



**C. Items On a Regular Basis**

We are providing two copies of this page to record a full year of meetings.

Date of Meeting								
Page Number								
15. Date, time, and place of meeting								
16. Type of meeting								
17. Special meeting's purpose stated								
18. Full names of those present, absent, excused								
19. Meeting opened with prayer								
20. Approval of previous minutes								
21. Financial summary since last meeting								
22. Approval and celebration of Lord's Supper								
23. Approval and celebration of Baptism, names								
24. Reports adding or deleting members								
25. Reports from presbytery commissioners								
26. Meeting closed with prayer								
27. Clerk's signature								

**\*\*\* Please list the date of each meeting across the top and the page numbers for each item under each date column \*\*\***

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**D. Recording Congregational Minutes**

- \_\_\_\_\_ 28. Do the minutes show the meeting to be either the annual meeting or a special meeting? \_\_\_\_\_
- \_\_\_\_\_ 29. Do the minutes report a quorum present? \_\_\_\_\_
- \_\_\_\_\_ 30. Are the minutes signed by the secretary? \_\_\_\_\_
- \_\_\_\_\_ 31. If a special Congregational Meeting, do the minutes record the purpose for which the special Meeting was called? \_\_\_\_\_
- \_\_\_\_\_ 32. Is the church currently the recipient of a loan from General Assembly, Synod, or Presbytery, AND, if so, are the facts of current obligations included in the annual congregational meeting? \_\_\_\_\_

**E. Keeping The Church Register**

33. Is the *Church Register* kept in a Presbyterian-approved book? \_\_\_\_\_
34. Are the records in the *Register* current? \_\_\_\_\_
35. Do matters contained in the *Register* agree with the relevant matters recorded in the Session minutes? \_\_\_\_\_
36. Are the following rolls included and properly recorded?
- a. Chronological Roll of Members \_\_\_\_\_
  - b. Alphabetical Roll of Members \_\_\_\_\_
  - c. Roll of Affiliate Members \_\_\_\_\_
  - d. Baptized Members' Roll \_\_\_\_\_
  - e. Register of Baptisms \_\_\_\_\_
  - f. Register of Installed Pastors \_\_\_\_\_
  - g. Elders and Deacons Register \_\_\_\_\_

