

CLERK OF SESSION'S INDEX SHEET _____ Calendar Year _____

(Name of Church)

(To be made a part of the Sessional Records and to be placed at the beginning of the Minutes of the Year)

1. Session Meetings: Put date of minutes approved in ().
List dates of Called and Stated Meetings.

Jan _____() Feb _____() Mar _____() Apr _____()
 Jan _____() Feb _____() Mar _____() Apr _____()
 Jan _____() Feb _____() Mar _____() Apr _____()

 May _____() Jun _____() Jul _____() Aug _____()
 May _____() Jun _____() Jul _____() Aug _____()
 May _____() Jun _____() Jul _____() Aug _____()

 Sep _____() Oct _____() Nov _____() Dec _____()
 Sep _____() Oct _____() Nov _____() Dec _____()
 Sep _____() Oct _____() Nov _____() Dec _____()

2. Representatives to Presbytery meetings during the year:

Presbytery Commissioner:

Please include separate page(s) as needed to list all elder commissioners to each presbytery meeting.

Winter (Feb.) Elder(s) _____ Date elected _____ **Date reported to Session** _____
 Summer: (Jun.) Elder(s) _____ Date elected _____ **Date reported to Session** _____
 Fall: (Oct.) Elder(s) _____ Date elected _____ **Date reported to Session** _____

3. Session Approval or Election of:
- | | Date | Page |
|---|-------|-------|
| • Budget for the year (See Book of Order G-10.0102i) | _____ | _____ |
| • Deacon's Minutes (See Book of Order G-10.0102m) | _____ | _____ |
| • Election of Treasurer (See Book of Order G-10.0401) | _____ | _____ |
| • Election of Clerk (See Book of Order G-9.0203b) | _____ | _____ |

4. New Elders and Deacons Elected and Examined during the year:

(If number of officers is larger than 6, please use separate page(s) as needed)

Name of Elders	Date Examined	Page	Names of Deacons	Date Examined	Page
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. What rolls and registers are kept by your session? (see Book of Order G-10.0302)

- | | |
|--|--|
| <input type="checkbox"/> Baptized members roll | <input type="checkbox"/> Active members roll |
| <input type="checkbox"/> Inactive members roll | <input type="checkbox"/> Affiliated members roll |
| <input type="checkbox"/> Marriage Register | <input type="checkbox"/> Baptism Register |
| <input type="checkbox"/> Elders Register | <input type="checkbox"/> Deacons Register |
| <input type="checkbox"/> Pastor Register | |

6. Annual review of church rolls, from previous calendar year, reported on page _____.
(see Book of Order G-5.0502)
Statistical Report Completed on _____ (date)

7. Annual review of all financial records (see Book of Order G-10.0401d)
Completed on _____ Reported on page _____.
Composition of audit committee or name of auditing firm found on page _____.

8. Composition of Session (see Book of Order G-10.0300)
Page wherein described _____

9. Do you have a rotation system for your Session? Yes ____ No ____
for your Diaconate? Yes ____ No ____
(see Book of order G-14.0201)

10. Do your Session and/or Diaconate conform to the requirements of electing from the congregation "men and women from among its active members giving fair representation of all ages and of all racial ethnic members of that congregation"? Yes ____ No ____
(see Book of Order G-14.0201)

11. If your answers to number 9 or 10 above are "No", has your Session applied for a waiver of the requirement? Yes ____ No ____ What date was waiver granted by Presbytery?
_____ (see Book of Order G-14.0202)

12. Congregation meetings held during the year
(i.e., Nominating Committee, Officer Election, Terms of Call Review, Annual Meeting)

	Date	Page	Business Conducted
a.)	_____	_____	_____
b.)	_____	_____	_____
c.)	_____	_____	_____
d.)	_____	_____	_____

13. Please note on an additional sheet(s) any important changes in the year which might be of interest to the Presbytery.

(Prepared by)

(Clerk's signature)

(Date)

