

**Checklist for Session Records for 2006
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																				

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		Date of Meeting												
Please list page number for each item														
20	Results of Review of 2005 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).