

**Checklist for Session Records for 2008
Presbytery of the Western Reserve**

Name of Church _____

Name of person submitting record book _____

Telephone number _____

1 Archival paper _____

2 Formatting _____

Date of Meeting

| Please list page number for each item | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 3 Date, hour, place, etc. | | | | | | | | | | | | | | | | | | | | |
| 4 Open with prayer | | | | | | | | | | | | | | | | | | | | |
| Close with prayer | | | | | | | | | | | | | | | | | | | | |
| 5 Approve minutes (Session & Congregation) | | | | | | | | | | | | | | | | | | | | |
| 6 Lord's Supper | | | | | | | | | | | | | | | | | | | | |
| 7 Baptisms | | | | | | | | | | | | | | | | | | | | |
| 8 Transfers/Deletion | | | | | | | | | | | | | | | | | | | | |
| 9 Reception | | | | | | | | | | | | | | | | | | | | |
| 10 Presbytery Commissioners/Reports | | | | | | | | | | | | | | | | | | | | |
| 11 Discipline | | | | | | | | | | | | | | | | | | | | |
| 12 Property Changes | | | | | | | | | | | | | | | | | | | | |
| 13 Property/Liability Insurance (copy) | | | | | | | | | | | | | | | | | | | | |
| 14 Articles of Incorporation (copy) | | | | | | | | | | | | | | | | | | | | |
| 15 Budget/Benevolences | | | | | | | | | | | | | | | | | | | | |
| 16 a. Pastor's compensation | | | | | | | | | | | | | | | | | | | | |
| b. Staff compensation | | | | | | | | | | | | | | | | | | | | |
| 17 Training/examination of officers | | | | | | | | | | | | | | | | | | | | |
| 18 Ordain/install officers | | | | | | | | | | | | | | | | | | | | |
| 19 Joint Meeting, Elders/Deacons | | | | | | | | | | | | | | | | | | | | |
| [] Check here if no Deacons | | | | | | | | | | | | | | | | | | | | |

**Checklist for Session Records for 2008
Presbytery of the Western Reserve**

| | | Date of Meeting | | | | | | | | | | | | |
|--|--|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Please list page number for each item | | | | | | | | | | | | | | |
| 20 | Minutes by Session Records Committee Reported | | | | | | | | | | | | | |
| 21 | Congregation/Corporation | | | | | | | | | | | | | |
| | a. Stated or Special Meeting | | | | | | | | | | | | | |
| | b. Date, time, place | | | | | | | | | | | | | |
| | c. Moderator named | | | | | | | | | | | | | |
| | d. Quorum declared | | | | | | | | | | | | | |
| | e. Open/close prayer | | | | | | | | | | | | | |
| | f. All actions | | | | | | | | | | | | | |
| | g. Pastor's compensation | | | | | | | | | | | | | |
| | h. Moderator and Clerk signatures | | | | | | | | | | | | | |
| | i. 1. Full financial review (formerly audit) | | | | | | | | | | | | | |
| | 2. Income/Expenditures | | | | | | | | | | | | | |
| | 3. New budget reported | | | | | | | | | | | | | |
| | 4. Annual statistical report | | | | | | | | | | | | | |
| | 5. Loans from denomination | | | | | | | | | | | | | |

CLERK'S ANNUAL REPORT (show page numbers where each item below appears IN THE MINUTES.)

| | |
|--|---|
| 22 | Location of Job Descriptions |
| 23 | Changes in Session, Deacons, Trustees |
| 24 | Composition of Session |
| 25 | Location/storage of Deacon and Trustee minutes |
| 26 | Annual Narrative Report |
| 27&28 Rolls and Registers submitted only when requested | |

BE SURE TO LEAVE ROOM FOR PRESBYTERY STAMP (SEE ITEM B OF INFORMATION SECTION OF REQUIREMENTS AND STANDARDS).