

**GUIDELINES
FOR
REVIEWING PRESBYTERY MINUTES**

This document is provided for the Stated Clerks of Presbyteries in the Synod of Lincoln Trails. It has been affirmed by the group and revised at the group's annual meetings. This list is more inclusive than the Book of Order requirements, but it is believed it will produce minutes which provide a better historical perspective of the presbytery's work and mission. The clerks have agreed they were willing to have their own minutes reviewed according to this checklist.

The group's decision was to request each clerk to bring the bound volume for review. If possible, the inside margin on each page be at least one inch in width. This checklist should be completed with the page numbers to assist the readers at the annual meeting.

Presbytery _____

Stated Clerk _____

I. ROUTINE MATTERS RELATED TO EVERY MEETING

1. Date, hour, and place of meeting: _____
2. Type of meeting (i.e., special, stated, adjourned) and person presiding: _____
3. Opening with prayer and closing with prayer: _____
4. Preaching of the Word and Lord's Supper (G-9.0301): _____
5. Record of the proper call for a special meeting (G-11.0201): _____
6. Attestation of a quorum (G-11.0202): _____
7. Roll of Presbytery:
 - a. Roll of Ministers and Elders for Stated Meetings showing those present, absent, and excused (Special meetings need only record those present) _____
 - b. Churches represented by elders and churches not represented _____
 - c. Corresponding members with identification of denominations, presbytery, conferences, classes (G-11.0103) _____
8. Approval and inclusion of docket: _____
9. Approval of minutes: _____

**II. REPORTS OF MATTERS WHICH MAY OCCUR
IN MOST PRESBYTERY MEETINGS**

10. Reports of Council: _____
11. Actions taken on reports of Committees, Divisions and Task Forces _____

- 12. Nominating Committee reports
 - a. Opportunity for nominations from the floor _____
 - b. Nominations from the floor _____
 - c. Election results _____
 - d. Election of Commissioners to higher governing bodies _____

- 13. Committee on Ministry: actions of presbytery regarding
 - a. Original call, terms, and effective date _____
 - b. Equal Employment Opportunity _____
 - c. Changes in terms of call _____
 - d. Dissolution _____
 - e. Annual listing of ecclesiastical status of all members _____
(G-11 .0407)

- 14. Committee on Preparation for Ministry
 - a. Candidates/Inquirers received by Presbytery and enrolled _____

- 15. Board of Directors Reports/Actions
 - 1. Election of, or provision for, corporate officers. _____
 - 2. Report of approval of sale, mortgage, or lease of property _____
 - 3. Report of loans approved. _____

- 16. Date, time, and place of next meeting _____

- 17. Minutes attested by Stated Clerk's signature _____

- 18. All pages (including appendices) numbered sequentially _____

- 19. Record of the actions of administrative commissions relative to _____
ordinations and installations (identification of ecumenical participants)

- 20. Record of actions of other administrative commissions _____

- 21. Presbytery action regarding session minutes (G-11.0103 x.) _____

III. REPORTS OF MATTERS WHICH OCCUR ANNUALLY

- 22. ~~Presbytery's action on stated clerk's report to the Presbytery on
Synod's review of Presbytery's minutes in the stated clerk's report to presbytery; if needed,
presbytery's action to correct an exception in the minutes.~~ _____

- 23. Record in the minutes that the *annual* Audit has occurred. _____

- 24. ~~Notation of report at least annually of the executive regarding the
condition and progress of the church within its bounds including
strategy for mission development and ecumenical relationships.~~ _____

- 24. Permanent Judicial Commission:
 - a. properly elected _____
 - b. complaints and charges and specifications referred _____
 - c. decisions received and reported _____
 - d. appeal filed _____

- 25. Report of the Committee on Preparation for Ministry of annual consultation with candidates (G-14.0309 a.) _____
- 26. Balancing of elder commissioners (G-11.0101 b.) _____
- 27. Inclusion of reserve roster for Permanent Judicial Commission (D-5.0206b) _____
- 28. Notation of Presbytery action on G.A. Overtures _____

IV. GENERAL MATTERS

- 30. Avoidance of sexist language: _____
- 31. Avoidance of footnotes, erasures, and inserted papers. Blank pages or portions there of should be avoided or crossed out. _____
- 32. Record of consultations with other governing bodies, if applicable: _____

PLEASE NOTE: Current Standing Rules or By-Laws should be included in the front of the current bound volume of minutes.

Reviewed by: _____

Date: _____

Approved: _____

Approved with minor exceptions:
(list exceptions)

Approved with comments:

Not approved: _____