

## Clerk of Session Index Sheet for 2023 Minutes

Church Name			
City/County			
Year of Minutes		Form of Minutes	hard copy
			electronic

***This Index Sheet must be a part of session's records and placed in the minutes book at the beginning of the 2023 minutes.***

*If you send paper minutes, send **copies only**. Do not submit original minutes, because presbytery will not return them to you. After reviewing this Index Sheet and your minutes, presbytery will send you only the Reviewer's Report. Also, keep a copy of the completed Clerk's Index Sheet and place it at the beginning of the 2023 minutes.*

Composition of Session (F-1.0403; G-3.0103)	
Enter the total number of ruling elders who served on session in 2023.	
Enter the Sex/Gender breakdown of those session of members.	
Enter the Race/Ethnicity breakdown.	

Rolls and Registers	
Does session maintain the required rolls and registers? Enter <b>Yes</b> or <b>No</b> . Don't enter numbers.	
<b>Rolls</b> (G-3.0204a)	<b>Registers</b> (G-3.0204b)
Active Members (defined in G-1.0402)	Baptisms
Baptized Members (defined in G-1.0401)	Ruling Elders
Affiliate Members (defined in G-1.0403)	Installed Pastors (defined in G-2.0504a)
	Deacons (not all congregations use deacons, G-2.0202)

Minutes of Session	
Do the minutes of session record the following items? Enter <b>Yes</b> or <b>No</b> . <i>For details about what minutes should include, see the Book of Order, as cited below, and <u>Robert's Rules of Order, Newly Revised</u>, 11th edition, (RONR), pages 468-469).</i>	
Date, time, place, and type of meeting, and how it was conducted (in person, Zoom, etc.)	<i>The presbytery recognizes that during the period of lock-down, sessions have had to be creative and unconventional in how they meet, communicate and make decisions.</i>
Names of all persons present.	<i>Identify which of the persons present were the moderator and the clerk of session (G-3.0201, G-3.0203). If visitors or guests were present, name them but distinguish them from the members of session.</i>
That a quorum was present.	<i>The quorum is the number of members present, large enough for holding a lawful meeting. Session should have a Manual of Administrative Operations which specifies this number (G-3.0203).</i>
That the meeting was both opened and closed with prayer.	<i>At the beginning of the meeting, we may ask for wisdom to make good decisions (James 1:5), and at the end, for good results (Psalm 127:1).</i>
That the minutes of each meeting were approved.	<i>Approval of the minutes of a meeting usually happens at the next stated meeting.</i>

### Meetings of Session

*(The session shall hold stated meetings at least quarterly, G-3.0203).*

List the date of each meeting, identify what kind of meeting it was, and enter the date on which the minutes of the meeting were approved.

		Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5	Meeting 6
Date of meeting							
Type of meeting (check one)	Stated (regular)						
	Called (special)						
How was the meeting conducted? (check one)	In person						
	Video conference (Zoom)						
	Conference call (phone)						
	Other						
Date the minutes of this meeting were approved							

		Meeting 7	Meeting 8	Meeting 9	Meeting 10	Meeting 11	Meeting 12
Date of meeting							
Type of meeting (check one)	Stated (regular)						
	Called						
How was the meeting conducted? (check one)	In person						
	Video conference (Zoom)						
	Conference call (phone)						
	Other						
Date the minutes of this meeting were approved							

		Meeting 13	Meeting 14	Meeting 15	Meeting 16	Meeting 17	Meeting 18
Date of meeting							
Type of meeting (check one)	Stated (regular)						
	Called						
How was the meeting conducted? (check one)	In person						
	Video conference (Zoom)						
	Conference call (phone)						
	Other						
Date the minutes of this meeting were approved							

### Actions of Session

Enter the **date** of the meeting in which the session took the following actions:

Elected the clerk of session for a term.		<i>Many sessions make the term one year, with the possibility of its being renewed, but the term can be whatever the session and the clerk agree on (G-3.0104).</i>
Elected the treasurer for a term.		<i>The principle governing the term for the clerk of session applies here also (G-3.0205).</i>
Reviewed the roll of active members of the congregation.		<i>This review is required at least annually (G-3.0201c; see also G-3.0204a).</i>
Reviewed the adequacy of the church's property and liability insurance coverage.		<i>The best practice is to review annually, to maintain adequate coverage (G-3.0112).</i>
Prepared and adopted a budget for the church.		<i>The session (G-3.0113, G-3.0205), not the congregation, adopts the budget, but if the pastor is called and installed, then a change in compensation requires approval by the congregation (G-1.0503c).</i>
Completed a full financial review of all financial books and records.		<i>This review is required annually (G-3.0113). Session minutes must report (1) either the names of the members of the financial review</i>

		<i>committee, or the name of the auditing firm; and (2) whether or not the financial books are in order.</i>
Received a report from any who are in charge of various congregational funds.		<i>Does the church have organizations with a budget of their own? Sunday School? Presbyterian Women? They must make a financial report at least annually to the session, or to an entity vested with financial oversight (G-3.0205c, G-3.0106).</i>
Reviewed annually the minutes of deacons' meetings.		<i>This is required only if the congregation has a board of deacons (G-3.0201c).</i>
Approved the annual statistical report to the General Assembly.		<i>G-3.0202f. The minutes don't have to include the report itself. The minutes should show that the clerk presented the report and that session approved it.</i>
Reviewed the adequacy of the pastor's compensation.		<i>This review is required annually for installed ministers (G-2.0504a; G-2.0804). The compensation provided to non-installed ministers (covenant pastors, interim pastors, and parish associates) is reviewed at least annually, because the term of such relations is a maximum of one year (G-2.0504b).</i>
Decided when the annual meeting of the congregation will be.		<i>G-1.0501, G-1.0502. Enter here the date of the session meeting when session made the decision to have a meeting of the congregation, not the date of the congregational meeting itself.</i>
Trained, examined, and approved those whom the congregation has elected for ordered ministry as ruling elders or deacons.		<i>G-2.0401; G-2.0104a, b; G-3.0201c. Enter the date of the meeting in which session examined and approved those whom the congregation had earlier elected for ordered ministry.</i>

Elected ruling-elder commissioner(s) to presbytery meetings and received their reports (G-3.0202a):

Date of Presbytery Meeting	Type, Place or Method of Meeting	Date session elected the commissioner(s)	Date the commissioner(s) reported to session
Feb 18, 2023	Stated, Hybrid (Zoom & In-person)		
Apr 20, 2023	Called, Zoom		
June 20, 2023	Stated, Hybrid (Zoom & In-person)		
Aug 29, 2023	Called, Zoom		
Oct 21, 2023	Stated, Hybrid (Zoom & In-person)		
Nov 16, 2023	Called, Hybrid (Zoom & In-person)		

Enter the year in which session took the following actions:

Approved a Manual of Administrative Operations.		<i>G-3.0106. Required as of 2015.</i>
Approved a Sexual Misconduct/Harassment Policy.		<i>G-3.0106. Required as of 2017.</i>
Approved a Child Protection Policy.		<i>G-3.0106. required as of 2017.</i>

*If these actions have not been completed, say what progress has been made toward the goal:*

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### Congregation: Annual and Special Meetings

*The congregation shall hold an annual meeting and may hold special meetings as necessary (G-1.0501). For business that may be transacted at a meeting of the congregation, see G-1.0503.*

Date of Meeting	Type of Meeting <i>(check one)</i>		How meeting was conducted <i>(check one)</i>			Business Conducted
	Annual	Special	In person	Zoom	Other	


**Congregation: Rules and Incorporation**

Enter the year that the congregation took the following actions:

Approved Congregational Rules or By-Laws		<i>G-1.0501, G-1.0502. Required as of 2015.</i>
Formed a corporation.		<i>Where permitted by civil law, each congregation shall cause a corporation to be formed and maintained (G-4.0101).</i>

*If these actions have not been completed, say what progress has been made toward the goal:*

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**Important Changes and Event**

Please note below important changes and events in the year that the presbytery should know about.


**This Index Sheet Was Prepared By**

Clerk (Print)	Email	Phone
Signature		Date