


PREPARATION CHECKLIST
for
ANNUAL REVIEW OF SESSION RECORDS

Presbytery of Whitewater Valley
LOCATION OF REQUIRED ELEMENTS OF MINUTES
(May 28, 2008 Revision)

(Meeting Date) _____

Church: _____ Clerk of Session: _____

Before the annual review of Session records, go through your Minute Book and Register/Roll and provide the page number(s) where one or more samples of each can be found.

 = **must be included**; if missing, Minutes will be NOT APPROVED.

* = may be found in "*Session Annual Statistical Report*" (in Minutes).

Annual Report indicates that it is acceptable if information is included in the Annual Report, and the Annual Report is included as numbered pages in your Session Minutes Book.

REPORT (italicized) indicates the Clerk of Session may/needs to indicate in the Minutes that such Reports were presented to/received by the Session--even if no action is taken.

THE FIRST 15 ITEMS BELOW CORRESPOND TO THE "JANUARY CONSENT AGENDA".

Copy = A copy of original is acceptable (insert and number)

N/A Use N/A {"*not applicable*"} to indicate that a category is not applicable in your situation.

1. _____ {*If Applicable*} Record of Session's election of the Clerk of Session. (G-9.0203.b)

9. _____ Annual Meeting of the Congregation was held.

2. _____ The annual election of the treasurer by the Session. (G-10.0401) {unless otherwise provided for}

10. _____ Record of congregation election of Elders (and, if applicable, Deacons and Trustees) and the Congregation Nominating Committee. (G-14.0201-0204 and G-7.0401).

3. _____ Appointment of persons (or fidelity bonded person) to count and record offerings

11. Pastor's Compensation:

4. _____ Record of Session's election of Commissioner(s) [*and alternates*] to Presbytery and the receiving of their reports. (G-10.0102p(1))


a. _____ Session reviewed the adequacy of (each) minister's compensation. (G-7.0302; G-10.0102n; G-14.0501b; G-14.0506e)

5. _____ Election of committee responsible for providing a Full Financial Review.

b. _____ The congregation approved any changes in terms of call, with the terms of call spread on the Minutes.

6. _____ Report to Session of the Full Financial Review.

c. _____ The Presbytery approved any changes in terms of call. (G-14.0501ff)

 7. _____ ***Copy** of (or information from) "SESSION ANNUAL STATISTICAL REPORT" to GA (G-10.0102p(7)) as reported to Session. **Annual Report.**

12. _____ {*If Applicable*} Designation of housing allowance(s) (percentage or amount). (Presbytery Policy is to conform with IRS regulations.)

8. _____ *REPORT* of the training of newly elected officer, inquiry into their faithfulness in fulfilling their responsibilities, and programs for continuing education and mutual growth of all Session members. (G-14.0205 and G-10.0102k)

13. _____ Report of Session action to authorize the Sacrament of the Lord's Supper and records of its observance. (G-10.0102d; W-2.4009 ff, esp. 4012)

14. _____ "Binder/proof of insurance form"; or **Copy** of property, liability, and officers and directors insurance; **or** certified statement of existence. (G-10.0102o)

15. _____ {If Applicable} Election of Officers of the Corporation.

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ADMINISTRATIVE REVIEW

16. _____ Full Financial Review conducted and reported to the Session. If an audit was conducted by a professional auditing firm, the audit should be approved by the board of trustees or the session. (G-10.0401d)

17. _____ The most recent approval of your Session minutes by the Presbytery. (G-10.0301; G-11.0103x)

18. _____ Minutes of all Congregational and Corporation {if applicable} meetings, signed by Moderator and Clerk of Session. (G-10.0301 & G-7.0307 & G-7.0403c)

19. _____ Minutes of all Session meetings signed by the Clerk of Session.

20. _____ All meetings conducted "decently and in order" [properly called, moderator present, quorum, RRofO followed, opened and closed with prayer, etc.] (G-10.0200; G-9.0300; G-7.0300 ff)

CORPORATE AND FINANCIAL

21. _____ A **copy** of the current version of your bylaws [In front of Minute book] (G-7.0401, 7.0202b, 7.0401) {Civil and/or congregational}

22. _____ **Copy** of current Secretary of State "Indiana Business Entity Report/Annual Report of Nonprofit Corporation"@listing officers.(G-7.0401).

23. _____ Provision by the Session for the annual review of the adequacy of compensation for **all non-installed** staff/employees. (G-10.0102n) [**Annual Report**]

24. _____ Periodic (preferably more than annually) *REPORT* to Session of income and expense for each fund in the church (G-10.0102i and G-10.0401c).

25. _____ Periodic reports to congregation of Session's decisions about budgets, benevolences, ordering of finances and any indebtedness, including loan principal amount outstanding (if any), and to whom owed. [**Annual Report/REPORTS**] (G-10.0102i; G-8:0501 & 2)

26. _____ *REPORT(S)* of stewardship education efforts. (G-10.0102g; W-7.5003) [**Annual Report/REPORTS**]

27. _____ {If Applicable} Record of Congregational and Presbytery approval of all transactions involving real property. (G-8.0501&2)

28. _____ {If applicable} Listing of congregation's endowments and evidence of their proper management to conform to restrictions. (G-10.0102h&m; G-7.0402) [**Annual Report**]

29. _____ {If Applicable} Record of the permanent storage of all Minutes and records (where stored; what stored; when). {preferably in front with By-Laws} (G-9.0406)

30. _____ Approval of the budget by the Session, with the budget spread on the Minutes.

CHURCH OFFICERS & SACRAMENTS

31. _____ {If applicable} Report of Session's annual meeting with the Deacons and Trustees and evidence of Session's ongoing supervision of their work. (G-10.0102m; G-7.0401&2)

32. _____ Report of Session action authorizing baptism(s) and record(s) of its administration. (G-10.0302a (1); 10.0102b&d; W-2.3011 & 2.3012)

MEMBERS, ROLLS, AND RECORDS

33. _____ Record of Session's preparation and reception of new members (G-5.0400) and affiliate members.

34. _____ Letters of Transfer, transfers to inactive roll, and deletions from roll. (Including entering such information into the Register/Roll book). (G-10.0302; 10.0102s)

35. _____ *REPORT* of annual review of the rolls of members (G-5.0502).

36. _____ *REPORT* of consideration of program to minister to inactive members. (G-10.0302a(3)(a)(b) and 10.0302b(7))

37. _____ All Marriages in church and by pastors recorded in Register. (G-10.0302c1)

38. _____ The names of all Elders, Deacons, and Pastors recorded in Register. (G-10.0302c(3,4,5))

LOCAL PROGRAMMING/MISSION

39. _____ Actions indicating Session's provisions for the orderly worship of God. (G-10.0102d; W-1.1000; see esp. **W-1.4001 ff**; W-3.3000 ff)

40. _____ *REPORT* of programs of evangelism, witness, and service to the local community. (G-10.0102 a & g)

41. _____ *REPORT* of ecumenical activities. (Chapter 15, B of Q; G-10.0102q) **{Events, programs, ministries indicating cooperation across denominational lines}**

42. _____ Record of Session's receiving the reports of Commissioners and alternates to Presbytery. (G-10.0102p(1))

Checklist of Items to Bring to Records Review

Minutes Book(s); current volume (and most recent if opening new Book.)

Church Register (Members, Baptisms, Marriages, etc.)

The following (if not in Minutes Book)
ByLaws; Annual Report; Financial Review; Session Annual Statistical Report; Proof of Insurance; Incorporation Papers.

Current Book of Order (suggested)

This checklist and other items mailed to you or gathered from presbytery's web site:

www.whitewatervalley.org

Upon completion of the Session Records Review by the Presbytery's committee, an approved copy of this form will be given to the Clerk of Session.
