

PRESBYTERY OF LONG ISLAND CHECKLIST FOR SESSION MINUTES

YEAR _____

Please complete, including page numbers, and return this Check List with your Session Minutes.
(One-page number citation is sufficient for multiple occurrences of the same item.)

Name of Church _____ Clerk _____

Number of Elders _____ Do Elders serve as Trustees? _____ and/or as Deacons _____

Minutes submitted, to begin with, the page with the most recent Presbytery's approval stamp. Page _____

	RECORDED ITEM SESSION ACTION	PAGE #	ACCEPTABLE ✓	REVIEWER'S COMMENTS
1	Date, time, place, type, the purpose of meeting Name of moderator and quorum confirmed			
2	Attendance: Names of elders present or excused			
3	Prayer: opened closed			
4	Approved Minutes of prior meeting(s)			
5	Sacrament of Lord's Supper: Authorized Celebrated			
6	Sacrament of Baptism Auth.: Name, DOB parents, Baptism date			
7	Sacrament of Baptism Celebrated: Name, parents, date, and persons presenting			
8	Marriages Auth: Performed ON or OFF church property - names, date, and membership status			
9	Marriages Celebrated: Performed OFF church property - names, date, and who performed			
10	Membership - Reception Letter of transfer, Profession of faith			
11	Membership - Removal Letter of transfer, Death, Deletion			
12	Pastoral compensation reviewed annually			
13	Budget approved annually			
14	Clerk of Session elected by Session (Term)			
15	Church Treasurer elected by Session (Term)			
16	Financial Review of all church funds Annual			
17	Annual Statistical Report			
18	Annual Manse Review			

19	Commissioner(s) to Presbytery appointed/elected			
20	Commissioner(s) to Presbytery reported to the session			
21	Newly Elected Officers Session conferred with elders and deacons before ordination			
22	Ordination/Installation of Officers Authorized Names, date, office			
23	Ordination/Installation of Officers Service performed			
24	Minutes Signed by the signature of the Clerk			

	CONGREGATIONAL/ CORPORATE MEETINGS	PAGE #	ACCEPTABLE ✓	REVIEWER'S COMMENTS
25	Call of Congregational/Corporate meetings made, date, time, purpose			
26	Date, time, place, type, the purpose of meeting Name of moderator and quorum confirmed			
27	Public notice of Call Confirmation			
28	Prayer opened closed			
29	Minutes Approved by the congregation/corporation			
30	Nominations and Election of church officers and Terms			
31	Results of the election			
32	Nominations opened to the floor, and resultant nominees			
33	Nominating Committee elected			
34	Pastor's Compensation (Installed Pastor) approved by the congregation			
35	Minutes Signed Moderator and Clerk			

Names of Reviewer _____

Minutes and Registers Approved () **Without** Exception - OR - () **With** Exception(s):

Comments: _____

