



OFFICE OF THE STATED CLERK

ANNUAL SESSION GENERAL ADMINISTRATIVE
REVIEW *Revised 12/12/23*

1. **Minutes.**

- a. Combine the year's minutes, session and congregational, combined into a single electronic file. If you assign new page numbers, you can cite page numbers on the checklist. If not, you must cite the month/day.
- b. Alternative Method – Scan hard copies into a single pdf. file & then complete the checklist.
- c. OR email separate files and we will combine and repaginate them for you, and return so you can more easily complete the checklist.
- d. Review your minutes & records using the checklist. Verify required actions by listing either the page number or the date.

2. **Review Rolls, Registers, Required Documents & Policies.** You must FIND and EXAMINE these and list the latest entry dates even if none occurred during the past year.

3. Email your minutes file AND your checklist to the Stated Clerk. DO NOT SUBMIT MINUTES WITHOUT THE COMPLETED CHECKLIST.

4. Presbytery's Report – Reviews are not meant to be a report card, but are to ensure that a proper record is in place to protect sessions and congregations. Administrative Review is required as a matter of good stewardship and healthy accountability. A report will be returned to the session with any of the following that have been discovered, plus any *Directed Responses* recommended by the Stated Clerk.

- a. **Irregularities** – Decision or actions where that violate the Book of Order, presbytery policies, church bylaws, or Roberts Rules of Order. The Stated Clerk will make a recommendation to the presbytery regarding whether the session should be ordered to correct the action. In some cases, an irregular action may be ruled automatically null and void.
- b. **Delinquencies** – An omission or failure to act. The Stated Clerk will recommend to the presbytery whether the session should be ordered to take the proper action, and by when. Some delinquencies may be identified but declared moot because they cannot be realistically corrected.
- c. **Recording Errors** – Proper actions that have been improperly recorded in the minutes. The Stated Clerk will recommend whether the minutes should be amended, by vote of the session, or corrected in the future.
- d. **Suggestions/Comments** – Not be reported to the presbytery, but provided to help you in the future.

Rev. Lillian Pak
Stated Clerk