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| **TO BE INCLUDED IN THE SESSION & CONGREGATIONAL MINUTES** |  |  |
| **REQUIRED DOCUMENTS & POLICIES** |  |  |
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| **Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_** |  |  |
| **Clerk of Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
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|  | Date(s) | Page(s) |
|  | (May list "all") |
| **MINUTES OF EVERY MEETING** |  |  |
| Name of the body (session or congregation) , date, time, place, opened with prayer. |   |   |
| Regular or special meeting? |   |   |
| Attendance: All present/absent, Clerk, Moderator, and declaration of a quorum (G-3.0203) |   |   |
| Approval of the agenda; if a special meeting inclusion of notice |   |   |
| Approval of the minutes of the previous meeting, by vote or rule. |   |   |
| Motions: a) maker’s name (not seconder) or from committee. b) whether discussed or amended mentioned only parenthetically. c) No remarks or discussion recorded. d) disposition (approved, failed, postponed, postponed indefinitely, etc.). |   |   |
| Committee & Financial Reports received (no motion) and listed if attached. |   |   |
| Name & subject of guest speakers, do not summarize remarks. |   |   |
| Time of adjournment, with prayer. |   |   |
| Minutes signed by the Clerk of Session. |   |   |
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| **RECORDED IN SESSION MINUTES ANNUALLY** |  |  |
| Session meet at least once a quarter? (G-3.0203) |   |   |
| Approval of an annual church budget (G-3.0113) |   |   |
| Report(s) of all financial activity, at least annually. G-3.0205 |   |   |
| Annual full financial review, received and attached. G- G-3.0113. |   |   |
| Annual review of minister(s)’ terms of call and propose any changes. G-2.0804. |   |   |
| Deacons & Elders: Period of study, preparation, and examination; G-2.0402 |   |   |
| Ordination and installation of deacons and elders. G-2.0402 |   |   |
| Annual review of the membership roll, counseling those in neglect. G-3.0201c. |   |   |
| Annual Statistical Report, date input, received by session, and attached. G-3.0202f |   |   |
| Minutes & Records review, report from presbytery, and actions ordered. G-3.0108a |   |   |
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| **RECORDED IN SESSION MINUTES AS THEY OCCUR** |  |  |
| Expenditure authorizations not included in annual budget |   |   |
| Church events sanctioned by the session (review and approve calendar) |   |   |
| Contracts, bank accounts: parties, date, signatories |   |   |
| Personnel: Contracts and position descriptions |   |   |
| Stewardship program and those responsible |   |   |
| CE: Cirriculum, teachers, small group leaders (may be delated to committee) |   |   |
| Commissioners elected to presbytery meetings. G-3.0202a |   |   |
| Presbytery commissioners' reports received. G-3.0202a |   |   |
| Approval of substitute preachers (G-3.0201a) |   |   |
| Authorization of marriages on church property. W-4.0601 |   |   |
| Authorization & Administration of the Lord’s Supper, at least quarterly. 3.0201b |   |   |
| Authorization of Baptisms, name of person, parents if infant/child. W-3.0410 |   |   |
| Reception of new members, full names, manner of reception. (G-3.0204)  |   |   |
| Deletions from the membership roll: deaths, transfers, renunciation. G-3.0204a. |   |   |
| Election and term of the current Clerk of session (G-3.0104):  |   |   |
| Election and term current treasurer (G-3.0205) |   |   |
| Minutes of meetings and decisions of Disciplinary Cases (D-10.0000) |   |   |
| Presbytery permission to sell, mortgage, encumber or lease property (G-4.0206) |   |   |
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| **CONGREGATIONAL MEETINGS** |  |  |
| Calling method and notice (G-1.0503) |   |   |
| Annual Meeting – (no need for separate corporation meeting per G-1.0503 and WA State Law). |   |   |
| Election of a nominating committee for deacons and elders. G-2.0401 |   |   |
| Election of elders, deacons, and trustees (if bylaws provide for separate trustees) G-1.0503 |   |   |
| Changes in the call(s) of the pastor(s)? G-1.0503c; G-1.0505; G-2.0804 |   |   |
| Election of a Pastor Nominating Committee |   |   |
| Election of a pastor and/or associate pastor, including terms of call |   |   |
| Authorization to buy, mortgage or sell real property. |   |   |
| Other motions proper for a congregational meeting (see G-1.0503) |   |   |
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| **MEMBERSHIP ROLLS** |  |  |
| Baptized (G-1.0401) - those baptized who have not made a profession of faith  |   |   |
| Active (G-1.0402) - have made a profession of faith & received by the session. |   |   |
| Affiliate (G-1.0403) - temporary members of other churches |   |   |
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| **REGISTERS - list date of last entry** |  |  |
| Baptisms – date, name, parents’ names if a child, and date of birth.  |   |   |
| Elders – Name, church & date of ordination, terms of active service; removals. |   |   |
| Deacons – Name, church & date of ordination, terms of active service; removals. |   |   |
| Installed Pastors – most include temporary (interim) pastors. Dates of service, installation, ordination (if applicable)  |   |   |
| Marriages – Not required; most churches maintain. Marriages of: members; conducted by pastoral staff; performed on church property. |   |   |
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| **REQUIRED DOCUMENTS AND POLICIES** |  |  |
| Corporate renewal (G-4.0101) - Date of latest renewal: |   |   |
| Insurance (G-3.0112) - Verify property and liability protection. Date of latest renewal: |   |   |
| Bylaws: (G-4.0101) - Date of latest amendment: |   |   |
| Manual of Administrative Operations (G-3.0106) - Date of latest additions, amendment, or revision: |   |   |
| Sexual Misconduct Policy (G-3.0106) Date of adoption and/or latest revision: |   |   |
| Youth Protection Policy (G-3.0106) - Date of adoption and/or latest revision: |   |   |
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| Comments: |  |  |