

## **Mission Presbytery Review of Session Minutes for 2023**

Submit a COPY of your 2023 Session, Session and Deacons annual joint meeting (if applicable), and Congregational Meeting minutes.

Do not send originals.

Copies will not be returned.

Make a copy of your completed checklist to keep with your records before sending it.

***Attach the minutes review checklist to your minutes.***

***Do not submit minutes without this form filled out and attached to the minutes.***

Citations on the form, i.e., G-0.0000, refer to the *Book of Order 2023-25*.

Preferred: Submit the checklist and minutes as a PDF to the email below.

Mail hard copies to the Stated Clerk:

7201 Broadway, Suite 303, San Antonio, TX, 78209.

Some have sent minutes for multiple years. Catching up is good!

Number the pages in the minutes. Report page numbers only. You do not need to fill in the dates, just the page number on which the information is asked for. Feel free to write notes about any information on the form.

Keeping this checklist with your minutes and filling it out after each session meeting will keep this from becoming a more difficult job later.

Upon receipt of the Session minutes evaluation letter, report the results at the next Session and attach the letter to those minutes.

Take note of the last piece of information at the end. I do not expect churches to have the new policies in place in 2023. We can work on that together in 2024.

Questions? Contact the Stated Clerk.

[statedclerk@missionpby.org](mailto:statedclerk@missionpby.org)

210-826-3296

## 2023 Session Minutes Review Checklist

This review is for \_\_\_\_\_ Presbyterian Church in  
\_\_\_\_\_ for the year \_\_\_\_\_

1. Last date minutes were reviewed \_\_\_\_\_
2. Meetings of the congregation (G-1.05, pages 23-24) PAGE NUMBERS
  - a. for its annual business meeting \_\_\_\_\_
  - b. for electing nominating committee \_\_\_\_\_
  - c. for electing elders and deacons \_\_\_\_\_
  - d. approve changes in the pastor's call \_\_\_\_\_
  - e. buying, mortgaging, or selling real property \_\_\_\_\_
  - f. called meeting(s) \_\_\_\_\_

3. Date Annual Statistical Report was reviewed and approved by session.  
\_\_\_\_\_

4. Date of annual financial records review. \_\_\_\_\_  
(G-3.0113)

5. Date the annual budget was approved by the session \_\_\_\_\_  
(G-3.0113)

6. Do the minutes of each meeting record the following? Yes–Y or No–N

	Session	Congregation
a. Date, time, and place of meeting	_____	_____
b. Names of those present	_____	_____
c. Quorum	_____	_____
d. Kind of meeting (stated or called)	_____	_____
e. Purpose declared at called meeting	_____	_____
f. Meetings opened and closed with prayer	_____	_____
g. Minutes of prior meetings approved	_____	_____
h. Moderator and Clerk sign minutes	_____	_____

7. Observance of the Lord's Supper ( G-3.0201b; W-2.0303; W-3.04; W-3.0414)  
a. When approved (This may be a standing policy.)

\_\_\_\_\_

b. Dates when the Lord's Supper was observed

\_\_\_\_\_

c. When the Lord's Supper was provided to homebound members/friends

\_\_\_\_\_

8. The sacrament of Baptism (W-3.0403)

a. Dates session authorized it

\_\_\_\_\_

b. When observed

\_\_\_\_\_

9. Changes in rolls (G-3.0201c)

a. Annual review of membership rolls:

\_\_\_\_\_

b. Reception of new members approved:

\_\_\_\_\_

c. Transferred members:

\_\_\_\_\_

d. Removed from active membership:

\_\_\_\_\_

e. Record of significant life events:

Births \_\_\_\_\_

Marriages \_\_\_\_\_

Deaths \_\_\_\_\_

10. Elect a Nominating Committee by the congregation

\_\_\_\_\_

11. Elect ruling elders to be commissioners at presbytery meetings (G-3.0202)

When elected \_\_\_\_\_

When reports of presbytery meetings were made to session

\_\_\_\_\_

12. Ordination/Installation of ruling elders and deacons

a. The period of study and preparation (G-2.0402)

\_\_\_\_\_

b. Date examined (G-2.0402)

\_\_\_\_\_

c. Date of ordination/installation

\_\_\_\_\_

d. Our church has a waiver per G-2.0404 on the limitation of session terms:  
Circle one: YES NO

13. Annual election of the church treasurer (G-3.0205) \_\_\_\_\_

14. Elect the clerk of session (If the clerk is elected for a term longer than a year, please specify the length of the term and when elected to it) G-3.0104

\_\_\_\_\_

15. Manuals and policies (Yes–Y or No–N)

- a. Church By-Laws \_\_\_\_\_
- b. Church Manual of Operations \_\_\_\_\_
- c. Child and Youth Safety Policy \_\_\_\_\_
- d. Insurance Policy \_\_\_\_\_
- e. \*Anti-racism policy \_\_\_\_\_ Book of Order change, 7/2023
- f. \*Anti-harassment policy \_\_\_\_\_ Book of Order change, 7/2023

**NOTE:** \* signifies new policies adopted due to the vote on the proposed amendments this past year. 2023 was likely too early for churches to adopt anti-racism and anti-harassment policies.

The Stated Clerk will bring policies to the March 2024 meeting. At that meeting, there will be a first reading of the policies. Mission Presbytery will vote to adopt them at the June 2024 meeting. Churches may use the policies as they see fit or write their own for their contexts.

G-3.0106:

*All councils shall adopt and implement the following policies: a sexual misconduct policy, a harassment policy, a child and youth protection policy, and an antiracism policy. Each council's policy shall include requirements for boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months.*

Form and minutes submitted by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Email