

20__ Reading of
20__ SESSION MINUTES

YLW

CHURCH _____ CLERK _____ REGION _____

EXAMINER _____ DATE _____

___ A. APPROVED WITHOUT EXCEPTIONS

___ C. NOT APPROVED

___ B. APPROVED WITH EXCEPTIONS LISTED BELOW:

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

Requirement	Page Numbers	✓
Date, time and place of stated Session meetings, held at least quarterly . G-3.0203		
Names of <u>ruling elders</u> who are present, absent or excused, and the moderator's name. G-3.0101, G3.0201		
Each meeting shall be opened and closed with prayer. G-3.0105		
That the reading and approval of Session Minutes of the last meeting occurred. G-3.0204		
All Session Minutes shall be signed by the Clerk or Moderator. G-1.0505		
The name of the <u>ruling elder</u> elected as the Ruling Elder Commissioner to Presbytery shall be recorded. G-3.0202a		

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

Requirement	Page Numbers	✓
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. G-3.0202f		
The recording of when and by whom the Financial Records were audited. G-3.0113		
Reports of all financial activities shall be made to session periodically and in no case less than annually. G-3.0205		
The <u>Annual Budget</u> * 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. G-1.0503c, G-3.0205		
Compensation for all ordained and not-ordained staff shall be reviewed annually for adequacy. G-2.0804, G-1.0503c, G-3.0106 (paragraph 6)		
Leases of any part of church property to outside groups shall be approved by presbytery . G-4.0101		
Names of Ruling Elders, Deacons and Trustees who become ineligible for re-election. G-2.0404		
The composition of the Session with regard to racial/ethnic members, women /men, and age groups and how this corresponds to the composition of the congregation. F-1.0403		
Minutes of the session shall be subject to the provisions of G-3.0107. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees.		
Annual Review of the membership roll (See Church Register Reading for details). G-3.0204a,b		
The newly elected ruling elders and deacons shall be examined by the Session. A time for ordination and installation shall be set. G-2.0404, G-3.0202, and G-2.01		
Election of Nominating Committee G-2.0401		

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

	Requirement	Page Numbers	✓
	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. G-3.0201b, W-2.4012		
	Baptisms of adults and children shall be recorded at the next regular meeting. G-3.0201		
	The <u>full names of applicants for church membership</u> shall be recorded: <u>Married females</u> - the maiden name, and wife or widow of.../ <u>Minors</u> (under the legal age of 18) - son or daughter of... G-3.0204a		
	The name of the church from which persons are received by <u>certificate of transfer</u> shall be recorded and the full title of the church to which a certificate of transfer is granted and the full name of the person with the <u>date of dismissal</u> shall be recorded. G-3.0204a		
	All <u>Congregational Meetings</u> 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 <u>Moderator and the Clerk</u> . G-1.0501		
	All <u>marriages</u> --the place, date and time, names of contracting parties shall be recorded.		
	All <u>deaths</u> --full name, date of death, place of burial shall be recorded.		
	Miscellaneous exceptions.		
	The minutes shall include a statement that the minutes of Session and register have been examined and reviewed by Presbytery.		
	It shall be reported in the minutes that all clergy and staff, and volunteers who work with children, have completed the required background checks and training to be in compliance with the Pennsylvania State Child Protection Laws. G-3.0108a; G-3.0202f		

READING SITE _____

RECORD READING REPRESENTATIVE _____

APPROVAL CODE _____

Please Include Page Number(s) with Exceptions