

To All PSL Cluster Convenors, Ministers, and Clerks of Sessions

From the Stated Clerk

Subject: Annual Review of Session Records

On behalf of the Presbytery of South Louisiana, I am requesting, for the calendar year, 2009, that our clusters again be responsible for reviewing session records and membership registers for the congregations within their respective clusters. The process will be the same as we have done in the past.

In preparation for the cluster review sessions, clerks of session will complete the form titled, REVIEW OF SESSIONAL RECORDS (Minutes and Register); by completing the chart, items 1 and 2, which documents all of the session and congregational meetings, since the last time the records were reviewed by PSL; and then by filling in items 3 through 8, providing the page number for each criteria item, as applicable to the particular church.

The clerks will then meet at a time requested by the cluster convenors, and the clerks will review each others' records, using the Checklist for Readers. The convenors will record which churches' records were reviewed, stating whether they were approved with or without exception, and will provide the reports to the stated clerk.

Convenors are asked to establish and publish a time for the review of the records, and to advise the chair of the Committee on Ministry as to the date, time, and place of the respective review.

Ordinarily, the complete report would be made during the fall presbytery meeting. In order to make a proper report to the Presbytery of South Louisiana during its fall stated meeting, all such reports should be received by the presbytery office and the stated clerk by September 21, 2009. This will allow the reports to be published in the original PSL packet.

The presbytery understands that this is just one more thing on everyone's plate, and we appreciate your efforts in assisting the presbytery comply with the review requirements of the *Book of Order*.

Please, everyone work together to prepare your records, complete the reviews, and transmit the reports as requested. Let me know if you have any questions.

Thanks sincerely,

Bill Bottomley
Stated Clerk

Checklist for Readers
Review of Sessional Records (Minutes and Register)

For _____ Presbyterian Church of _____

Please Circle the Appropriate response. NA = Not Applicable

1. Was the chart giving information on session meetings completed or explanatory notes attached?	Yes / No
2. Was the chart giving information on congregational meetings completed or explanatory notes attached?	Yes / No
3.a. Was the clerk elected for a term?	Yes / No
3.b. Was the treasurer elected for a one-year term?	Yes / No
3.c. Were the dates for the Sacrament of the Lord's Supper approved? (At least once during each quarter)	Yes / No
3.d. Was the annual budget approved by the session?	Yes / No
3.e. Were the financial reports reviewed?	Yes / No
3.f. Was an audit performed, and a copy of the audit report included in the session's records?	Yes / No
3.i. Was insurance coverage reviewed and reported, and a copy of the certificate of insurance included in the session's records? <div style="text-align: right; font-size: small;">Property Yes / No – Liability Yes / No – Flood Yes / No / NA</div>	Yes / No
3.j. Were the salaries of nonpastoral employees reviewed?	Yes / No / NA
3.k. Was the register (if separate from the minutes book) reviewed?	Yes / No
3.l. Was the annual General Assembly Statistical Report approved and summary included in the session's records?	Yes / No
4. Were the officers-elect ordained/installed during a concurrent worship service and session meeting, and are the minutes included in the session's records?	Yes / No
5.a. Were the officers-elect instructed by the session, and was this reported?	Yes / No
5.b. Were the officers-elect examined by the session, and was this reported?	Yes / No
5.c. Was the date for the concurrent worship service/session meeting, to ordain/install officers, approved by the session?	Yes / No
6. (For churches exempt from rotation), Was the exemption approved by the presbytery and noted in the session's records?	Yes / No / NA
7.a. Was a congregational nominating committee elected?	Yes / No
7.b. Were the pastor's terms of call reviewed by the session and approved by the congregation?	Yes / No
7.c. Were the names of the officers given?	Yes / No
Were the classes of the officers given?	Yes / No / NA
8. (For churches with diaconates (or who commissioned individual deacons))	
8.a. Was there a joint meeting of the session and diaconate?	Yes / No / NA
8.b. Were the minutes of the board of deacons received by the session?	Yes / No / NA
8.c. Was there a commissioning service of a deacon or deacons?	Yes / No / NA
8.d. Was there an annual review of the commissioned deacon(s)?	Yes / No / NA

Reviewed by: _____ Date: _____

3. Give the date and page number of the session meetings at which were the following actions taken:

- _____ a. the clerk (an elder) elected for a one-, two-, or three-year term (G-9.0203b);
- _____ b. the treasurer elected for a one-year term (G-10.0401);
- _____ c. the dates for the Sacrament of the Lord's Supper approved (W-2.4012a) (may be several references); must be celebrated at least quarterly;
- _____ d. the budget approved (G-10.0102i);
- _____ e. the financial reports reviewed (G-10.0401c);
- _____ f. the completed audit approved (G-10.0401d); **and copy of audit included in session records;**
- _____ i. the insurance coverage (property, flood, and personal liability) reviewed (G-10.0102o) **and a copy of the Certificate of Insurance is included in session records;**
- NA _____ j. the salaries of nonpastoral employees reviewed (G-10.0102n); (may be labeled NA for "not applicable")
- _____ k. the register reviewed (including records and dates of marriages, baptisms, ordination/installation of officers, pastoral relationships) (G-10.0302c).
- _____ l. **General Assembly statistical reports approved by session and a copy entered in session records.**

4. _____ Give date and page number of minutes for concurrent worship service/session meeting at which the officers-elect were ordained and/or installed (G-14.0101; W-4.4002; W-4.4003).

5. For churches not exempt from rotation of officers, give the date and page number for session meetings at which the following actions were taken:

- _____ a. the report on the instruction of the officers-elect (G-10.0102i);
- _____ b. the officers-elect examined (full names given in minutes) (G-14.0205);
- _____ c. the date for ordination and/or installation approved (G-10.0102i; G-14.0205).

6. _____ For churches exempt from rotation of officers, give the date and page number showing that the presbytery approved exemption (G-14.0202).

7. For congregational meetings give the date and page number for meetings at which the following actions were taken:

- _____ a. the Congregational Nominating Committee elected (G-14.0201b);
- _____ b. the terms of the pastor's call reviewed, even if the terms are not changed, and changes approved by the congregation (G-7.0304);
- _____ c. the officers (full names in minutes) elected to which class(es) (G-14.0201)

8. For churches with diaconates OR with one or more commissioned deacons:

Give date and page number for the session meeting at which the following actions were taken:

- NA _____ a. the joint meeting of the session and diaconate held (G-6.0405);
- NA _____ b. the minutes of the Board of Deacons received (G-6.0404);
- NA _____ c. the meeting at which the deacon(s) was/were commissioned (G-6.0403b);
- NA _____ d. the meeting at which the annual review of the commissioned deacon(s) was conducted (G-6.0403b).

★Please attach an explanation regarding any incomplete items or any "No."

For example, if a set of minutes was unsigned by the clerk or moderator: "[Name] moved away (or died) before signing." If the audit was not completed: "The audit committee chair had a baby prematurely." If the pastor's call was not reviewed: "Our pastor was installed less than a year ago." For 5.a. and b.: "All our newly elected officers were previously ordained."

CLERK'S SIGNATURE _____ DATE _____