

PRESBYTERY OF LONG ISLAND

CHECKLIST FOR SESSION MINUTES

Please complete, including page numbers, and return this Check List with you Session Minutes.
(One page number citation is sufficient for multiple occurrences of the same item.)

Name of Church _____ Pages submitted are from _____ to _____

Number of Elders _____ Do Elders serve as Trustees? _____ and/or as Deacons _____

Minutes submitted begin with page with the most recent stamp of Presbytery's approval. Page _____

1. Date, time, place, type of meeting: Page _____

2. Attendance: Page _____
 Name of moderator: Page _____
 Names of elders present: Page _____
 Names of elders excused and absent: Page _____
 Names of elders absent without excuse: Page _____
 Names of guests: Page _____

3. Meeting opened with prayer: Page _____
 Meeting closed with prayer: Page _____

4. Minutes of prior meeting(s) approved: Page _____

5. Sacrament of Lord's Supper authorized Page _____
 Sacrament of Lord's Supper celebrated Page _____
 _____ Special communion with authorized assistant's name Page _____

6. Sacrament of Baptism authorized -name, parents, date, and persons presenting the child if infant baptism: Page _____
 Sacrament of Baptism celebrated: Page _____

7. All Marriages performed on church property, marriages performed by pastor at any location.- names, date and membership status (member or non-member) Note that marriages of church members married elsewhere are also to be reported and recorded in the church register Page _____

8. Reception of applicants for church membership: Page _____
 Letter of transfer: Page _____
 Profession of faith: Page _____
 Reaffirmation of faith: Page _____

9. Annual review of membership rolls: Page _____
 Steps taken to retain members, including counseling with those who have neglected responsibilities of membership Page _____
 Restoration of inactive members to active roll: Page _____

10. Removal of members from rolls:
- Letter of transfer: Page _____
 - Death: Page _____
 - Transfer to inactive roll: Page _____
 - Deletion: Page _____
11. Special offerings authorized: Page _____
12. Staff compensation reviewed annually: Page _____
13. Budget approved annually: Page _____
14. Church treasurer elected annually: Page _____
15. Financial reports received regularly: Page _____
16. All church funds audited annually: Page _____
17. Session Annual Statistical Report on membership and finances approved: Page _____
18. Composition of session with regard to racial members, women, men, and age groups and how this corresponds to composition of congregation: Page _____
19. Commissioner(s) to presbytery appointed/elected: Page _____
- Commissioner(s) to presbytery reported to session: Page _____
20. Session conferred with newly elected elders and deacons prior to ordination: Page _____
21. Ordination/installation of officers authorized - names, date, office: Page _____
- Ordination/installation of officers performed: Page _____
22. Session met with Deacons at least annually: Page _____
23. Call of congregational/corporate meetings made date, time, purpose: Page _____
24. Session approved addition of extraneous material: Page _____
25. Reference to previous action includes page number: Page _____
26. Minutes have no loose papers attached to pages: Page _____
27. Minutes have no erasures, interlineations, footnotes: Page _____
28. Minutes are attested to by signature of the Clerk: Page _____
29. Report of Committee on Church Records and Oversight received and session's responding action: Page _____

CONGREGATIONAL/CORPORATE MEETINGS

30. Minutes of congregational/corporate meeting
in session minute book: Page _____
31. Date, time, place, type, purpose of meeting: Page _____
32. Name of moderator and/or presiding officer: Page _____
33. Confirmation of public notice of call: Page _____
34. Presence of a quorum confirmed: Page _____
35. Meeting opened with prayer: Page _____
- Meeting closed with prayer: Page _____
36. Minutes approved by the congregation/corporation: Page _____
37. Nomination and election of church officers:
Names properly placed in nomination by
church's nominating committee: Page _____
Nominations opened to floor and resultant nominees: Page _____
Terms of office clearly stated: Page _____
Results of the election: Page _____
Names of those being succeeded recorded: Page _____
38. Installed pastor's compensation approved by the
congregation: Page _____
39. Minutes attested to by signatures of Moderator /
presiding officer and Clerk/secretary: Page _____

Revised: November 7, 2001