

Session Minutes

For details about what minutes should include, see the Book of Order as cited below, and Robert's Rules of Order: Newly Revised, 11th edition, pages 468-469.

Do the session minutes record the following items? Circle Yes or No.

Y / N Date, Time, and Place of each meeting (Robert's Rules, 11th ed., p. 468).

Y / N Names of those serving as moderator and clerk (G-3.0201, G-3.0203; Robert's Rules, 11th ed., p. 468).

Y / N That a quorum was present (G-1.0501).

Y / N Names of all persons present.

Y / N That the meetings were opened and closed with prayer (G-3.0105).

Y / N That minutes of each meeting were approved (Robert's Rules, 11th ed., p. 469). *This usually happens at the next stated meeting.*

Session Actions

*Enter the **date** of the meeting in which the following actions were reported in the minutes.*

/ / Session elected the clerk of session for a term (G-3.0104). *The term may be longer than a year.*

/ / Session elected the treasurer for a term (G-3.0205). *The term may be longer than a year.*

/ / Session reviewed the roll of active members of the congregation (G-3.0201c; G-3.0204a).

/ / Session reviewed the church's property and casualty insurance coverage (G-3.0112).

/ / Session prepared and adopted a budget (G-3.0113; G-3.0205).

/ / Session had all the financial books and records fully reviewed (G-3.0113).

/ / The minutes show names of members of the financial review committee or auditing firm.

/ / Session reviewed minutes of deacons' meetings, if congregation uses deacons (G-3.0201c).

/ / Session approved the annual statistical report to General Assembly (G-3.0202f).

/ / Session called an annual meeting of the congregation (G-1.0501; G-1.0502).

Y / N Session elected ruling-elder commissioner(s) to presbytery meeting and received their report (G-3.0202a).

<u>Presbytery Meeting</u>	<u>Date Session Elected Commissioner(s)</u>	<u>Date Commissioner(s) Reported to Session</u>
Feb 16, 2019, Three Chopt	_____	_____
June 18, 2019, First Charlottesville	_____	_____
Oct 19, 2019, New Hanover	_____	_____

*Give the **year** in which session took the following actions:*

20 Approved a Manual of Administrative Operations (G-3.0106; required as of 2015).

20 Sexual Misconduct/Harassment Policy (G-3.0106, required as of Dec 31, 2017).

20 Child Protection Policy (G-3.0106, required as of Dec 31, 2017).

If these actions have not been completed, say what progress has been made toward the goal:

Congregation: Annual and Special Meetings

*The congregation shall hold an annual meeting and may hold special meetings as necessary (G-1.0501).
For business that may be transacted at a meeting of the congregation, see G-1.0503.*

<u>Meeting Date</u>	<u>Annual or Special</u> <i>Circle one</i>	<u>Business Conducted</u>
_____	<u>A / S</u>	_____
_____	<u>A / S</u>	_____
_____	<u>A / S</u>	_____
_____	<u>A / S</u>	_____

Congregation: Rules and Incorporation

20 The congregation has approved Congregational Rules or By-Laws (G-1.0501, G-1.0502, required
Enter year as of 2015). Enter the year the congregation approved its Rules.

If these have not been approved, say what progress has been made toward the goal:

Y / N The congregation has formed a corporation.
Where permitted by civil law, each congregation shall cause a corporation to be formed and maintained (G-4.0101).

Important Changes and Events

Please note below important changes and events in the year that the presbytery should know about.

Signature

Index Sheet was prepared by _____ PRINT _____ SIGNATURE

Date _____