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| **ANNUAL GENERAL ADMINISTRATIVE REVIEW (G-3.0108)** |
| **TO BE INCLUDED IN THE SESSION & CONGREGATIONAL MEETING MINUTES** |
| **ROLLS, REGISTERS, REQUIRED DOCUMENTS & POLICIES** |

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| **Church: Year:** |
| **Clerk of Session:** |

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| **MINUTES OF EVERY MEETING\*** | Date(s), Pages, or "All" |
| 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** | Date(s) or Page #s |
| Session meet at least once a quarter? (G-3.0203) | yes or no: |
| 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 any proposed 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. 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** | Date(s) or Page #s |
| Evaluation of Programs, Events & Staff "measure the congregation's fidelity to the Word of God (G-2.0301) |  |
| Expenditure authorizations not included in annual budget |  |
| Church events sanctioned by the session (review and approve calendar) |  |
| Contracts, bank accounts: parties, date, signatories (keep current list, see below) |  |
| Personnel: Contracts and position descriptions |  |
| Stewardship program and those responsible |  |
| CE: Cirriculum, teachers, small group leaders (may be delagated to committee) |  |
| Commissioners elected to presbytery meetings. G-3.0202a |  |
| Presbytery commissioners' reports received or heard. 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** | Date(s) or Page #s |
| Calling method and notice (G-1.0503) |  |
| Annual Meeting – (no need for separate corp. 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 trustees) G-1.0503 |  |
| Changes in the call(s) of the pastor(s), list terms. 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** | Date of latest entry |
| 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** | Date of latest 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** | Date of latest Renewal/Revision |
| 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: |  |
| List of Contracts (Vendor/Employee, Description, Effective Dates, Cost. | Submit latest copy |
| 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: |  |
| Child and Youth Protection Policy (G-3.0106) - Date of adoption and/or latest revision: |  |
| NEW\*\*Anti-harassment Policy (G-3.0106) - Date of adoption and/or latest revision: |  |
| NEW\*\* Anti-racism Policy (G-3.0106) - Date of adoption and/or latest revision: |  |

\*You may list "all" in this section ONLY, IF no set is missing the entry, e.g. date, time place is always listed

Comments: