

PRESBYTERY OF LONG ISLAND CHECKLIST FOR SESSION MINUTES

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, beginning with the last page stamped. (page #) _____ Starting page # of minutes to be reviewed _____

Name of Insurance Carrier _____ coverage includes property _____ liability _____ coverage dates _____

The church's incorporation documents are in a known location and in a fire-proof storage cabinet/safe _____

We have shared a digital or hard copy of the church's incorporation papers with the Presbytery for additional record-keeping _____

The session has up-to-date building use agreements and certificates of insurance (naming the church as additional insured) for all users of the building _____

	RECORDED ITEM SESSION ACTION	PAGE #	ALL ELEMENTS INCLUDED			REVIEWER'S COMMENTS
			Y	N	NA	
1	Meeting <i>Date, time, place, purpose, attendance, Moderator and quorum confirmed</i>					
2	Prayer Opened Closed					
3	Approval of Minutes					
4	Sacrament of Lord's Supper Authorized Date Celebrated					
5	Sacrament of Baptism Authorized Celebrated <i>Name, DOB, parents, Date</i>					
6	Membership Reception <i>Letter of transfer, Profession of faith</i>					
7	Membership Removal <i>Letter of transfer, Death, Deletion</i>					
8	Pastoral compensation <i>approved annually by Session for temporary pastors or as part of the budget for installed pastors</i>					
9	Budget <i>Approved annually by the Session</i>					
10	Clerk of Session <i>elected by Session (Term)</i> Church Treasurer <i>elected by Session (Term)</i>					
11	Financial Review <i>of all church funds Annual</i>					
12	Annual Statistical Report <i>approved by the Session and included in the minutes</i>					
13	Minutes Reviewed by Presbytery <i>Noting missing items, if any</i>					
14	Annual Manse Review <i>Date noted with results.</i>					
15	Commissioner(s) to Presbytery Elected Reported back to Session					
16	Newly Elected Officers <i>Session examines elders and deacons before ordination.</i>					

17	Ordination/Installation of Officers <i>Names, Date, office</i>	Authorized Celebrated					
18	Minutes Signed <i>by the Clerk</i>						
	POLICIES/TRAINING	PAGE #	ALL ELEMENTS INCLUDED			REVIEWER'S COMMENTS	
			Y	N	NA		
19	Sexual Misconduct Policy and its Procedures <i>Date adopted, date reviewed annually, and any changes.</i>						
20	Child, Youth & Adults with Vulnerabilities Protection Policy <i>Date adopted, date reviewed annually, and any changes.</i>						
21	Antiracism Policy <i>Date adopted, date reviewed annually, and any changes.</i>						
22	Anti-Harassment Policy <i>Date adopted, date reviewed annually, and any changes.</i>						
23	Required Training for ALL Session Elders Boundary including sexual misconduct & Child and youth sexual abuse prevention						
24	Required Training for ALL Employees <i>NYS Sexual Harassment Prevention (annually)</i>						
	CONGREGATIONAL/ CORPORATE MEETINGS		ALL ELEMENTS INCLUDED				
			Y	N	NA		
25	Call of Congregational/Corporate meetings <i>church name, date, time, purpose</i>						
26	Minutes <i>Date, time, place, type, purpose of the meeting, Moderator, and quorum confirmed</i>						
27	Public Notice of Call <i>Confirmation of dates announced</i>						
28	Prayer	Opened Closed					
29	Minutes of Previous Meeting Approved <i>by the congregation or session</i>						
30	Annual Financial Statements						
31	Nominations and Election <i>of Church Officers, Office, and Terms, results</i>						
32	Nominating Committee Elected <i>names and terms</i>						
33	Pastor's Compensation <i>(Installed Pastor) approved by the congregation</i>						
34	Minutes Signed <i>Moderator and Clerk</i>						
35	Congregational Meeting included in Session Official Minutes						

Names of Reviewer _____ Minutes Approved () Without Exception - OR - () With Exception(s)