

Session Records Check List

Session Records Being Examined (Church Name) _____

Person Examining Records _____ Date _____

I. Rules for Session Minutes:

Location/Page (s) in Session Minutes Book	Item of Compliance
	1. Minutes kept of all meetings (G-3.0107, G-3.0204) and presented for review. (G-3.0108a, Standing Rule #22 of Carlisle Presbytery)
	2. Record date, time and place, of each meeting and time of adjournment (Roberts Rules)
	3. Record the names of the moderator, the clerk, elders present, and elders absent. (Roberts Rules)
	4. Meetings Opened and Closed with prayer. (G-3.0105)
	5. Minutes attested/signed by the clerk (Roberts Rules)
	6. Record the approval of minutes, as presented or as corrected, by of each regular meeting and each special meeting at the next regular meeting (RR)
	7. Record in the minutes of each special meeting the purpose of the call to such a meeting and who called the meeting. The business to be transacted shall be limited to items specifically listed in the call for the special meeting. (G-1.0501) (G-3.0203)
	8. Record only that which is vital to the transaction of the meeting with a separate paragraph for each subject matter. It is not necessary to record the name of the maker or the seconder of a motion in the minutes unless the session requests it. When previous action of the session is referred to, the date on which it is recorded should be designated. If the page number for the previous action is available, then include that as well. (Robert's Rules)
	9. All pages correctly numbered. Avoid erasures, white-outs, interlineations, footnotes, and typographical errors. Blank pages should be ruled out. Minutes should not be entered in the permanent record until approved by the session. <u>Number all pages in the minute book consecutively for the calendar year</u> (Robert's Rules)
	10. Financial report at each Stated Meeting. Record a brief financial report (income/expenses/balance) in the minutes of <u>each regular meeting</u> . Record the results of a full financial review of all books and records relating to finances <u>once each year</u> . (G-3.0205) (G-3-0113)
	11. Record preparation and examination of elders and deacons. Also, dates of ordination and installation. When persons have been elected to the ordered ministry of ruling elder or deacon, the session shall provide a period of study and preparation, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. (G-2.0402)
	12. Record annual statistical report. (G-3.0108a) The report to General Assembly can be downloaded from their website and put into the minutes.

Location/Page (s) in Session Minutes Book	Item of Compliance
	13 Record name(s) of all elder(s) elected as commissioners to presbytery and term. (G-3.0202)
	14. Record the annual review of compensation for the pastor or pastors. (G-2.0804)
	15. Record the call, quorum and business transacted at all congregational meetings, which shall be held at least annually. (G-1.0501, G-1.052, G-1.0503, G-1.0504, G-1.0505)
	16. Minutes of each congregational meeting shall be attested by both the clerk and the moderator and entered in the session minute book after approval by the congregation or the session at its next regular meeting. (Roberts Rules)
	17. Record at least annually, session authorization for observances of the Lord's Supper. Record the date, location, name of communicants and the names of the officiating minister and congregation member(s) authorized to represent the church at communion for the sick etc. (W-2.4010)
	18. Record session authorization for and session instruction prior to the Baptism of infants and adults and record the administration of Baptism at the next regular session meeting. Record for each Baptism the date and location; the full name, and age of the person being baptized and name of parents of the person being baptized (infant) and the name of the officiating minister(s). (G-3.0204a) (W-2.3011a)
	19. Record the examination and reception of new members by the session and record the public reception of new members at the next regular session meeting. Record the full name of each applicant for membership and how the applicant is received, upon profession of faith, upon reaffirmation of faith, or upon satisfactory certification of transfer of church membership in the case of transfer, the full title and location of the church from which the person is transferred; and the date of reception. (G-3.0201c) (G-1.0303) (W-4.2003) (W-4.2004)
	20. Record the transfer of baptized, active, affiliate members to and from the respective session rolls; include the full title and location of the church to which a person is transferred when appropriate; delete names from the roll when appropriate; and record the reason and/or authority for each action. (G-1.04)
	21. Record Session approval of all marriages that take place on church property, to include date, time, and names of persons being married and name of minister who is officiating. <u>Record approval of Session allowing the Sacrament of the Lord's Supper to be part of the marriage ceremony.</u> (W-1.4004) (W-4.9003)
	22. Record in Session minutes the report of a death of a member and subsequent removal from the rolls. (G-3.0204a)
	23. When the session of a church finds it necessary to exercise discipline, the <i>Book of Order</i> must be studied carefully by a committee of the session and, if discipline must be administered, the session minutes must contain such a record of the proceedings as will enable the presbytery to know who was disciplined, why and how. (D-11.0601c)

II. Rules for Session Registers:

Location/Page (s) in Session Register Book	Item of Compliance
	1. Each session shall keep an up-to-date register on "acid-free" paper with the full and accurate rolls of baptized, active, affiliate and inactive members and registers of infant Baptisms, adult Baptisms, marriages, pastors, elders, deacons, trustees, and deaths, which shall be submitted at least once each year to the presbytery for its general review and control. (G-3.0204b) Carlisle Presbytery Standing Rule #22.
	2. Maintain a roll of Baptized Members which shall list the names of those persons baptized in the particular church who have not made a profession of faith in Jesus Christ as Lord and Savior, and children of active members or children of ministers of the Word and Sacrament related to the particular church, when such children have been baptized elsewhere. G-1.0401
	3. Maintain a roll of Active Members, (G-1.0402) which shall list the names of those who have been received into the membership of the church and who are active in the church's work and worship. Record the full name of each active member and how the applicant is received, upon profession of faith, upon reaffirmation of faith, or upon satisfactory certification of transfer of church membership; in the case of transfer, the full title and location of the church from which or to which the person is transferred; the date of reception, transfer. Assign a membership number to each new member on the chronological roll at the time that person joins the church and cross-index this number on the alphabetical roll.
	4. Maintain a roll of Affiliate Members, (G-1.0403) which shall list the names of those who have been received into affiliate membership by the session and who are active in the church's work and worship. Record the full name of each affiliate member; satisfactory certification of church membership; the full title and location of the church of membership.
	5. Maintain a register of Infant Baptisms. Record for each infant Baptism the date and location; the child's full name, the parents' full names and the name(s) of the officiating minister(s). (W-2.3012)
	6. Maintain a register of Adult Baptisms. Record for each Adult Baptism the date and location; the full name, and the name(s) of the officiating minister(s). (W-2.3012)
	7. Maintain a register of all marriages performed on church property. Record for each marriage the full name of the husband; the full name of the wife including the wife's maiden name; the date and place of marriage; and the name(s) of the officiating minister(s).
	8. Maintain a register of deaths of all members of the church. Record for each death the full name of the deceased; the residence of the deceased; the date of death; the date and place of burial; and the date of ordination in the case of an elder or deacon.
	9. Maintain a register of pastors, co-pastors, associate pastors, interim pastors, Certified Educators, Associate Certified Educators and Commissioned Lay Pastors serving the church. Record their name and dates of service for each

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	10. Maintain a register of all elders who are members of the church. Record the full name of each elder; the name of the church in which each was ordained; the date of ordination; the terms of active service; and the record of removals.
	11. Maintain a register of all deacons who are members of the church. Record the full name of each deacon; the name of the church in which each was ordained; the date of ordination; the terms of active service; and the record of removals.
	12. Maintain a register of trustees (<i>if church has a Board of Trustees</i>) serving the church. Record the full name of each trustee; the date of recognition; the terms of active service; and the record of removals.

Revised March- 2013