

SESSION Minutes and Records Reviews : LAKE ERIE PRESBYTERY

[printable AND e-friendly version, updated 8/2026]

Each Clerk or Session should fill in responses in all of the blank boxes. Add an additional page for further comments or details.

This is part of the Official Presbytery Review of Session Registers and Rolls. More-recent revisions allow flexibility and localization to congregations and sessions on matters such as quorums, advance notice of meetings, structures and sizes of certain committees, and the like. Consider this a list of items to study and bring to the session/congregation (whichever entity has that responsibility) in upcoming months.

If you have anything which is undone, confusing, not applicable, etc. – or if you need advice or interpretations on how something applies to your local situation—contact the Committee on Ministry, the stated clerk or general presbyter. Your insurance provider is an *excellent* resource.

City of Church AND Name of Congregation:	Session Clerk(s):	Date of this Checklist (mm/dd/year)
		/ /

Administration of Mission; Church and Civil Authority	YES: Date approved	NOT YET: Describe action still in process
1. Sexual Misconduct Policy G-3.0106		
2. Child, Youth and Vulnerable Adults Protection Policy G-3.0106		
3. Harassment Policy G-3.0106		
4. Anti-racism Policy G-3.0106		
5. Boundary Training for all Councils including Sessions every 36 months Certificates are needed and kept on file for ruling elders on session. G-3.0106		
6. Written Manual of Operations This should include setting of quorums, calling and notifications for meetings, guidelines for electronic meetings, and any other policies, procedures, or organizational structures (committees for example) you have in your church and by-laws G-3.0106		
7. Property If there was property sold, bought, or leased, how did the congregation follow the process outlined in G-4.02 ? Did Session approve, Congregation approve, and if sale, lease, or encumbrance did Presbytery also approve? Was the properties' legal address included on all motions, documents, and other papers?		
8. State/Legal Matter Is the Church's corporate filing up to date (give date placed in minutes)? (G-4.01) Did you receive the tax exempt letter from the Synod of the Trinity? Do you have signatory lists approved and up to date with any banks/financial institutions? Do you have articles of incorporation on file?		
9 Ordained Leaders are "Mandated Reporters" G-3.0201c/ G-4.0302 Clearances (at least Criminal Background and Child Abuse History) is required of deacons and elders and should be on file in church office. Elders and Deacons are volunteers under Pennsylvania Law. Likewise clearances (all three and for employment) for Pastors or Commissioned Pastors are required and need to be on file with congregation and presbytery.		

SESSION MINUTES REVIEWS : LAKE ERIE PRESBYTERY

[printable AND e-friendly version, updated 8/205]

Each Clerk/Session should fill in responses in all of the blank boxes. Add an additional page for further comments or details.
Shaded boxes are reserved for comments by reviewers.

City of Church AND Name of Congregation:			
Session Clerk(s):			
Review period (month/year TO month/year)	/	through	/

Reviewer's Name(s)		Reviewer's Comments, Praise, Responses, etc.:
Date of Review:		
Recommendation:	☐ APPROVE, no exceptions ☐ APPROVE, with noted exceptions ☐ REFER FOR FURTHER REVIEW	

ROLLS & REGISTERS BOOK (Each item must also be noted within Session minutes.) See G-3.0204 YES/NO/Notes

Roll of <u>Baptized Members</u> is up to date as of 2026 (Ideally includes all who were baptized here + transfer in with families).		<u>Active Members</u> roll kept by Session is up to date as of 2026 (Inactive' roll or 'Friends list' is optional.)	
Record <u>Deaths</u> of members in roll and on member information and minutes		Roll of Ruling <u>Elders & Deacons</u> : Dates of each Ordination, Installation; plus the term or class	
Record <u>Weddings</u> : involving your property, and/or done by your pastor(s)		List of your <u>Installed</u> Clergy or Commissioned Pastors. (May also list pastors who are interim, appointed, non-MWS)	
Comments from Clerk or Session:		Reviewer's Comments:	

SESSION MINUTES – Entered as often as appropriate List Page #s in blanks

Record membership gains: baptisms, transfers in, professions, reaffirmations – in minutes AND roll book. G-3.0202a/b		Record membership losses: transfers out, deaths, requests, or session actions – in minutes AND roll book. G-3.0202a/b	
Session approves dates for the Lord's Supper, and who presides. G-3.0201b; W-3.0410—must be quarterly		Record or stamp of previous review by Presbytery was reported to Session and appears in minutes G-3.0108a	
Approval of Baptism(s), then reported when Sacrament was administered. G-3.0201b, W-3.0403		Any consultations w/ Presbytery (COM, Advocates, others) G-3.0101/2; W-2.0305	
Record ordinations, installations – with the class or length of term – in minutes AND in roll book. G-3.0202a/b		Session reviews and supports boards, committees, teams and organizations – including their finances. G-3.0201c, 3.0205	
Election of Clerk, Commissioner to Presbytery, and Treasurer by Session, for specific terms. G-3.0205		Session reviewed and sent Annual Statistics to Presbytery/GA G-3.0202f	
Comments from Clerk or Session:		Reviewer's Comments:	

<u>Annually</u> in SESSION MINUTES	Date/Page #	Indicate page # for each, or label " N/A"	Date/Page #
Train, then examine and ordain/ install newly elected candidates for elders and deacons. G-3.0201c		Was opportunity for education provided for all members and reviewed by Session (G-3.0201a) (could be comm or curriculum)	
Session reviewed rolls and counsels those neglecting duties as members (G-3.0201c)		Conduct Financial review of ALL church accounts (PW or Deacons for example) annually; note results in minutes each year G-3.0113	
Study the Directory for Worship regularly, especially in training for ruling elders and deacons. W-2.0305		Session approval of budget/financial plan; authorizes check-signers. G-3.0205	
Study of the Foundations section of Book of Order esp F-1.0302 (Marks), F-1.0303 (Reformed Marks), and F-1.0304 (Great Ends) as well as F-3.01 (Historic Principles) G-3.0201, G-2.0104b			
Annually record the review Terms of Call/Contract for the pastor(s): G-2.0504, G-2.0804, G-2.1001, G-3.0303c Must meet Presbytery Minimums including vacation, study leave, 12 wks family leave , benefits with Board of Pensions <u>CP, Supply or Temporary MWS, non-MWS:</u> Discuss; Approval is by Session; then to COM for its approval <u>Installed PCUSA MWS:</u> Pastor and Session discuss; Recommend to Cong.; Cong. approves; then to COM			
Comments from Clerk or Session:		Reviewer's Comments:	
<u>ALL</u> SESSION MINUTES	Date/Page #	Indicate page # for each, or label " N/A"	YES/NO
Date, time, place of each regular (stated) and special meeting. At least quarterly meetings? G-3.0203		Previous minutes are approved by session, then signed by clerk. G-3.0107	
Full names of Elders present; Specific Indication of a quorum. Meetings opened and closed in prayer? G-3.0105/G-3.0203		Minutes Book: No erasures or inserts. Corrections and blank/partial pages marked as such. Pages numbered consecutively. Acid-free paper G-3.0107; Roberts Rules	
Moderator (presbytery-approved) named in minutes and guided each meeting. G-3.0201			
Comments from Clerk or Session:		Reviewer's Comments:	
<u>MINUTES OF CONGREGATIONAL MEETINGS</u>		Indicate page # for each, or label " N/A"	Page #
Meets at least annually, with pastor or presbytery-approved Moderator. G-1.0505		Was any congregational meeting opened and closed with prayer? G-1.0501	
Cong. elects Nominating Committee (or has approved a process for group and/or at-large representation) G-2.0401		Cong. Minutes approved (by congregation, or Session). Clerk/Sec'y must sign (Moderator may sign.) G-1.0505	
Cong. elects Elders & Deacons, after allowing floor nominations. G-2.0401		Actions on pastors, terms, or real property are "Requests that presbytery..." 2.08/9, 4.02	
Clerk's/Session's Comments:		Reviewer's Comments:	