

JOHN KNOX PRESBYTERY
Form for the Review of Session and Congregational Meeting Minutes

Date: _____ Name of church and city _____

Dates of Minutes Reviewed: from _____, page _____
to _____, page _____

Signed by
Reviewer _____ Preparer _____
_____ no exceptions _____ with exceptions noted

pres ent	not present	Item and reference in guidelines	Page # in minutes
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Physical Format items for Session and Congregational Minutes

		Minutes kept on archival-quality paper in appropriate binding	All pages
		All pages numbered consecutively (VII.1.)	All pages
		No erasures, footnotes (except to make corrections approved by session and cross referenced), or insertions of papers. (VII.2.)	All pages
		No blank pages or portions of blank pages between minutes, unless crossed out VII.3.	All pages

Format for Session and Congregational Minutes

		<u>Frequency</u> : Regular (stated) meetings held at least once a quarter (G-3.0203) (I.1.)	
		State name of session or cong, regular (stated) or special I meeting, date, and place. (I.2.)	Each meeting, no page #s necessary
		<u>Convening</u> : Record call to order by whom and time, and convened with prayer. (I.3.)	
		<u>Roll</u> : for session: Record Elders present; absent with notice (excused), absent. (I.4.) for congregation: Record number of members present. (IV.4)	
		<u>Quorum</u> : State presence of quorum. (G-.0501; G-3.0203; I.5.)	
		<u>Special Meeting</u> : Record call for the meeting (the reason it is being held) and all actions taken. (G-1.0501, G-3.0203; II. 5, 6.)	
		<u>Minutes</u> : At regular session meetings, record approval of minutes of last regular meeting, any special meetings, and any congregational meetings since the last regular meeting. (I.6.) Congregational meetings: Record approval of minutes of cong. meetings by Session, including date of approval; or by the congregation before the adjournment of the meeting for which the minutes are taken. (RRONR, p.474; III.5.)	Each meeting, no page #s necessary
		<u>Adjourn</u> : Record motion to adjourn, time and closed with prayer. (I.10. & IV.7.)	
		<u>Signature</u> : Signed by clerk of session, or clerk pro tempore (G-3.0107; I.12.)	
		<u>Motions</u> : Record all motions made and passed (but not the maker and seconder). (I.9.)	

Session Business

At least annually

		<u>Minutes Review</u> : Record action of Presbytery regarding review of minutes and rolls. Note exceptions made, if any, and record (list) them. (G-3.0204; V.1.)	
		<u>Statistics</u> : Record submission of Annual Statistical Report to General Assembly. (G-3.0202f; V.2.) Photocopy report into the minutes book, if you wish.	
		<u>Demographic composition</u> : Statement of the composition of the session with regard to racial ethnic members, women, men, and age groups, and how this corresponds to the composition of the congregation. (F-1.403) (V.3.) (Tip: use statistical report.)	

	<u>Commissioner to Presbytery</u> : Record election of commissioner(s) to presbytery, their terms of service and their report to session. (G-3.0202a; V.12)	
	<u>Officers</u> : Record that procedure for election, instruction, examination, ordination and/or installation of elders and deacons has been followed (applies to all, even those re-elected for second term). (G-3.0201c. and G-2.0401-.0403; V.11) 1. Election of individuals by Congregation (G-2.0402) 2. If they are willing, a period of study and preparation takes place and is recorded. (G-2.0402) 3. Examination on personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the office. (G-2.0402) 4. Conference regarding willingness to serve in office. (G-2.0402) 5. If examination is approved (vote of session), proceed to ordination and installation. (G-2.0402) 6. After ordination and/or installation, record that it did happen. (G-2.0402)	
	<u>Budget</u> : Record and display annual budget established by session. (G-3.0205; V. 6.)	
	<u>Financial Report</u> : Report by treasurer of receipts and expenditures and balances of all funds, with full display at least once a year. (G-3.0205;V.9)	
	<u>Audit</u> : Receipt (session votes) of audit of financial records (G-3.0113; V. 10)	
	<u>Insurance</u> : Review of adequacy of property and liability insurance coverage to protect facilities, programs, and officers. Display coverage summary. (G-3.0112; V. 8)	
	<u>Staff Compensation</u> : Review of adequacy of compensation of pastor(s) and all church staff. (G-2.0804; V.7.)	
	<u>Joint meetings</u> : If congregation has Board of Deacons, or Board of Trustees, record review of their minutes; and record at least one joint meeting a year. (G-2.0202, G-4.0401; V. 5.)	
	<u>Rolls, Registers</u> : Review of Baptized, Active, Affiliate (this only if there are any) membership rolls. There should be record of contact by letter or in person of those neglecting the responsibilities of membership, before deleting from rolls. (G-3.0204; V.4.)	
	<u>Program Oversight</u> : Record and summarize review of program of all organizations of the church. (G-3.0201; V.14.)	

When Applicable

	<u>Election of Clerk and Treasurer</u> : Report that the session elected the clerk (G-3.0104) and treasurer. (G-3.0205; I. 7.)	
	<u>Rolls, Registers</u> : Record any action taken concerning persons any rolls or registers. (I. 8.)	
	<u>Record of Pastoral Activities</u> – Record sacraments, weddings, funerals conducted by pastoral staff, whether in church or not. (W-2.4012)	
	<u>Communion</u> : Record that Celebration of the Sacrament was authorized and report it has happened, at least quarterly (W- 2.4012a.; I.8)	
	<u>Baptisms and Weddings</u> Record permission given before it takes place and record that it took place. (I.8.)	

Congregational Meetings Business

	<u>Congregational Meeting</u> – Record that meeting was properly called and at least one a year.	
	<u>Elections</u> : Record elections of elders, deacons*, trustees*, and nominating Committee, annually (*If applicable) (III.7. and 8.)	
	<u>Proper business</u> : (G-1.0503) Congregation may not act on any but matters related to: electing elders, deacons, and trustees; the calling of a pastor or pastors the pastoral relationship (changing the terms, or dissolution) buying mortgaging, or selling real property request that presbytery grant permitted exemptions	

Do you have a Manual of Operations? _____ a sexual misconduct policy? _____ a child protection policy? _____