

Session Business

At least annually

	<p>Minutes Review: Record action of Presbytery regarding review of minutes and rolls. Note exceptions made, if any, and record (list) them. <u>Book of Order</u>, (G-3.0204; V.1.)</p>	
	<p>Statistics: Record submission of Annual Statistical Report to General Assembly. <u>Book of Order</u>, (G-3.0202f; V.2.) Photocopy report into the minutes book, if you wish.</p>	
	<p>Demographic composition: 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. <u>Book of Order</u>, (F-1.403) (V.3.) (Tip: use statistical report.)</p>	
	<p>Commissioner to Presbytery: Record election of commissioner(s) to presbytery, their terms of service and their report to session. <u>Book of Order</u>, (G-3.0202a; V.12)</p>	
	<p>Officers: 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). <u>Book of Order</u>, (G-3.0201c. and G-2.0401-.0403; V.11)</p> <ol style="list-style-type: none"> 1. Election of individuals by Congregation <u>Book of Order</u>, (G-2.0402) 2. If they are willing, a period of study and preparation takes place and is recorded. <u>Book of Order</u>, (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. <u>Book of Order</u>, (G-2.0402) 4. Conference regarding willingness to serve in office. <u>Book of Order</u>, (G-2.0402) 5. If examination is approved (vote of session), proceed to ordination and installation. <u>Book of Order</u>, (G-2.0402) 6. After ordination and/or installation, record that it did happen. <u>Book of Order</u>, (G-2.0402) 	
	<p>Budget: Record and display annual budget established by session. it. <u>Book of Order</u>, (G-3.0205;V. 6.)</p>	
	<p>Financial Report: Report by treasurer of receipts and expenditures and balances of all funds, with full display at least once a year. <u>Book of Order</u>, (G-3.0205;V.9)</p>	
	<p>Audit: Receipt (session votes) of audit of financial records <u>Book of Order</u>, (G-3.0113; V. 10)</p>	
	<p>Insurance: Review of adequacy of property and liability insurance coverage to protect facilities, programs, and officers. <u>Book of Order</u>, (G-3.0112; V. 8)</p>	
	<p>Staff Compensation: Review of adequacy of compensation of pastor(s) and all church staff. (<u>Book of Order</u>, G-2.0804; V.7.)</p>	
	<p>Joint meetings: If congregation has Board of Deacons, or Board of Trustees, record review of their minutes; and record at least one joint meeting a year. <u>Book of Order</u>, (G-2.0202, G4.0401; V. 5.)</p>	
	<p>Rolls, Registers: 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 moving to inactive or deleting from rolls. <u>Book of Order</u>, (G-3.0204; V.4.)</p>	
	<p>Program Oversight: Record and summarize review of program of all organizations of the church. <u>Book of Order</u>, (G-3.0201; V.14.)</p>	

When Applicable

		<u>Election of Clerk and Treasurer:</u> Report that the session elected the clerk <u>Book of Order</u> , (G-3.0104) and treasurer. <u>Book of Order</u> , (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. <u>Book of Order</u> , (W-2.4012)	
		<u>Communion:</u> Record that Celebration of the Sacrament was authorized and report it has happened, at least quarterly <u>Book of Order</u> , (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> <u>Book of Order</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 for waivers from presbytery	