

CLERK OF SESSION'S CHECKLIST 2016

To help you prepare for the actual review of your church records, please jot on the line the page on which the item can be found in your record book and then bring this sheet to the review along with the official record book.

1. An annual congregational meeting. _____
2. Congregation is allowed to nominate from the floor. _____
3. Quorum is present for congregational meetings. _____
4. Minutes of congregational meetings are signed by Clerk and Moderator _____
5. Congregational meetings are opened and closed with prayer. _____
6. Session supervises Christian Education. _____
7. Session challenges people regarding stewardship. _____
8. Session establishes annual budget. _____
9. An annual financial audit was performed. _____
10. Session elected: Church treasurer. _____
Clerk who is a ruling elder _____
11. The Session does an annual review of membership roll. _____
12. The Session provides for the care of church property by:
 - a. Management of such _____
 - b. Obtaining property and liability insurance coverage to protect facilities, programs, staff, and elected and appointed officers. _____
13. Session has relationships with other PCUSA bodies by:
 - a. Electing a ruling elder to serve as Presbytery Commissioner _____
 - b. Financial support (per capita, mission, etc.) _____
14. Session maintains relationships with other Christian bodies in the local community. _____
15. Session authorizes sacraments and provides for worship and music. _____
16. Session meetings are opened and closed with prayer. _____
17. Session examines, ordains and installs officers. _____

18. The statistical information, including the composition of session and congregation, is submitted to GA and MVP. _____
19. The Session has adopted a manual of operations. _____
20. The Session has in place a child **and youth** protection and sexual misconduct policy. _____
21. The church register is up to date. _____

For the remainder of questions list the page reference for those which pertain to your situation.

22. Session prepares new members to join congregation. _____
23. Session acts on admission/dismissal of members. _____
24. The congregation reviews pastoral compensation/the session reviews temporary pastoral compensation. _____
25. Session supervises the instruction of parents prior to baptism of a child. _____
26. Session authorizes home communion with: an elder or a deacon to accompany the pastor; or those especially trained for the task. _____
27. (New in 2017) Session Provides Presbytery through the Branch of Congregational Life with the lesson plans used by Teaching Elder to train Elders who administer the Lord's Supper _____
28. (New in 2017) Session has met at least four times a year with a Moderator _____