**Presbytery of Long Island Checklist for Session Minutes**

*Updated 2024*

Please complete, including page numbers, and attach the Checklist with your Session Minutes.  
*(One page number citation is sufficient for multiple occurrences of the same item.)*

Year \_\_\_\_\_\_\_\_ 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Insurance Carrier \_\_\_\_\_\_\_\_\_\_\_\_\_\_ coverage includes property \_\_\_ liability \_\_\_ coverage dates \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Recorded Item Session Action** | | **Page #** | | **all elements included** | | | **Reviewer's Comments** | |
| Y | **N** | **NA** |
| 1 | **Meeting** *Date, time, place, purpose, attendance, Moderator and quorum confirmed* | |  | |  |  |  |  | |
| 2 | **Prayer** Opened   Closed | |  | |  |  |  |  | |
|  | |  |  |  |
| 3 | **Approval of Minutes** | |  | |  |  |  |  | |
| 4 | **Sacrament of Lord's Supper** Authorized  Date Celebrated | |  | |  |  |  |  | |
|  | |  |  |  |
| 5 | **Sacrament of Baptism** Authorized *Name, DOB, parents, Date*  Celebrated | |  | |  |  |  |  | |
|  | |  |  |  |
| 6 | **Membership Reception** *Letter of transfer, Profession of faith* | |  | |  |  |  |  | |
| 7 | **Membership** **Removal**  *Letter of transfer, Death, Deletion* | |  | |  |  |  |  | |
| 8 | **Pastoral compensation** *is reviewed annually by Session for temporary pastors.* | |  | |  |  |  |  | |
| 9 | **Budget**  *Approved annually by the Session* | |  | |  |  |  |  | |
| 10 | **Clerk of Session** *elected by Session (Term)* **Church Treasurer** *elected by Session (Term)* | |  | |  |  |  |  | |
|  | |  |  |  |
| 11 | **Financial Review**  *of all church funds Annual* | |  | |  |  |  |  | |
| 12 | **Annual Statistical Report**  *approved by the Session and included in the minutes* | |  | |  |  |  |  | |
| 13 | **Minutes Reviewed by Presbytery** *Noting missing items, if any* | |  | |  |  |  |  | |
| 14 | **Annual Manse Review** *Date noted with results.* | |  | |  |  |  |  | |
| 15 | **Commissioner(s) to Presbytery** Elected  Reported back to Session | |  | |  |  |  |  | |
|  | |  |  |  |
| 16 | **Newly Elected Officers** *Session conferees with elders and deacons before ordination.* | |  | |  |  |  |  | |
| 17 | **Ordination/Installation of Officers** Authorized *Names, Date, office* Celebrated | |  | |  |  |  |  | |
|  | |  |  |  |
| 18 | **Minutes Signed** *by the Clerk* | |  | |  |  |  |  | |
|  | **Policies** | **Page #** | | **all elements included** | | | | | **Reviewer's Comments** | |
| Y | | N | NA | |
| 19 | **Sexual Misconduct Policy and its Procedures** *Date adopted, date reviewed annually, and any changes.* |  | |  | |  |  | |  | |
| 20 | **Child & Youth Protection Policy** *Date adopted, date reviewed annually, and any changes.* |  | |  | |  |  | |  | |
| 21 | **Antiracism Policy** *Date adopted, date reviewed annually, and any changes.* |  | |  | |  |  | |  | |
| 22 | **Anti-Harassment Policy** *Date adopted, date reviewed annually, and any changes.* |  | |  | |  |  | |  | |
|  | **Congregational/ Corporate Meetings** |  | | **ALL ELEMENTS INCLUDED** | | | | |  | |
| **Y** | | **N** | **NA** | |
| 23 | **Call of Congregational/Corporate meetings**  *church name, date, time, purpose* |  | |  | |  |  | |  | |
| 24 | **Minutes** *Date, time, place, type, purpose of the meeting, Moderator, and quorum confirmed* |  | |  | |  |  | |  | |
| 25 | **Public Notice of Call** *Confirmation of dates announced* |  | |  | |  |  | |  | |
| 26 | **Prayer** Opened  Closed |  | |  | |  |  | |  | |
|  | |  | |  |  | |
| 27 | **Minutes of Previous Meeting Approved** *by the congregation or Session* |  | |  | |  |  | |  | |
| 28 | **Annual Financial Statements** |  | |  | |  |  | |  | |
| 29 | **Nominations and Election** *of Church Officers, Office, and Terms, results* |  | |  | |  |  | |  | |
| 30 | **Nominating Committee Elected** *names and terms* |  | |  | |  |  | |  | |
| 31 | **Pastor's Compensation** *(Installed Pastor) approved by the congregation* |  | |  | |  |  | |  | |
| 32 | **Minutes Signed** *Moderator and Clerk* |  | |  | |  |  | |  | |
| 33 | **Congregational Meeting included in Session Official Minutes** |  | |  | |  |  | |  | |

**Names of Reviewer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_