

**CHECK SHEET
FOR THE
SYNOD COMMITTEE REVIEWING PRESBYTERY MINUTES**



NOTE TO PRESBYTERY STATED CLERKS:

Please identify the meeting and list the pages of your Presbytery minutes on which the Synod Review of Presbytery minutes Committee will find the necessary, following information. If you do not have an item in your minutes, please write on the Page Number Line: **“Not Recorded”** so that the Synod Review Committee won’t waste time looking for the item.

PRESBYTERY _____ *STATED CLERK* _____

1. Form

- a. Attestation of minutes of particular meetings signed by the Presbytery’s Stated Clerk
Page numbers _____
- b. Approval by Presbytery of each meeting of Presbytery.
Page numbers _____
- c. Index or table of contents for each meeting of Presbytery.
Page numbers _____

2. Content

- a. The date, hour and place of meeting and whether it is “Stated” or “Called”/”Special.”
(Note: Book of Order requires at least two (2) Stated meetings each year.)
Page numbers _____
- b. For Called Special meeting, the names of the concurring ministers and elders should be listed together with a clear statement of the purpose for which the meeting was called.
Page numbers _____
- c. Each meeting should be opened and closed with prayer. (Opening or closing worship presumes prayer, and thus meets this requirement.)
Page numbers _____
- d. A list of all ministers attending, absent and excused for each meeting.
Page numbers _____
- e. A list of all elders attending, identified by church.
Page numbers _____
- f. A list of all churches not represented.
Page numbers _____
- g. A list of all corresponding members in attendance, with identification of their presbytery or other body in which they hold membership.
Page numbers _____
- h. The declaration of a quorum at each meeting.
Page numbers _____

3. The following items should be included in the Minutes of each Presbytery (at least once each year)

- a. Preaching of the Word and Celebration of the Lord's Supper in at least one meeting.
Page number(s) _____
- b. Presbytery review of all available session records; list those unavailable.
Page number(s) _____
- c. Financial report, including all income and disbursements and all matters related to the purchase, sale or lease of real estate, buildings or equipment.
Page number(s) _____
- d. Annual audit of all books and records related to finances by a public accountant or a committee of church members versed in accounting procedures. (Audit must be clearly indicated.)
Page number(s) _____
- e. Report of a Nominating Committee Page Number(s) _____
- f. Report of a Committee on Representation Page Number(s) _____
- g. Summary of statistical report to the Office of the General Assembly (OGA), including all changes related to ministers and churches, e.g. ordination, receiving, dismissing and deaths of ministers; and the organizing, uniting, dividing or dissolving of churches.
Page number(s) _____
- h. Report of all Complaints or Appeals Page Number(s) _____
- I. Election of Commissioners to GA and Synod
Page number(s) _____
- j. Report of Commissioners to GA and Synod.
Page number(s) _____
- k. Is presbytery incorporated? [] Yes [] No If presbytery is incorporated, a report of the Trustees. Page number(s) _____
- l. The number and status of congregations requesting exemption under G-14.0226a-c. If there are none, it should be reported as "none." Page Numbers _____

4. General Provision(s)

_____ Minutes are bound in a matter that is consistent with the needs of both protection and accessibility.

REVIEWED BY: _____
Commissioner Name