**Annual Monthly Checklist for the Clerk**

*Note: This is a sample for you to adapt to your particular congregation.*

**Every month**

* Report significant correspondence, baptisms performed, and communions celebrated since the previous meeting.
* Approve minutes of previous meeting.
* Approve planned baptisms.
* Report weddings performed by clergy or in church buildings by other clergy.
* Keep the membership book up to date with new members, transfers, baptisms, deaths, and weddings.
* Distribute minutes and other materials pertinent to the meeting to the session.

**January**

* Begin working on the statistical report for the General Assembly so the session can approve it before it is submitted.
* Look over the Presbytery Directory and send updates to the Presbytery.
* Elect commissioners to the presbytery.
* Schedule a congregational meeting to elect deacons, ruling elders, and members-at-large for the nominations committee.
* Serve as secretary for the annual meeting of the congregation.
* Schedule examination of elected elders and deacons
* Schedule ordination and installation of elected elders and deacons

**February**

* Submit the statistical report to the General Assembly.
* Send Annual Report / List of Session Members' names and contact information to Presbytery.
* Prepare minutes for the Presbytery annual review. /Fill out the Checklist for Session Minutes.

**March**

* Begin the Annual Financial review process.

**April**

**May**

* Annual Manse Review report

**June**

**July**

**August**

* Talk about a Deacon and Elder joint meeting *(while not mandated by the Book of Order, a joint meeting of ruling elders (session) and deacons is strongly recommended for the effective governance and function of the church)*

**September**

* Review pastor compensation
* Send Necrology report to Presbytery

**October**

* Ensure the church’s employer agreement with the Board of Pensions is updated and completed.

**November**

* Approve budget
* Ensure the pastors and staff have completed enrollment in the Board of Pensions.

**December**

* Prepare a Housekeeping consent Agenda for items for the next year
	+ a list of times to celebrate the Sacrament of the Lord’s Supper.
	+ Elect Cleck and Treasurer for a term
	+ Session Meeting Dates
	+ Special services (non-Sunday services)
	+ Special offerings authorized
	+ Voice Privilege for Clerk at ALL session meetings (if not an active member of session)