



2024 CLERK OF SESSION CHECKLIST for 2023 church records

To help you prepare for the actual review of your 2023 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 and the administrative manual of operations.

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 signed
by Clerk and Moderator _____
5. Congregational meetings opened/closed with prayer. _____
6. Session adopts annual budget. _____
7. Annual financial review performed (G-3.0113). _____
8. Session elected: Church treasurer _____
Clerk (who is a ruling elder) _____
9. Session conducts annual review of membership roll. _____
10. Proof of property and liability insurance coverage to
protect facilities, programs, staff, and officers. _____
11. 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.) _____
12. Session authorizes sacraments. _____
13. Session meetings are opened and closed with prayer. _____
14. Session examines, ordains and installs officers. _____
16. The statistical information, including the composition of
session and congregation is submitted to GA and MVP. _____

17. The Session has adopted a manual of operations (G-3.0106). _____

Within this manual is normatively the following policies,
which Session has adopted and implemented (G-3.0106):

- a. A Sexual misconduct policy _____
- b. A Harassment policy _____
- c. A child and youth protection policy _____
- d. An Antiracism Policy _____
- e. Policy and Requirements for boundary training which include
topic of sexual misconduct and child sexual
abuse prevention training for its
members at least every 36 months: _____

18. The church register is up to date. _____

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

19. Session acts on admission/dismissal of members. _____

20. The congregation reviews pastoral compensation/the session
reviews temporary pastoral compensation. _____

21. 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). _____

22. Session has met at least four times a year with a Moderator. _____