

Name of Congregation
Name of person submitting records
Congregation of person reviewing records

**Presbytery of Cincinnati – Committee on Church Order – Session Records Checklist**

See "Session Records Guidelines" for explanation of each item.

G-3.0107		General Appearance and Format (to be filled out by reviewer – circle Yes or No)	
		Printed on acid-free or 25% rag content paper	Y N
		Secured so pages will not be lost	Y N
		Pages number consecutively and on both sides	Y N
	1	Appendix pages numbered in continuation	Y N
		Legibility -- no erasures, footnotes or insertions	Y N
		Blank pages and large spaces X'd out	Y N

If "approved with exception", list exceptions here:

	Rolls and Registers (G-3.0204)	Date of last entry
G-3.0204a	Baptized Members Roll (cf. G-1.0401)	
G-3.0204a	Active Members Roll (cf. G-1.0402)	
G-3.0204a	Affiliate Members Roll (cf. G-1.0403)	
G-3.0204b	Register of Baptisms	
G-3.0204b	Register of Elders	
G-3.0204b	Register of Deacons (if applicable)	
G-3.0204b	Register of Pastors	

Comments:

**SESSION MEETINGS CHECKLIST**

Person submitting record book, please fill in date of each meeting and list page number(s) for each item. If an item extends more than 1 page only list first page.		DATE OF MEETING											
G-3.0107 G3.0204	REQUIRED EACH MEETING											list page number where item occurs in minutes	
G-3.0105	2	Name of session, date, beginning & ending time, place, type of meeting, prayer to open & close											
G-3.0104	3	Name of Moderator presiding											
G-3.0203	4	Attestation of quorum											
G-3.0104	5	Roll and attendance including guests (use full names)											
G-3.0203	6	If "special" meeting, include the purpose of meeting and by whom called											
Robert's Rules	7	Review, correction, adoption of minutes											
Robert's Rules	8	Record of all motions adopted; significant discussion or information recorded											
Robert's Rules	9	Minutes signed by clerk											
Robert's Rules	10	Date, place, and time of next meeting											
		PERIODIC ACTIONS (Recording of the following actions is required if and when they occur.)											list page number where item occurs in minutes
G-3.0202a	11	Report of presbytery commissioner(s)											
G-3.0201b	12	Authorization of Lord's Supper											
G-3.0201b	13	Authorization of Baptisms											
G-3.0201c	14	Approve/Record Changes in Membership											
G-3.0104	15	Elect Clerk of the Session											
G-3.0102c	16	Record actions re: judicial matters											
G-3.0205	17	Elect treasurer											
G-1.0502	18	Call Congregational meeting											

SESSION MEETINGS CHECKLIST, CONTINUED

Person submitting record book, please fill in date of each meeting and list page number(s) for each item. If an item extends more than 1 page only list first page.			DATE OF MEETING													
	REQUIRED AT LEAST ANNUALLY		list page number where item occurs in minutes													
G-3.0108	19	Review of session minutes by presbytery														
		Corrective action taken, if required														
G-3.0202f	20	Annual Statistical Report														
G-3.0113 3.0205	21	Adopt Annual Budget														
G-3.0113 3.0205	22	Provide for full financial review by accountant or committee														
G-3.0202a	23	Election of Presbytery commissioner(s)														
G-3.0201c	24	Review membership rolls														
G-3.0201c	25	Training, examination, ordination and installation of Officers														
	26	Review adequacy of compensation for ministers and lay staff														
G-3.0112	27	Review adequacy of insurance. Include name of insurance company and types of coverage. A session must obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers.														
G-3.0201c	28	Review of Deacons' ministry (if applicable)														
	29	Review of Trustees' ministry (if applicable)														
G-3.0205c	30	Report to <u>Session</u> of all financial activities of the church														

**CONGREGATIONAL MEETINGS CHECKLIST**

Person submitting record book, please fill in date of each meeting and list page number(s) for each item. If an item extends more than 1 page only list first page.			DATE OF MEETING								
REQUIRED EACH MEETING			list page number where item occurs in minutes								
G-3.0105	31	Name of session, date, beginning & ending time, place, type of meeting, prayer to open & close									
G-1.0504		Name of Moderator presiding									
G-1.0501	32	Attestation of quorum									
G-1.0501, 1.0502, 1.0503	33	If "special" meeting, include the purpose of meeting and by whom called									
Robert's Rules	34	Minutes signed by clerk and moderator									
ACTIONS *required at least annually			list page number where item occurs in minutes								
G-1.0503	35	*Election of officers/nominating committee									
G-1.0503	36	*Review of adequacy pastor's compensation (if applicable)									
G-1.0503	37	Other actions as needed									

**ADDITIONAL REQUIREMENTS**

G-3.0106

Does the session have a manual of administrative operations? \_\_\_\_\_

Has the session adopted and implemented a sexual misconduct policy? \_\_\_\_\_

Has the session adopted and implemented a child [and youth] protection policy? \_\_\_\_\_