



2023 CLERK OF SESSION CHECKLIST for 2022 church records

To help you prepare for the actual review of your 2022 church records, please jot on each line the page (or location, i.e. date/page) in your minutes on which the item can be found 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 ruling elder(s) 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 (G-3.0106). _____
20. Session has in place a child/youth protection and sexual misconduct policy (G-3.0106). _____
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. Session authorizes specific ruling elders for administration of the Lord's Supper (only those ruling elders who are members of your congregation and who have been previously trained by an approved MVP Eucharistic Training Event are eligible; authorization must appear in the minutes annually). _____
28. Session has met at least four times a year with a Moderator. _____