

**INSTRUCTIONS FOR COMPLETING THE CHECKLIST FOR 2023 MINUTES
and what to bring on the day of the Review of Records in April 2024.**



NEW ITEMS RECENTLY ADDED TO THE CHECKLIST:

- #47d (d) Provide a copy of the certificate of Insurance, including worker’s compensation Insurance. (G-3.0112) – Newly added in 2024
- #46 Note minute entry for 2023 that shows that the church has complied with CA Law AB 506 (Youth Service Organizations: Mandated Reporter Training, 1/2023); Live Scan Background Check (1/2024)
- #45 Note minute entry for 2023 that shows that the churches with 5 and more employees have complied with CA Law SB 1343 (Sexual Harassment Prevention Training)

GENERAL INSTRUCTIONS:

1. Print the Checklist. Although it is not required, you may find it helpful to print the Checklist in color so that you can see which items are cautions and which are exceptions.
2. Find an occurrence in your Minute Book of each item listed and write the page number in the page number column to the right.
 - a. Do NOT circle the Y or N. That is for the reviewers to use at the event.
 - b. It is **very** helpful to place stickie notes in your Minute Book indicating the item number from the checklist so that reviewers can easily find the minute entry. This is referred to as tabbing your minutes.
3. Add the page numbers for items 4-33, 35, 46-47a, b, c, and at the end of the form where you indicate the first and last page for 2023 minutes.
4. If an item does not apply, write N/A in the page number column. This mostly applies only to #26-27, 29-32 and 35.

WHAT TO BRING TO THE REVIEW:

2. Books containing 2023 Session and Congregational Minutes, with current copy of Standing Rules/Bylaws and Articles of Incorporation in the front.
3. Church Register
4. Checklist for 2023 Minutes completed with page numbers. The Presbytery will collect your checklist so please be sure to make a copy for your files
5. Requested documents (see below)

PROVIDE A COPY OF THE FOLLOWING DOCUMENTS FOR THE PRESBYTERY’S FILES:

| Checklist # | Description | Page Number in Minute Book | Copy of Document | Letter from Treasurer on Church Letterhead |
|--------------------|---|-----------------------------------|-------------------------|---|
| # 41 | “Filed” stamped copy of current Secretary of State Nonprofit corporation letter - Form SI-100 – “Statement of Information,” State of California | No | Yes | No |
| # 42 | Statement from church treasurer verifying timely payment and filing of payroll taxes and payroll tax returns for the review year | No | No | Yes |
| #47c | Statement from church treasurer verifying timely payment of insurance premiums. | No | No | Yes |
| #47d | Provide a copy of the Certificate of Insurance, including Worker’s Compensation insurance. | No | Yes | No |

PROVIDE A COPY OF THE FOLLOWING DOCUMENTS FOR THE PRESBYTERY'S FILES, ONLY IF THERE HAVE BEEN CHANGES IN THE LAST YEAR. Please do not bring copies of these documents if they have not been updated in the last year. Call to the Presbytery office to find out if the most recent copies of these documents for your church are on file.

- #39 Standing Rules/Bylaws
- #40 Articles of Incorporation
- #43 Sexual Misconduct Prevention Policy – this relates to church employees
- #44 Child and Youth Protection Policy – this relates to children's and youth ministries of the church and the people, both paid and volunteer, who work with them

Please note the following from G-3.0106 of the Book of Order: “All councils shall adopt and implement a Sexual Misconduct Prevention Policy and a Child and Youth Protection Policy.” Please contact your insurance company if you need assistance in determining if you have both these required policies in place.

AFTER THE REVIEW:

As you leave the review, be sure you have the “yellow” copy of the Decision of the Administrative Commission. That Decision is what you report to your Session at the next meeting. You will NOT be receiving a letter from presbytery with the decision.

FOR YOUR INFORMATION

SUGGESTIONS:

- It is recommended that your church's annual report be included in your Session minute book.

HERE ARE SOME SAMPLE MOTIONS/MINUTES ITEMS:

#8 – motion for receiving a financial review by session:

By proper motion, the session received the report on the review of the 20__ financial records of <your church name> by <name of elder>, representing the Review Committee, that indicated that the records are in order in conformity with generally accepted accounting principles.

Then include a summary of the financial review in the minutes

#28 - oversight of worship, preaching, sacraments and nurturing:

Below is G.3.0201 from the Book of Order. Cite examples in your minutes of any of the following:

... the session has responsibility and power to:

a. *provide that the Word of God may be truly preached and heard.* This responsibility shall include providing a place where the congregation may regularly gather for worship, education, and spiritual nurture; providing for regular preaching of the Word by a minister of the Word and Sacrament or other person prepared and approved for the work; planning and leading regular efforts to reach into the community and the world with the message of salvation and the invitation to enter into committed discipleship; planning and leading ministries of social healing and reconciliation in the community in accordance with the prophetic witness of Jesus Christ; and initiating and responding to ecumenical efforts that bear witness to the love and grace of God.

b. *provide that the Sacraments may be rightly administered and received.* This responsibility shall include authorizing the celebration of the Lord's Supper at least quarterly and the administration of Baptism as appropriate, in accordance with the principles of the Directory for Worship; and exercising pastoral care among the congregation in order that the Sacraments may be received as a means of grace, and the congregation may live in the unity represented in the Sacraments.

c. *nurture the covenant community of disciples of Christ.* This responsibility shall include receiving and dismissing members; reviewing the roll of active members at least annually and counseling with those who have neglected the responsibilities of membership; providing programs of nurture, education, and fellowship; training, examining, ordaining, and installing those elected by the congregation as ruling elders and deacons; encouraging the graces of generosity and faithful stewardship of personal and financial resources; managing the physical property of the congregation for the furtherance of its mission; directing the ministry of deacons, trustees, and all organizations of the congregation; employing the administrative staff of the congregation; leading the congregation in participating in the mission of the whole church; warning and bearing witness against error in doctrine and immorality in practice within the congregation and community; and serving in judicial matters in accordance with the Rules of Discipline^f.

47 a – including proof of insurance, including name of insurance carrier and coverage amount:

By proper motion, the session confirmed that the Church's 20__ insurance is provided by <insert name of insurance carrier> Brokers with coverage in the amount of \$<insert amount> property limits, Liability of \$\$<insert amount> general aggregate, \$\$<insert amount> Sexual Misconduct, \$\$<insert amount> general liabilities and a \$\$<insert amount> umbrella at a cost of \$\$<insert amount>.

Alternatively, after the motion to confirm, you could insert the declarations page of your insurance policy into your minutes