

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: _____
Names of elders present: _____
Names of elders excused and absent: _____
Names of elders absent without excuse: _____
Names of guests: _____

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 _____
Special communion authorized _____

6. Sacrament of Baptism authorized -name, parents, date,
and persons presenting the child if an 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 by your pastor
are also to be reported and recorded in the church register .] Page _____

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

9. Annual review of Active Member roll: Page _____
Steps taken to retain members: Page _____
10. Removal of members from rolls: _____
Letter of transfer: Page _____
Death: Page _____
Deletion: Page _____
11. Special offerings authorized: Page _____
12. Pastoral compensation reviewed annually: Page _____
13. Budget approved annually: Page _____
14. Church Treasurer elected by Session: 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
prior to ordination: Page _____
21. Ordination/Installation of officers **authorized** – names, date, office: Page _____
Ordination/Installation of officers **performed**: Page _____
22. Call of Congregational/Corporate meetings made, date, time, purpose: Page _____
23. Session approved addition of attachments: Page _____
24. Reference to previous action includes page number: Page _____
25. Minutes have no erasures, interlineations, footnotes: Page _____
26. Minutes are attested to by signature of the Clerk: Page _____
27. Report of Presbytery review of session minutes received and session’s
responding action: Page _____

CONGREGATIONAL/CORPORATE MEETINGS

27. Minutes of congregational/corporate meeting in session minute book: Page _____
28. Date, time, place, type, purpose of meeting: Page _____
29. Name of moderator and/or presiding officer: Page _____
30. Confirmation of public notice of call: Page _____
31. Presence of a quorum confirmed: Page _____
32. Meeting opened with prayer: Page _____
33. Meeting closed with prayer: Page _____
34. Minutes approved by the congregation/corporation: Page _____
35. Nomination and election of church officers: Page _____
36. 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 _____
37. Nominating committee elected: 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: March 2016