

Preparing for your review: What do your session minutes need to include?

1. Date, time, place of meeting
2. Name of the Moderator
3. Names of elders present, names of elders excused, names of elders absent, names of any guests
4. Meeting open and closed with prayer
5. A quorum was declared
6. Approval of minutes of previous stated meetings, special meetings if any
7. Authorization of any baptisms. If a child, parent(s) names, child name and birth date.
8. A notation in minutes of the date the baptism occurred
9. Reception of members by profession of faith and reaffirmation of faith...names
10. Reception of members by letter of transfer...names and name and address of church where the transfer is coming from
11. A record of session approving the administration of Lord's Supper...if you serve on a regular basis such as the first Sunday of each month, you only need to authorize it once for entire year
12. Approval of the budget...include a copy
13. At least once a year a financial report. I recommend it be quarterly. This report should show the opening balance, total receipts, total disbursements and closing balance or some other overview indicating a clear understanding of the financial status
14. Notation of an annual financial review...when conducted, who conducted, what were the findings. This can be an internal committee of at least 3 people not related to the treasurer or financial secretary. This is NOT done by the normal financial committee.
15. Election of the **treasurer** and length of term...election of **clerk** and length of term
16. Approval of the Annual Statistical Report and a copy of that report
17. Appointment of commissioners to Presbytery and their reports to session
18. The call of any special meeting...and the business to be conducted at that meeting
19. Signature of the clerk on all minutes

Business related to Congregational meetings that need to also be recorded in the session minutes. There must be at least one meeting of the congregation each year. This also doubles as the meeting of the corporation in the state of Georgia:

1. Approval of terms of call of any installed pastors on staff
2. Election of the nominating committee
3. Election of elders/deacons if applicable
4. Minutes of congregational meetings
5. Report of completion of a period of study and preparation and the examination by Session of newly elected Elders and Deacons, prior to ordination
6. Any items related to church property that involves buying, selling, loans and leases
7. The election of a new pastoral relationship, the dissolution of an installed pastoral relationship
8. Signature of clerk and moderator required on congregational minutes

What does your "Roll Book" need to contain...this may be added on to each year

1. List of active members...you can either produce a new one each year, or make notations on a master list such as transferred, deceased, deleted from roll
2. List of all baptisms with name of person and date
3. List of all weddings in your building and those your pastor conducted outside your building
4. List of all elders and deacons (if applicable) and date of ordination
5. List of all deaths...name and date
6. List of all pastors who served the church including interims
7. If you keep an inactive membership list...that list should be included