

## CHECKLIST FOR SESSION RECORDS

### Missouri Presbytery

*Note: numbers in parentheses refer to the relevant sections of Appendix A of the Missouri Presbytery Handbook for 2016.*

### EACH MEETING

#### Basic Matters of Form for Every Meeting

1. \_\_\_ The official copy is printed and either bound or secure in a sturdy binder, and all of the pages should be numbered. (1 and 3a).
2. \_\_\_ The minutes describe the kind of meeting: Stated or Called (3b).
3. \_\_\_ The minutes provide the date, time and place of the meeting (3c).
4. \_\_\_ The minutes include the name of the Moderator and Clerk (3d).
5. \_\_\_ The minutes list ruling and teaching elders present, ruling and teaching elders absent, and visitors (3f).
6. \_\_\_ The minutes record the opening and closing of the meeting in prayer and who led them (3a).
7. \_\_\_ The minutes record the approval of previous meeting minutes, with any corrections to those minutes (3e).
8. \_\_\_ The minutes include all actions taken by the Session, noting that motions were properly moved, seconded, and approved (4c).
9. \_\_\_ Executive Session minutes are recorded separately from the public record if needed. The public record should state only the entry into executive session, the conclusion, judgment, or decision made, and the exit out of executive session.(SJC 18.13)
10. \_\_\_ The minutes end with the time of adjournment and the signature of the Clerk and Moderator (7, 11j).

#### Additional Matters to Check for Each Meeting

11. \_\_\_ In the event of a called meeting, the portion of the call stating the purpose of the meeting should be recorded verbatim in the minutes (4b).
12. \_\_\_ Lost motions that had at least one affirmative vote have been recorded in the minutes (4d).
13. \_\_\_ Observation of the sacraments should be recorded (11d).
14. \_\_\_ If Session meets as a committee of whole, the proceedings are **not** entered in the minutes, but the fact of the meeting is included, with the report of the committee.
15. \_\_\_ For discipline cases, Session enters Executive Session and records proceedings according to the rules of BCO 31 and 32 (see point 9, above). (BCO 57)
16. \_\_\_ Names of members received and dismissed, together with the names of their baptized children should be noted.
17. \_\_\_ Election of representatives to Presbytery and General Assembly should be noted.
18. \_\_\_ Session notes any exceptions of substance from Presbytery's review, along with the Session's response. This response takes the form of either:
  - a. Agreement with the exception and a correction of the record; OR
  - b. Disagreement with the exception, stating of grounds, and a reference back to Presbytery.

**ANNUAL ITEMS TO INCLUDE IN MINUTES**

1. \_\_\_ A directory of the session, including a listing of all the committees of the session (8a).
2. \_\_\_ A roll of the church (8b).
3. \_\_\_ A list of all Candidates under care of Presbytery, Licentiates, and Interns recommended by the session (8c).
4. \_\_\_ An up to date copy of the Standing Rules of Presbytery and any rules of the session (8d).
5. \_\_\_ Examination, ordination, and installation of ruling elders and deacons (BCO 12-5).
6. \_\_\_ Approval and adoption of the church budget (BCO 12-5).

## **MINUTES TEMPLATE**

(Church Name)  
Minutes of (Stated/Called) Session Meeting  
(Date)

### **Opening**

The meeting was called to order by (TE/RE's name) at (time) on (date), at (location). (TE/RE's name) opened the meeting in prayer.

A devotional was given by (TE/RE's name) from (Scripture Text).

### **Role Call**

(Elders present) were present. (Elders excused) were excused. (Elders absent) were absent. The following visitors were in attendance: (Visitors in attendance).

### **Sacraments**

(Dates of observance of Lord's Supper and Baptism.)

### **Approval of Minutes**

(List minutes that were been approved.)

### **Pastors and Elders' Team Reports**

(Include summary; written pastoral, team or committee reports should be attached as an appendix.)

### **Other Business**

(Record actions, discussion, etc.)

### **Executive Session**

(Note going in and out of Executive Session; also note any actions taken after coming out of Executive Session. Executive Session minutes should be recorded separately and kept separately from the regular, publicly available minutes.)

### **Adjournment and Prayer**

The meeting was M/S/C to adjourn by (name) at (time) on (date if the meeting went past midnight). The meeting was closed in prayer by (name). (If applicable: The next meeting of the Session will be [date].)

Minutes submitted by: (Name and signature of Clerk or Clerk Pro-Tem)  
Clerk of the Session

Approved by: (Name and signature of Moderator)  
  
Moderator

## **CATEGORIES FOR NON-COMPLIANCE**

### EXCEPTIONS OF SUBSTANCE:

- Violations of the Scripture
- Serious irregularities with the PCA Constitution
- Matters of impropriety and neglect

### EXCEPTIONS OF FORM:

- Violations of Presbytery guidelines
- Violations of rules of order

### NOTATIONS:

- Typographical errors, misspellings, improper punctuation, and minor variations in form and clarity.

*Note: Session responses are required only for exceptions of substance.*