

REQUIRED CLERK’S CHECKLIST

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of this list is to aid you and the reader in finding some items to be verified in minutes, rolls, and registers. **This checklist must be completed before the review by putting page numbers where items may be found.** Those items that happen every meeting (e.g., opening and closing with prayer) may have a check mark if they are done at each meeting. **Please leave this checklist loose in your books for the reader’s use.**

If events, such as regularly scheduled observances of the Lord’s Supper, or election of a clerk for more than a one-year term, have been approved by previous sessions and no change has been made, note that below with an asterisk for the page number and a comment from the clerk.

Please Print

Name of Clerk _____

Phone Number _____ **Church** _____

E-mail Address _____

For VA churches only: Completed the incorporation process? (circle one) Yes No
(G-4.0101)

	Requirement in session meeting minutes:	Page	Re-viewed
1	Stated meetings held at least quarterly with the date, time, and place of meeting being recorded. [G-3.0203]		
2	Whether the meeting is a regular or special meeting. The purpose of the special meeting should be stated. [G-3.0203]		
3	Meetings opened and closed with prayer. [G-3.0105]		
4	If a quorum was present. The following names should be recorded [G-3.0203] <ul style="list-style-type: none"> • Moderator, clerk or acting clerk • Ruling Elders present, excused, and absent • Invited guests and purpose 		
5	Indicate that the session minutes of each previous meeting were read, corrected if necessary, and approved.		
6	Clerk (or acting clerk) signs session meeting minutes that they recorded.		
7	List reports received by session from trustees, deacons, and other committees of the session.		

8	All actions passed, either by vote or by common consent, and should include copies of any reports <u>adopted</u> by the session.		
9	Authorization by session of the observances of the Lord's Supper. [W-3.0410]		
10	Instances of the Lord's Supper since last meeting. May include the number of those served, including the homebound.		
11	Authorization by the session of all baptisms and notation of when the baptisms actually occurred – minutes, rolls and registers. [G-3.0403]		
12	Authorization by the session of all new members and how received. This should be in minutes, rolls and registers. [G-3.0201, G-3.0204a]		
13	Marriages since last meeting – in minutes, rolls and registers.		
14	Deaths since last meeting – in minutes, rolls and registers [G- 3.0204a]		
15	Actions to move members from active to inactive, if your session has an inactive roll – in minutes, rolls and registers [G-03024a]		
16	Actions to remove members from rolls – in minutes, rolls and registers [G-03024a]		
17	Election of commissioners to presbytery and receipt of commissioner's report. [G-3.0202]		
18	Approval of special offerings. [G-3.0205]		
19	Receipt of report(s) from the treasurer. [G-3.0205]		
20	The examination of new ruling elders and deacons after training [G-3.0201c]		
21	The ordination and installation of ruling elders and deacons– minutes, rolls and registers [G-3.0201c] [G-3.0204] [G-03024b]		
22	Any job descriptions as approved.		
23	Any actions taken regarding non-ordained staff.		
24	Election of a Clerk of Session for a specific term. [G-3.0104]		
25	Action to call a congregation meeting. [G-1.0502]		
26	Election of a treasurer for a specific term. [G-3.0205]		
27	Establishing a budget (annually). [G-3.0113]		
28	Annual review compensation of staff. [Operations Manual]		
29	Review the rolls and registers (annually). [G-1.04, 3.0201c]		
30	Review of the work of the deacons. [G-2.0202]		

31	The financial records of the church, including all of the church's organizations, have been reviewed by at least two unrelated people or submitted for an official audit. [G-3.0113]		
32	All offerings shall be counted and recorded by at least two duly appointed persons or by one fidelity bonded person [G-3.0205a]		
33	The annual statistical report approved and included in minutes.		
34	The minutes are submitted to presbytery for the annual review and the complete results reported to the session and included in minutes. [G-3.0108a]		
35	The Session's Administrative Manual (Manual of Operations) is included with the minutes book, <u>AND</u> includes the following: <ul style="list-style-type: none"> ● by-laws ● sexual misconduct policy ● child, youth, and vulnerable adult protection policy [G-3.0106] 		
36	The Clerk utilizes and provides this completed checklist for use by the Sessional Records reader.		

	Requirement in congregational meeting minutes:	Page	Re-viewed
37	The secretary (Clerk) signs minutes for congregational meetings.		
38	Election of Nominating Committee [G-2.0401]		
39	Election of Ruling Elders and Deacons [G-1.0503a, 2.0404]		
40	Buying, selling, or mortgaging property [G-1.0503d]		
41	Approval of and annual review of teaching elder's Terms of Call [G-1.0503c]		
42	Calling a pastor or dissolving pastoral relationship [G-1.0503b, c]		
43	Approval of minutes or designation that session may approve		