ 25. All deaths--full name, date of death, place of burial shall be recorded.
- ___ 26. Miscellaneous exceptions.
- ___ 27. The minutes shall include a statement that the minutes of Session and register have been examined and reviewed by Presbytery.

READING SITE _____

COMMITTEE REPRESENTATIVE _____