

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

Church: _____ Year: _____

Clerk of Session: _____

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.	

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	

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: Curriculum, 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)	

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)	

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	

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.	

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: