**Session Records Review- Hudson River Presbytery**

**Name and Location of Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period covered (from date of last stamp in book through 12/31/23)**

**NOTE ON HOW TO USE THIS FORM:**

1. Clerk submitting minutes is to enter minute book page number(s) where each item will be found in Page Number(s) column and then email the completed form along with all minutes that have not yet been approved to the clerk of the congregation with which they are paired for review.   It should then be emailed, *along with a copy of your congregation’s Manual of Operations,*  to both the clerk reviewing your minutes and to Susan DeGeorge (susandegeorge@hudrivpres.org ).
2. For the clerk reviewing the minutes, a check should be put next to each item under Y (if the item is in the minutes and done correctly), N (if the item is missing from the minutes) or NA (if there is a reason **explained in the minutes** for why the item isn’t present.). The clerk reading the minutes must determine if that explanation is valid.
3. If there are no checks in the N column, the clerk reading the minutes should recommend approval without exception. If there are checks in that column, the clerk should recommend approval with exception. Please follow this criteria when deciding whether to approve minutes with or without exception.
4. The clerk reviewing the minutes should also add a note at the bottom both explaining anything done incorrectly and listing things mentioned in the minutes that are to be commended.
5. Once the minutes have been reviewed and this form has been completed by the reviewer, a copy of it should be emailed to 1)the clerk providing the minutes and 2) the Stated Clerk (susandegeorge@hudrivpres.org).  The deadline for returning the completed form is **Sunday, April 23rd, 2024.**
6. After the completed form has been returned to them, a clerk who would like their book officially stamped should email a clean copy of the last minutes page to the Stated Clerk who will stamp it and email it back for inclusion in the minute book.

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| **ITEM** | **PAGE NUMBER(S)** | **Y** | **N** | **NA** |
| **1  Date, time, place, moderator, attendance, type of meeting** |  |  |  |  |
| **2  Meeting opened and closed with prayer** |  |  |  |  |
| **3  Additions, corrections, approval of minutes recorded** |  |  |  |  |
| **4  Record of administration of sacraments (baptisms/communion)** |  |  |  |  |
| **5  Record of ordinations and installations** |  |  |  |  |
| **6  New member information accurately recorded** |  |  |  |  |
| **7  Dismissals/transfers accurately recorded** |  |  |  |  |
| **8  Evidence of election of commissioner to Presbytery** |  |  |  |  |
| **9  Evidence of report of Presbytery meeting(s) made to Session** |  |  |  |  |
| **10 Copy of annual (internal or external) financial accounting or audit included** |  |  |  |  |
| **11 Copy of approved church budget included** |  |  |  |  |
| **12 Evidence of Session review of rolls** |  |  |  |  |
| **13 Copy of annual statistical report included** |  |  |  |  |
| **14 Record of examination & training of ruling elders and deacons** |  |  |  |  |
| **15 Records of annual pastor salary review and Session record review/including note of exceptions and commendations** |  |  |  |  |
| **16 Report of pastor’s annual study leave included** |  |  |  |  |
| **17 Session minutes signed by Clerk of Session** |  |  |  |  |
| **18 Congregational meeting minutes signed by moderator and Clerk of Session** |  |  |  |  |
| **19 Evidence of completion of sexual harassment training required by NYS by all church employees** |  |  |  |  |
| **20 Copy of the congregation’s Manual of Operations, which should include originating documents, committee and staff position descriptions, current budget, personnel policies, sexual misconduct policy, child protection policy, etc. (If you are unclear what should be in your Manual of Operations please see last year’s Clerk of Session Day training, found on the presbytery website.) This Manual must be submitted along with the minutes.** |  |  |  |  |

COMMENTS ABOUT ANYTHING DONE INCORRECTLY AND/OR THINGS IN THE MINUTES THAT ARE TO BE COMMENDED: