PRESBYTERY OF WYOMING

2026 SESSION MINUTES REVIEW

Clerk of Session's Checklist

Church _____ City _____

Clerk of Session _____

Clerk's Contact: Phone _____ E-mail _____

Use this checklist as a guide for the preparation of the session minutes book and the church register, and as a basis for the annual review of session minutes by the presbytery (G-3.0107; G-3.0108a). References are to the Book of Order (G/W-#.####), Roberts' Rules of Order (RR), or the Presbytery of Wyoming Administrative Manual Policies & Procedures (P&P).

Using the Session minutes from **2026**, find an example of each item in the minutes and mark 'Y' if it was done *and* the page number. If it was required and not done, mark 'N'. If it does not apply because it was not required, mark 'NA'. **Only one example of each item is necessary**. For some items, simply circle **YES or NO** to indicate whether or not it was done. Leave the "R" column blank for the reviewer. **#38 - #46** refer to permanent records/files and copies do not need to be provided….simply circle **YES or NO** to indicate the status of each.

Provide the completed checklist, along with your minutes and documents, to the Stated Clerk by June 1, 2027. Send them by email or USPS to 7703 Hawthorne Dr, Cheyenne WY 82009. For questions or help, contact the Stated Clerk, Rev. Kellie Thomson at 818-912-1590/ klt@presbywy.org.

Use the space below for any notes or comments you have for the reviewer, including explanations concerning special circumstances, missing items, questions, etc.:

For Session Meeting Minutes

1. Session meetings are held at least quarterly. (G-3.0203)	YES	NO	
For *Every* Session Meeting:	**Y/N/NA**	**PAGE #s**	**R**
2. Record the **date**, **time**, and **place** of each meeting, state that a **quorum** is present, and state whether it is a "**stated**" or "**special**" meeting (G-3.0105, G-3.0203, RR)			
3. Record the names of **moderator** and teaching and ruling elders ***present and absent*** (RR)			
4. Record the opening and closing of each meeting with prayer (G-3.0105)			
5. Record the approval of the docket (if required)			
6. Record the approval of minutes of the previous meeting(s) (RR)			
7. All session minutes are attested to by the clerk of session or clerk *pro tem* (RR)			
For *Special* Meetings *of* Session:	**Y/N/NA**	**PAGE #s**	**R**
8. Minutes of special meetings *indicate purpose and who called* the meeting (G-3.0203) (RR)			
9. Items covered during special meetings *are limited to* those listed in the call for the meeting (G-3.0203, RR)			
***ANNUAL* Session Actions to be Recorded:**	**Y/N/NA**	**PAGE #s**	**R**
10. Session's authorization of the Lord's Supper with dates, to be held at least quarterly (G-3.0201b; W-3.0410)			
11. Celebrations of the Lord's Supper with persons who are hospitalized or isolated from public worship **along with** name(s) of those authorized to serve communion (W-3.0410)			
12. Examination and training of new elders and deacons (G-2.0402)			
13. Ordination and installation of new elders and deacons (G-2.0402; G-2.0403)			
14. Election of a commissioner to presbytery (G-3.0301, G-3.0202a)			
15. Reports from presbytery meetings presented to the session (G-3.0202a)			
16. Review of membership rolls**, including** Session authorization (vote) to delete or transfer members (G-3.0204; G-3.0201c)			

17. The approval of the annual budget *(budget inserted into the minutes)* (G-3.0113, G-3.0205)			
18. The approval of the annual statistical report *(report inserted into the minutes)* (G-3.0202f)			
19. Evidence of supervision of Deacons (G-2.0202;G-3.0201)			
20. Review of minister(s)' terms of call (G-2.0804)			
21. Review of the financial report reflecting income, expenses and balance (G-3.0205c)[1]			
22. Results of an annual review of treasurer's records (G-3.0113)			
23. Review of adequacy of insurance policies (G-3.0112).			
24. Report of date insurance coverage sent to Presbytery (P&P 5.01)			
25. Results of presbytery's review of session minutes and records with/without exceptions (G-3.0108a)			
***OCCASIONAL* Session Actions to be Recorded:**	**Y/N/NA**	**PAGE #s**	**R**
26. Election of and term for Clerk of Session (G-3.0104)			
27. Election of and term for Treasurer (G-3.0205)			
28. Session examination and reception of new members and method of joining (baptism, reaffirmation of faith, letter of transfer) (G-1.0303; G-3.0201c)			
29. Session authorization of baptisms along with dates and full names and place of baptism (G-3.0201b; W-3.0403)			
30. Decisions/Actions *by Session* regarding church property (G-4.02; P&P 5.02)			
31. Decisions/Actions *by Presbytery* regarding church property (G-4.02; P&P 5.02)			
***Congregational* Meetings and Minutes**	———	———	—
32. A congregational meeting is held as least annually (G-1.0501)	YES	NO	
33. Business transacted at *special* meetings is limited to items specifically listed in the call for the meeting (G-1.0501)	YES	NO	
———	**Y/N/NA**	**PAGE #s**	**R**
34. Record a quorum is present (G-1.0501)			
35. **ANNUAL** Report of existence of, and changes to, Sexual Misconduct Policy *and* Child/Youth Protection Policy (P&P 2.04)			
36. Election of members of the Nominating Committee by the congregation (G-2.0401)			

[1] At least once a year, although some churches require this report at every meeting.

37. Ecclesiastical business transacted is limited to matters allowed in G-1.0504:	_____	_____	___
a. Electing ruling elders, deacons, trustees			
b. Calling a pastor, co-pastor, or associate pastor			
c. Changing existing pastoral relationships, including changes in terms of call (terms are listed in minutes)			
d. Buying, mortgaging, or selling real property			
e. Requesting the presbytery to grant an exemption as permitted in the Book of Order (G-2.0404)			
f. Approving a plan for the creation of or, amending or dissolving a joint congregational witness (G-5.05)			
g. Receiving a disciplinary decision against a member of the congregation as required by D-9.0102			
38. Corporate business including changes to the congregation's by-laws (G-1.0503)			
For All Minutes:	___	___	___
39. Corrections, interlineations, footnotes or marginal notes are initialed by the clerk. Blank pages are ruled out	YES	NO	___
40. Minutes are continuous on numbered pages year to year	YES	NO	___
Registers & Rolls:	___	____	___
41. Membership rolls of baptized, active, and affiliate members are current (G-3.0204a)	YES	NO	___
42. Registers of baptisms authorized by session, of ruling elders and deacons, and of installed pastor(s) with dates of service, are current (G-3.0204b)	YES	NO	___
Manuals & Policies:	___	____	___
43. A Manual of Operations has been approved (G-3.0106)	YES	NO	
44. Sexual Misconduct Policy has been approved and filed with the Presbytery (G-3.0106, P&P 2.04)	YES	NO	___
45. Child & Youth Protection Policy has been approved and filed with the Presbytery (G-3.0106, P&P 2.04)	YES	NO	
46. Harassment Policy has been approved (G-3.0106)	YES	NO	
47. Antiracism Policy has been approved (G-3.0106)	YES	NO	___

REVIEW[2] BY PRESBYTERY OF WYOMING STATED CLERK

Comments:

_____ approved WITHOUT exception

_____ approved WITH exceptions:

_____

_____

_____

_____

Signed _____ Date _____

Rev. Kellie Thomson, Stated Clerk, Presbytery of Wyoming

[2] This review is to be reported to the Session, and recorded in the minutes, indicating approval with or without exceptions and listing any exceptions.