

**Northeast Georgia Presbytery
Session Records Checklist**

(Revised January 2024)

Church: _____

Period being reported: ___/___/___ to ___/___/___ by (Clerk) _____

**Please complete this form by inserting the appropriate dates and page numbers
where this information is found in the minutes.**

Congregational meeting information:

Date

Page #

- | | | |
|--|-------------|-------|
| 1. Annual Meeting of the congregation was held on | ___/___/___ | _____ |
| 2. Meeting when installed pastor(s) Terms of Call were approved | ___/___/___ | _____ |
| 3. Meeting when members of Nominating Committee were elected | ___/___/___ | _____ |
| 4. Meeting(s) when elders and deacons (if applicable) were elected | ___/___/___ | _____ |
| 5. Moderator's or Clerk's signature missing | ___/___/___ | _____ |

If applicable:

- | | | |
|---|-------------|-------|
| 6. Called meeting(s) of the congregation regarding property | ___/___/___ | _____ |
| 7. Pastoral relationship dissolved on | ___/___/___ | _____ |
| 8. A new pastoral relationship was established on | ___/___/___ | _____ |
| 9. Any other called congregational meeting(s) | ___/___/___ | _____ |

Session meeting information: One-time events

- | | | |
|---|-------------|-------------------|
| 1. Rolls of the church were reviewed | ___/___/___ | _____ |
| 2. New officers were examined | ___/___/___ | _____ |
| 3. New officers were installed in worship | ___/___/___ | _____ |
| 4. Session approved the budget (please attach the budget)..... | ___/___/___ | _____ |
| 5. Joint meeting with Deacons (if applicable)..... | ___/___/___ | _____ |
| 6. A financial review has taken place (see G-3.0113) | ___/___/___ | _____ |
| 7. Approval and attachment of Annual Statistical Report | ___/___/___ | _____ |
| 8. Session received a candidate under care (if applicable)..... | ___/___/___ | _____ |
| 9. Session elected clerk on..... | ___/___/___ | for term of _____ |
| 10. Session elected treasurer on | ___/___/___ | for term of _____ |

Session meeting information: Some actions may occur more than once or are routine.

If routine, please note it only once. For items 1-8 you may indicate yes or no (if no, which month(s)?).

- | | | |
|--|-----|----|
| 1. Moderator's name appears in minutes _____ | YES | NO |
| 2. Quorum declared _____ | YES | NO |
| 3. Names of present, absent and excused elders _____ | YES | NO |
| 4. Date, hour and place of meeting is recorded _____ | YES | NO |
| 5. Meeting was opened and closed with prayer _____ | YES | NO |
| 6. Minutes of last meeting were approved _____ | YES | NO |
| 7. All action items recorded _____ | YES | NO |
| 8. Clerk's signature _____ | YES | NO |

- | | | |
|--|-----------------------------------|---------------|
| 9. Authorization of baptisms | <u> </u> / <u> </u> / <u> </u> | <u> </u> |
| 10. Reception of members by profession or reaffirmation of faith | <u> </u> / <u> </u> / <u> </u> | <u> </u> |
| 11. Reception of members by transfer along with name of church | <u> </u> / <u> </u> / <u> </u> | <u> </u> |
| 12. Authorization of the Lord's Supper (to be observed at least quarterly) | <u> </u> / <u> </u> / <u> </u> | <u> </u> |
| 13. Detailed annual financial report with expenditures/revenues | <u> </u> / <u> </u> / <u> </u> | <u> </u> |
| 14. Election of commissioners to presbytery meetings; reports to Session | <u> </u> / <u> </u> / <u> </u> | <u> </u> |

Session records reflect that the following policies have been adopted:

- | | | |
|-----------------------------------|-----|----|
| 1. Sexual Misconduct Policy _____ | YES | NO |
| 2. Harassment Policy _____ | YES | NO |
| 3. Child Protection Policy _____ | YES | NO |
| 4. Antiracism Policy _____ | YES | NO |

Per Book of Order (G-2.0603: G-2.1002: G-2.1103: G-3.0106)