

# Are you a Clerk of Session?

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

*\*SRRC = Session Records Review Commission, pka Bills, Overtures & Session Records Committee (BOSR)*

Every calendar year, your church's session minutes must be reviewed by the Presbytery.  
(Book of Order G-3.0107, G-3.0204)

## **Look for us during Open Space!**

Members of SRRC, and often some experienced Clerks of Session, are available to you at the Presbytery meeting, at Open Space. Bring your minutes to be read, or stop by with your questions. Look for the list of Open Space topics, and find us there, or ask at the registration desk.

**Next Open Space: November 12, 2019, at Presbyterian Church in Chinatown**

Meeting hours will be held at other East and West Bay venues and times later this year. We can also make individual appointments if unable to attend a meeting..

*For Questions or Comments, please contact  
Marc Jung, Chair of SRRC  
[marc@missionbaycc.org](mailto:marc@missionbaycc.org) and 415-742-1151*

### **TIME SAVING TIP:**

The ***SRRC 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 SRRC representative, your review will take far less time. For a copy of the form, please see the next page.

## 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
<b>A. FORMAT OF EACH MEETING</b>					
	1. Date, time & place of meeting				
	2. If special meeting, who called, for what purpose	G-3-0203			
	3. Elders, Moderator named as present or absent				
	4. Prayer at beginning and end of meeting	G-3.0105			
	5. Reading and approval of minutes				
	6. Clerk's report reading and acceptance - including: communion, baptisms, attendance, marriages, deaths, changes in membership roll, ordination & installation of elders & deacons	G-3.0104 & G3.0204			
	7. Motions and actions taken - should include leases/long-term use agreements; may include reports of committees and treasurer	G-3.0104 & G3.0204			
	8. Minutes of Session signed by clerk				
<b>B. USUALLY RECORDED in 1st THREE MONTHS of CHURCH'S YEAR</b>					
	9. Election of treasurer by Session	G-3.0205			
	10. Appointment of commissioners to Presbytery	G-3.0202a			
	11. Authorization for celebration of communion	W-2.4012			
	12. Authorization for baptisms	W-2.3012			
<b>C. OTHER (at least) ANNUAL ITEMS</b>					
	13. Report of audit or full financial review	G-3.0113			
	14. Copy or summary of GA statistical report (includes Session composition compared to congregation)	G-3.0202f			
	15. Session meeting with Deacons or review of work	G-3.00201c			
	16. Session approval of budget	G-3.0205			
	17. Congregational approval of Pastors' salaries	G-1.0503c			
	18. Session review of employee compensation plan	G-3.0201c			
	19. Session review of rolls	G-3.0204a			
<b>D. OTHER</b>					
	20. Report from commissioners to Presbytery	G-3.0202a			
	21. Records of Board of Deacons (if separate board) and Records of Trustees (if separate board)	G-3.0108a			
	23. Plan of instruction for new members	G-3.0201c			
	24. Examination of elders-elect and deacons-elect	G-2.01044b			
	25. Notice of Session retreat or on-going education	G-3.0201c			
	26. Minutes of corporation meeting (if no Trustees)	G-3.0204			
	27. Minutes of congregational meeting	G-3.0204			
	28. Minutes of congregational meeting signed by pastor & clerk				

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