



March 24, 2023

To: Clerks of Session, Presbytery of Western North Carolina

From: Cam Murchison, Stated Clerk, Presbytery of Western North Carolina

Re: Plan for Session Record Reviews in 2023

Friends in Ministry,

Thanks to all of you who were able to respond to the recent inquiry about preferences for the 2023 Session Records Review. Of those responding about 60% preferred working on the checklists at home and submitting them to the presbytery, while about 40% either preferred or were open to gathering together for the review. This latter group included several who are new to the work of a clerk.

As indicated in the previous mailing, it is not necessary that we all do the same thing. So, in 2023 we will have two occasions for those clerks who find it beneficial to gather together, while others are welcome to submit their checklists directly to the presbytery. The specifics for each alternative are as follows:

Details for In-Person Gatherings:

Clerks will bring their session minutes for 2022 (as well as any prior years that may need review). These meetings will include opportunities for clerks to ask specific questions about the work, see how other clerks have arranged their minutes, and review materials that cover many aspects of the responsibilities of clerks. At the conclusion of the session, notations will be made in your minute books indicating that the review for 2022 has been completed.

There will be two Saturdays in two different locations, meeting from 10:00 to 11:30 a.m., from which clerks may choose:

1. May 13, 2023, at Reems Creek-Beech Presbyterian Church, Weaverville, NC
2. May 20, 2023, at Presbytery Office, 114 Silver Creek Rd., Morganton, NC

You will be reminded of these opportunities approximately several weeks before each of these dates and offered the opportunity to register.

Details for Individual Completion of Session Record Review Checklist:

A copy of a revised checklist is attached. The revision of the final column clearly indicates that it is important to place dates of specific meetings and/or page references from your minutes. This is necessary to make it possible for the items to be specifically located in the minutes. It is important to use this form. (If you have already filled out an earlier version of the form, that is fine as long as dates/page references are included in the final column.)

Please return your individually completed checklist by September 9, 2023, either by email (cmurc1@gmail.com) or by mail to Stated Clerk, 114 Silver Creek Rd., Morganton, NC 28655.

Once the checklists have been received and reviewed, you will receive a notice by return mail for insertion in your 2022 minutes indicating the review for 2022 has been completed.

Please feel free to respond with any questions you may have about either of these options.

Thanks,

Cam

PRESBYTERY OF WESTERN NORTH CAROLINA - SESSION RECORDS REVIEW CHECKLIST
CHURCH NAME _____ **YEAR** _____

		YES	NO	DATES OR PAGE REFERENCES
1	Were Session meetings opened and closed with prayer? (G-3.0105)			
2	Were Session minutes read and approved? (G-3.0105 - per RRO)			
3	Were minutes signed by Clerk? (G-3.0105 - per RRO)			
4	Are the names of the Moderator and Elders presents, absent, or excused recorded for each meeting? (G-3.0104)			
5	Are date, time, and place of each meeting recorded? (G-3.0107)			
6	Is the type of meeting listed for each meeting recorded, stated or called? (G-3.0203)			
7	Was there a quorum each time business was transacted? (G-3.0203)			
8	Was the Sacrament of the Lord's Supper recorded as observed or scheduled at least quarterly during the year? (W-3.0409)			
9	Were minutes of congregational meetings included in Session minutes? (G-3.0204)			
10	Were all meetings constitutionally moderated? (G-3.0201)			
11	Did the Session meet at least quarterly? (G3.0203)			
12	If there is a Diaconate, were minutes of any joint meetings of the Session and Diaconate included in the Session's minutes? (G-2.0202) and (G-3.0204)			
13	Was the compensation of the Pastor and other full-time employees reviewed during the year? (G-2.0804)			
14	Was a commissioner (s) elected to attend meetings of Presbytery? (G-3.0202a)			
15	Was a report received concerning the attended presbytery meeting? (G-3.0202a)			
16	Do the minutes indicate the approval of an annual budget by the Session? (G-3.0205)			
17	Is the Annual Statistical Report (approved by the Session) included in the session minutes? (G-3.0204 a & b)			
18	If there is a Diaconate, did the Session review of records of the Board of Deacons during the past year? (G-2.0202)			
19	Is the church incorporated? (G-4.0101)			
20	Was an annual meeting of the corporation held, the president officiating? (G-4.0101)			
21	Did the Session receive regular reports from the Church Treasurer? (G-3.0205)			
22	Does the Session include women and men? (G-2.0101) (G-2.0401)			
23	Did the Session have a full financial review of the books and records relating to finances during the year? (G-3.0113)			
24	Has the Session developed and supervised the church school and educational program of the church? (G-3.0201c)			
25	Were congregational meetings properly called by the session and was adequate public notice of all congregational meetings given? (G-1.0502)			
26	Was an annual meeting of the congregation held? (G-1.0501)			
27	Were minutes of congregational meetings properly attested by the Clerk? (G-1.0505)			
28	Was a quorum present at the congregational meeting? (G-1.0501)			
29	Was each meeting conducted by a properly appointed Moderator? (G-1.0504)			
30	Was a representative Nominating Committee elected by the congregation? (G-2.0401)			
31	Are the following membership rolls maintained? (G-3.0204a) Baptized Active Affiliate			
32	Are the following Registers maintained? (G-3.0204b) <i>"There shall be registers of baptisms authorized by the session, and such elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary."</i>			
33	Do the Minutes of the Session reflect membership changes, ie, baptisms, marriages, receptions, dismissals, transfers, deletions? (G-3.0204)			
34	Has the session reviewed the rolls of members in the past year? (G-3.0204a)			

CLERK OF SESSION _____
REVIEWER _____
DATE _____