

REVIEW OF 2022 SESSION MINUTES  
Presbytery of South Louisiana  
Checklist

<b>Name of Church</b>	
<b>Name of person submitting records</b>	
<b>Name of reviewer</b>	
<b>Date of Review</b>	

Person submitting record book, please fill in date and type of each meeting and list page number(s) for each item listed below.	DATE AND TYPE OF MEETING												
<b>SS</b> – Stated Session <b>SP</b> - Special Session <b>AC</b> – Annual Congregational <b>SC</b> – Special Congregational													
ITEMS 2-6 REQUIRED EACH MEETING													
2	Name of church, date, beginning time, place, type of all meetings. (Congregational, Session, Stated and Special)												
3	Name of Moderator presiding Opened with prayer Attestation of quorum Review, correction, adoption of minutes												
4	Names of Elders present, absent and excused <i>(session meeting)</i>												
5	Meeting closed with prayer Minutes signed by clerk (or moderator if congregational meeting)												
6	Ratification of any actions taken by session members' concurrence through e-mail voting.												
ITEMS 11-21 RECORD EACH OCCURRENCE													
7	Election of commissioners to Presbytery Meetings (G-3.0202a)												
8	Report of Presbytery Commissioners following each Presbytery Meeting. (G-3.0202a)												
9	Authorization for the Sacrament of the Lord's Supper and dates celebrated. (G-3.0201b)												

10	Authorization of baptism, date of baptism with full name (include full names of parents or guardians, if a child) (G-3.0204a)														
11	Session action to remove, or transfer members with full name (G-3.0201c)														
12	Election of the clerk by <b>session</b> including the length of term. (G-3.0104) If term is longer than one year note length and when elected here:														
13	Election of church treasurer including length of term. (G-3.0205) If term is longer than one year note length and when elected here:														
<b>RECORD THE FOLLOWING ANNUALLY</b>															
14	Minutes of Annual congregational meeting; record of approval of minutes by <b>congregational rule</b> . (G-1.0501)														
15	Minister's compensation reviewed by <b>session</b> and (when appropriate) approved by <b>congregation</b> . (G-1.0503c, G-2.0804)														
16	Record of the election of elders and deacons by <b>congregation</b> . (G-2.0401)														
17	Completion of study, preparation and examination of elders and deacons. (G-2.0402)														
18	Record of the ordination and/or installation of elders and deacons. (G-3.0201c)														
19	Approval of the Annual Statistical report to General Assembly; copy of report in minutes (G-3.0302e)														
20	Establishment of annual budget by <b>session</b> . (G-3.0113, G-3.0205)														
21	Approval of work of deacons (G-2.0202)														
22	Active Roll reviewed by session (G-3.0201c)														
23	Review of session records by presbytery. (G-3.0108a)														

**Verification of Action**

24	The Clerk will attest that the following documents are available, current and reviewed annually:	Yes	No
a.	Does the Church have a Manual of Operations? (G-3.0106)		
b.	Does the Church have a current Sexual Misconduct Policy? (G-3.0106)		
c.	Does the Church have a current Child and Youth Protection Policy? (G-3.0106)		

d.	Does the Church have Property and Liability insurance?		
e.	Does the Church have Bylaws?		
d.	If the session and/or congregation met electronically, do the by-laws specifically permit this?		

**How can the Presbytery of South Louisiana further support your work as clerk?**

**To be completed by the reviewer:**

**List all exceptions by number and sub-letters or show "NONE"**

**Reviewer's Comments for Commendation or Concern**