

Are you a Clerk of Session?

**If your answer is YES,
then BOSR* wants to meet you!**

**BOSR = Bills, Overtures & Session Records Committee*

Every calendar year, your church's session minutes must be reviewed by the Presbytery.

(Book of Order G-3.0107, G-3.0204)

Pre-Presbytery Meeting Hours

Members of BOSR, and often some experienced Clerks of Session, are available to you in the hour before each Presbytery meeting. Bring your minutes to be read, or stop by with your questions. Look for the sign that tells you what room to find us, or ask at registration.

Next Pre-Presbytery Meeting Hours: January 31, 2012, 1:30 PM at Grace Presbyterian Church in Walnut Creek

Meeting hours will be held at other East and West Bay venues and times this spring. We are currently contacting Clerks of Session.

*For Questions or Comments, please contact
Marc Jung, Chair of BOSR Committee
marcauditor@juno.com and 415-742-1151*

TIME SAVING TIP:

The ***BOSR Minutes Review Form*** guides you in what will be helpful to have ready at the review. If you go through the checklist and prepare the necessary items ***before*** you meet with a BOSR representative, your review will take far less time. For a copy of the form, please see the next page, or go to www.presbyteryofsf.org > Committees > Bills, Overtures & Session Records

RECORD OF REVIEW OF SESSION MINUTES

Church Name & City _____ Year _____

Clerk of Session: Please complete this form and bring it with your minutes book to a minutes review meeting. Fill in the left-hand column with the page numbers in Session minutes where each item can be found. If an item is included in each meeting, please note one example. Mark "N/A" if requirement is not applicable to your church. Leave right hand columns blank for use by the minutes reader.

Page	Item in minutes	Book of Order	Yes	No	Comments
A. FORMAT OF EACH MEETING					
	1. Date, time & place of meeting				
	2. If special meeting, who called, for what purpose	G-			
	3. Elders, Moderator named as present or absent	G-			
	4. Prayer at beginning and end of meeting	G-			
	5. Reading and approval of minutes	G-			
	6. Clerk's report reading and acceptance - including: communion, baptisms, attendance, marriages, deaths, changes in membership roll, ordination & installation of elders & deacons	G-			
	7. Motions and actions taken - should include leases/long-term use agreements; may include reports of committees and treasurer	G-			
	8. Minutes of Session signed by clerk				
B. USUALLY RECORDED in 1st THREE MONTHS of CHURCH'S YEAR					
	9. Election of treasurer by Session	G-			
	10. Appointment of commissioners to Presbytery	G-			
	11. Authorization for celebration of communion	G-			
	12. Authorization for baptisms	W-2.3011-.3012			
C. OTHER (at least) ANNUAL ITEMS					
	13. Report of audit or full financial review	G-			
	14. Copy or summary of GA statistical report (includes Session composition compared to congregation)	G-			
	15. Session meeting with Deacons or review of work	G-			
	16. Session approval of budget	G-			
	17. Congregational approval of Pastors' salaries	G-			
	18. Session review of employee compensation plan	G-			
	19. Session review of rolls	G-			
D. OTHER					
	20. Report from commissioners to Presbytery	G-			
	21. Records of Board of Deacons (if separate board) and Records of Trustees (if separate board)	G-			
	23. Plan of instruction for new members	G-			
	24. Examination of elders-elect and deacons-elect	G-			
	25. Notice of Session retreat or on-going education	G-			
	26. Minutes of corporation meeting (if no Trustees)	G-			
	27. Minutes of congregational meeting	G-			
	28. Minutes of congregational meeting signed by pastor & clerk	G-			

Signature of Clerk of Session _____ Date _____

For Committee Record Only: Name of Reviewer _____

Site of review: church & city _____

_____ Approved with commendation _____ Approved with suggestion for improvement