

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!

To report the information asked:

You may number the pages in the minutes and report page numbers.

Or you may report the information with meeting dates.

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

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) PG # OR DATE
- 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.

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.

When these policies are completed at the presbytery level, churches may use them or edit them for their use.

Form and minutes submitted by: _____
Name

Email