**Annual Clerk of Session Minutes Attestation Form/Seattle Presbytery – Effective November 1, 2020**

Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clerk of Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_\_\_\_\_

By checking below, I confirm that all minutes for the calendar year above have been submitted to the Stated Clerk for review pursuant to G-3.0108(a), and that I have reviewed and understand the following.

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|  | < Check box to confirm that the minutes of every meeting were taken with the following in mind: |

A guiding principle of minutes is that they… “[S]hould contain mainly a record of what was done at the meeting, not what was said by the members.” RONR 12th, Section 48:2. Also, I understand that no meeting can occur without proper notice, and that the following should be recorded in every set of minutes:

>Name of body (session or congregation), name of moderator and clerk, for session list all elders present or absent, and confirmation that a quorum was present;

>Date & time of meeting start/adjournment, whether regular or special, and whether opened and closed in prayer;

>The place where the meeting was held or, if electronic, whether held via e-mail, Zoom, or other technology;

>Approval of the minutes of the previous meeting, by vote or rule;

>Name of motion maker, that motion was seconded (Don’t name seconder), whether it passed or failed, with no remarks or discussion recorded (Note: Be aware of motions that require 2/3 passage. Motions from committees require no 2nd.);

>List & save reports [Note: A motion to “receive” or “adopt” reports is not necessary. RONR 12th, 51:15-16];

>Record name & subject of guest speakers (Note: Do not summarize remarks);

>Record any action by session to approve church events, contracts, or other matters (Action = Motion/Resolution);

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|  | < Check to confirm the minutes reflect the following (See section below this for uncompleted items): |

**Quarterly:**

> Session has met at least quarterly [G-3.0203];

>The dates of Communion [G-3.0201(b)];

**Annually:**

>Church budget was approved by session [G-3.0203];

>Report of all financial activity made to session by Treasurer [G-3.0205];

>Financial review was conducted and is on file [G-3.0113];

>Review of pastor(s) terms of call, with any changes recorded [G-2.0804];

>Annual WA corporate report/renewal [G-4.0101][https://www.sos.wa.gov/corps/nonprofitcorporations.aspx]; and

>Insurance policy renewals [G-3.0112];

>Review of membership roll, any names purged, and any counseling of those in neglect [G-3.0201(c)];

>An annual statistical report submitted [G-3.0202(g)];

>That a deacon & elder nominating committee was elected at congregational meeting [G-2.0401];

>Election & installation of deacons and elders [G-2.0402 & G-1.0503];

>Updated record deacons, session and officers, stating their terms [G-3.0104 & 0205];

**As They Occur:**

>New members recorded in the church roll [G-3.0204];

>Baptisms recorded [G-3.0201(b)];

>Save records relating to any disciplinary proceedings [D-10.0000];

>Presbytery’s permission was obtained to sell, mortgage, encumber, or lease church property [G-4.0206];

>Commissioners elected to attend presbytery meetings [G-3.0202(a)]\*;

>Update and maintain a record of current governing documents, including bylaws and manual of operations [G-3.0106]

>Update and maintain a record of church’s Sexual Misconduct Policy and Youth Protection Policy [G-3.0106];

>Any change in bank accounts and/or authorized signatories re same;

>Session approval of children and youth instructors/leaders; and

>Authorization of weddings on church property [W-4.06, *et seq*.].

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|  | <Check if you can access the current Book of Order (http://index.pcusa.org/nxt/gateway.dll?f=templates$fn=default.htm) |

|  |  |
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|  | < Check if there are uncompleted items requiring correction, or which cannot be corrected |

For any of the items above that were not done, and could not be corrected, please provide a brief explanation below the signature line of what the item is, when it occurred (if relevant), and why it could not be corrected.

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*Signature – Clerk of Session*

*\*When ordained elders agree to,* ***“[S]hare in government and discipline, serving in councils of the church****….” Our representative form of church governance requires representatives from all churches to regularly participate in order for the system to work. Please encourage the elders on session, or elders retired from session, to be elected by session to serve as commissioner(s) at presbytery meetings.*