

PRESBYTERY OF NORTHERN KANSAS
CLERKS' REPORTS AND RECORDS COMMITTEE
CHECKLIST FOR REVIEW OF 2024 MINUTES

Preparing for the Session Record Review

The Constitution of the Presbyterian Church (U.S.A.) mandates that higher councils review lower councils:

Each council shall review annually or biennially, . . . lower councils within its jurisdiction. In reviewing the procedures of the lower council, the higher body shall determine whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church. . . . (G-3.0108a)

The annual review of session minutes and records is one way the Presbytery of Northern Kansas and most presbyteries fulfill this requirement. The review is an opportunity to keep doing our work together and is not intended to be a time of judgment. The focus is on the work of sessions and supporting each other in our work. Whether a session record review is approved with or without exceptions will depend on the session's actions and not the details of the clerk's recording of the minutes. At each review event, we include an education component for clerks and provide guidance for keeping minutes and records that will result in an account of the church's life and ministry that will be informative to anyone who consults them later.

Clerks are asked to use these checklists to prepare for the review event. Locate the items listed on the checklists and mark the page number and indicate whether it shows the session took the action or not. It may be helpful to go over the checklist with your pastor/moderator either as you complete section I of the checklist or after it is complete. In completing the other sections, you will be reviewing your own work. The intent is to help all clerks improve their work and produce the very best records. The results of this part of the review will not be included in the report to the presbytery. Bring your completed checklists, Session Minutes book containing your 2024 minutes and your church's register with all entries through at least December 31, 2024 completed.

If there are actions taken by the Session, or any item in the minutes that you have questions about, write a note on another sheet of paper and attach it to the checklist.

Please include the date of the meeting and the page number.

A few clues for reports:

- a. If previous actions are referred to in the minutes, designate where they are recorded.
- b. Be sure to number all pages. Line through or clearly mark blank space on any page.
- c. It is permissible to include other pertinent printed reports (annual statistical report, budget, policies adopted by the session, etc.), These reports should be printed on the same numbered pages as the minutes.

REFERENCES	RONR		Robert's Rules of Order newly Revised (12th ed.)
	Book of Order	F-	The Foundations of Presbyterian Polity
		G-	Form of Government
		W-	Directory for Worship
		C-	Church Discipline

In Preparation for the Review of Rolls and Registers

- List full name of applicants for church membership
- For minor children, list the names of the parents
- For persons who have had a change of names because of marriage or other reasons, list the previous name/names as appropriate.
- For married persons, list the spouse's name.
- With letters of transfer, note from which church the member is being dismissed to your church.
- When dismissing a member, note the date, the full name of the person and the church to which dismissed.

CHECKLIST FOR REVIEW OF 2024 MINUTES ITEMS MANDATED FOR SESSION ACTION

CHURCH _____

DATE _____

I. Has the Session completed the following required items and do the minutes record the session's action:

	Reference	Page#		Included Y / N
+ A. The annual statistical report to the General Assembly was reviewed and set forth in the minutes	G-3.0202f	_____		
+ B. An annual budget was prepared and adopted by session	G-3.0205	_____		
+ C. A full financial review of various funds has been conducted and reviewed by Session	G-3.0013	_____		
+ D. The compensation of the pastor and all other staff was reviewed and appropriate changes proposed for congregational action	G-2.0804	_____		
+ E. Membership rolls were reviewed	G-3.0201c	_____		
+ F. Session elected these officers or minutes indicate the term of office Clerk of Session Church Treasurer	G-3.0104 G-3.0205	_____ _____		
+ G. A period of study and preparation was provided for newly elected officers after which they were examined, and a date set for ordination/installation	G-2.0402	_____		
+ H. Insurance coverage was reviewed including insurer & agency [Please complete page 5 of this checklist and bring it with you to SRR.]	G-3.0112	_____		
+ I. Incorporation renewal date and state of KS incorporation number	G-4.0101	_____		
+ J. Session has reviewed the By-Laws	G-1.0201	_____		
+ K. Session has reviewed the Manual of Operations	G-3.0106	_____		
+ L. Session has reviewed the Sexual Misconduct Policy	G-3.0106	_____		
+ M. Session has reviewed the Child Protection Policy	G-3.0106	_____		
+ N. Session set dates for regular and special congregational meetings	G-1.0502	_____		
+ O. Session set a meeting for the congregation to receive the report of the church nominating committee and elect officers.	G-2.0401	_____		
+ P. Session authorizes observances of the sacrament of baptism. <i>If there were No baptisms in 2024, check here</i> _____	G-3.0201b	_____		
+ Q. Session authorizes all observances of the Lord's Supper and the sacrament is observed at least quarterly	G-3.0201b	_____		
+ R. Session appoints a commissioner to each presbytery meeting <i>(Commissioners may be appointed to individual meetings or to serve a term.)</i>	G-3.0202a	_____		
+ S. Commissioners reported to session following a presbytery meeting.	G-3.0202a	_____		

+ Required by current Book of Order or Robert's Rules of Order (see G-3.0105)

For Committee Use _____ / _____ / 2025

A. After my review of these records, I recommend the records be approved WITHOUT EXCEPTION
YES _____ NO _____

B. It appears that these records should be approved with the following exceptions:

Person Reviewing these minutes
Church Records & Review Committee

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CHECKLIST FOR REVIEW OF 2024 MINUTES
Review of the Minutes and Registers for Best Practices, and
Conformity to the Guidance of Robert Rules of Order and the Book of Order

CHURCH _____

DATE _____

II. The following should appear in the minutes:

	Reference	Page#	Included Y / N	
A. Date, hour and place of meeting	RONR §48	_____	<input type="checkbox"/>	<input type="checkbox"/>
B. Name of Moderator presiding	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
C. Elders of Session present, absent, excused	RONR §48	_____	<input type="checkbox"/>	<input type="checkbox"/>
D. Others present at the meeting	RONR §48	_____	<input type="checkbox"/>	<input type="checkbox"/>
E. Opened and closed with prayer	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
F. Meeting designated as regular or special	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
G. Minutes of previous meeting read/presented and approved	RONR §48	_____	<input type="checkbox"/>	<input type="checkbox"/>
H. Pages of the minute book are numbered in sequence	RONR §48	_____	<input type="checkbox"/>	<input type="checkbox"/>
I. Regular treasurer financial reports shown	RONR §48	_____	<input type="checkbox"/>	<input type="checkbox"/>
J. Approved minutes are signed by the clerk of session.	RONR §48	_____	<input type="checkbox"/>	<input type="checkbox"/>
<u>The Lord's Supper:</u>				
K. Observance authorized by session - reported in minutes	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
L. Fact of observance noted in the minutes	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
<u>The Sacrament of Baptism</u>				
M. Baptisms authorized by the Session and recorded in minutes	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
N. Names of those baptized are fully recorded <i>(If children, list names of parents also)</i>	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
<u>Reception, Transfer or Removing Members</u>				
O. Minutes show basis for reception of new members <i>(Confirmation of Faith, Reaffirmation of Faith, or letter of transfer)</i>	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
P. Minutes and Register show full legal name of each new member	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
Q. When reception is by letter, the church name and city is recorded	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
R. When transferred to another congregation, minutes show full name and address of the receiving congregation	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
full name of each person being transferred	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>
S. When members are removed from the active roll, do the minutes show the reasons their status is being changed	G-3.0201c	_____	<input type="checkbox"/>	<input type="checkbox"/>

Review of Church Rolls and Registers

III. Church Membership Roll [G-3.0204a]:

A. Is the chronological register in good order?	YES	NO	
B. Test-check the chronological register with the alphabetical index. Do they properly agree?	YES	NO	
C. When names have been removed from the active member roll, is date and reason listed?	YES	NO	NA
D. With membership changes to and from other churches, is the other church clearly identified?	YES	NO	NA

IV. Other registers [G-3.0204b]

A. Adult baptism - full name and date of baptism	YES	NO	NA
B. Child baptism - full name of child, date of baptism, place and date of birth, full names of both parents	YES	NO	NA
C. Ruling Elders & Deacons: Full name and date of ordination and terms of service	YES	NO	NA
D. Pastors: Full name and date of installation and terms of service	YES	NO	NA

- V. Optional registers [G-3.0204b]
 - A. Inactive Members - Are date and reason listed? YES NO NA
 - B. Marriages - Full names of both parties and date of ceremony
Any marriage performed for a member of this church, or performed by the pastor, or performed in this church YES NO NA
 - C. Death of a Member: Date of death & place of burial YES NO NA
- VI. Some registers have provisions for additional information beyond those listed above.
Have such places been filled in? YES NO NA

Records examined by: _____

Report received by: _____
CR&RC committee member

Examination location and date: _____ / / 2025

One thing I appreciated about this set of minutes: _____

Concerns I would share with this clerk of session: _____

Something I learned from reviewing these records or that this review reminded me for my own work:

Othe comments I would share: _____

SUPPLEMENTAL REVIEW INFORMATION

CHURCH _____

DATE _____

RECORD OF CONGREGATION'S INSURANCE COVERAGE

G-3.0112 Insurance

Each council (session) shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers.

Insurance Provider: _____

Policy Number: _____

Effective Dates of Policy ____ / ____ / ____ to ____ / ____ / ____

This policy covers:

(Check to confirm that the congregation's insurance policy covers each required area.)

___ Facilities (building)

___ Staff

___ Programs

___ Appointed/Elected Officers

BIANNUAL RENEWAL OF INCORPORATION WITH THE KANSAS SECRETARY OF STATE

G-4.0101 Incorporation

Each congregation shall cause a corporation to be formed and maintained.

Name of corporation under which the congregation is registered with the Kansas Secretary of State:

Year of Formation _____ Incorporation Number: _____

Date of last renewal of incorporation: ____ / ____ / ____

CHURCH RECORDS – PLAN FOR PERMANENT SAFEKEEPING

G-3.0107 Record Preservation

The clerk of each council (session) shall make recommendation to the body (session) for the permanent safekeeping of the body's records with the Presbyterian Historical Society . . .

___ **Yes** ___ **No** Recommendations been made to the session for the permanent Safekeeping of records.

___ **Yes** ___ **No** Church Register and Session Minutes are stored in a fireproof enclosure.

___ **Yes** ___ **No** Our session could use guidance to create a plan for the permanent Safekeeping of records.

___ **Yes** ___ **No** Some of our church records have been deposited with the Presbyterian Historical Society and/or otherwise digitized.

Briefly outline your current practices for the safekeeping of your church records:

VERIFICATION OF INFORMATION

I verify the above information is accurate to the best of my knowledge.

Clerk of Session _____

Date ____ / ____ / ____

Church Name _____

City _____