

# Presbytery of the West EPC Session Minutes Checklist

Revised 2006

To Pastors and Clerks of Session:

Please include the appropriate items below into your Session minutes based on your agenda topics for any given meeting during the year. This Checklist is a guide for the Session Review Committee as we review copies of minutes each church sends to us throughout the year for our annual report to Presbytery. Thanks!

## Monthly Items:

Yes/No

Names of Elders present, excused and absent recorded? \_\_\_\_\_

Meeting opened and closed with prayer? (Opening devotional encouraged) \_\_\_\_\_

Session approved prior meeting minutes? \_\_\_\_\_

Minutes signed by Clerk of Session and Moderator? (BOG 16-13) \_\_\_\_\_

## Annual Items:

Did Session meet at least once each quarter? (BOG 16-11) \_\_\_\_\_

Were minutes of Board of Deacons examined at least annually by the Session? (BOG 16-10I) \_\_\_\_\_

Did Session approve annual budget of church? (BOG 16-10 G) \_\_\_\_\_

Did Session make an annual review of the church membership roll to maintain an accurate roll of (a) baptized members (b) active members (c) inactive members (d) affiliate members? (BOG 9-8) \_\_\_\_\_

## Presbytery Items:

Were representatives elected to each meeting of Presbytery? (BOG 16-100) \_\_\_\_\_

Did these representatives report to the Session on their attendance at Presbytery? (BOG 16-10 O) \_\_\_\_\_

## Record Items:

Do minutes state whether a meeting was regularly scheduled or "Called"? \_\_\_\_\_

If "Called" is the purpose of the meeting clearly stated? \_\_\_\_\_

Do minutes record ordination and installation of new Deacons and Elders? (BOG 16-10 J) \_\_\_\_\_

Do minutes record reception of new members, giving full names, and noting manner of Reception (Profession of Faith, Transfer of Letter, Reaffirmation)? (BOG 16-10 D) \_\_\_\_\_

Were all dismissals and other deletions from the church roll acted on by the Session with appropriate information recorded in the minutes? (BOG 16-10 F) \_\_\_\_\_

Were these matters recorded: Deaths, births, adoptions, marriages, baptisms? (BOG 16-13) \_\_\_\_\_

Were Special and Congregational Meetings recorded? (BOG 8-IF) \_\_\_\_\_