

ARE YOU A CLERK OF SESSION?

If you answered, “YES,”
SRRC* wants to meet you!

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

([Book of Order](#) G-3.0107, G-3.0204)

Our upcoming Open Space Offerings for the May 2023 Presbytery meeting, we will be hosting an Open Space session titled, **2022 Session Minute Review, on Tuesday, May 4, 2023 at 7pm** (via Zoom – See [PSF Calendar](#) for direct access). Our team of experienced Clerks of Session and members of the SRRC will be available to provide insightful reviews and answer any questions you may have regarding session minutes.

We encourage you to join us and if this date and time is not convenient for you, do not worry! Our SRRC team can work with you to schedule an alternative time to review your Session minutes.

We look forward to seeing you on May 4th (7pm) at the Open Space

Time Saving Tip!

The **SRRC Record of Review of Session Minutes Form** (see below) guides you in what will be helpful to include in your Session minutes. Use the checklist to see if your minutes include (most of) the items listed. Please fill out the SRRC Record of Review of Session Minutes Form when submitting your minutes for review.

Ready for your Session Minute Review?

If you would like to have your minutes reviewed, please scan the year’s Session minutes and email them in advance of the meeting, to the email address shown below.

For Questions and Comments, or to book a virtual appointment, please contact Marc Jung, Chair of SRRC at: marc@missionbaycc.org or 415-742-1151

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

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-3-0203			
	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. USUALLY RECORDED in 1st THREE MONTHS of CHURCH'S YEAR					
	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			
C. OTHER (at least) ANNUAL ITEMS					
	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			
D. OTHER					
	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