



**CHECKLIST FOR THE REVIEW OF
PRESBYTERY MINUTES**

DRAFT for use in Summer 2024

*As revised _____ by Presbytery Stated Clerks
in the Synod of the Pacific
and reviewed by the Synod Stated Clerk as of
__8/24__.*

Citations from Book of Order 2023-2025

PAGES ARE YEAR-MONTH-PAGE Minutes are 2023-901 through 2023-951 & 2024-301 through 2024-340

Presbytery reviewed __NEVADA____ Stated Clerk of Pby reviewed _____ Christy Ramsey _____

Dates of Minutes Reviewed __September 2023_ And __March 2024_____

Date of Review _____ Reviewer Name/Pby _____

(Stated Clerk of Presbytery being reviewed, please, indicate page numbers of minutes or other records on lines provided.)

Required Formatting

The following formatting for Presbytery minutes is required:

Shall include the date, time, and place and/or mode of meeting (electronic, hybrid) of the presbytery meeting; identification of the person presiding and the clerk; and whether it is a "stated," "adjourned," or "special" meeting. (RONR, 12th ed., 48:4 1)-4); G-3.0105)

2023-901 2024-301 _____ _____ _____ _____

Shall include the call of any special presbytery meeting, the names of those requesting or concurring in the call, and the statement of purpose for the meeting. (G-3.0304)

__NONE _____ _____ _____ _____

Shall include that each meeting was opened and closed with prayer. (G-3.0105)

2023-903 2023-925 2024-304 2024-313 _____ _____

Shall keep the roll of members and commissioners in attendance. (G-3.0104)

2023-901ff 2024-301ff _____ _____ _____ _____

Shall include action taken on all main motions, motions to take up a main question again, and, on any secondary motions that are needed for completeness or clarity. (RONR 12th ed. 48:4 6)-7)

_Most pages _____

Shall include the hour of adjournment in the last paragraph of the minutes. (RONR 48:4 12)

_2023-925 2024-313 _____

Shall include the signature of the person who took the minutes (ordinarily the clerk- G-3.0104). (RONR12th ed., 48:7)

_2023-926 _2024-313 _____

Shall include the date of minutes approval below or beside the signature of the clerk(s) with the clerk’s initials (RONR 12th ed., 48:14)

_2024-309 2024-313 _____

Reporting Requirements

The following matters, as applicable, shall be reported in the minutes:

1. Shall report the decisions and/or actions of bodies to which Presbytery authority has been delegated, including trustees and committees (G-3.0307 last paragraph)

_2023-913 2024-307 _____

2. Shall contain actions (or reports of actions) on the establishment, change and dissolution of pastoral relationships (G-2.0502) [*report on the annual review of terms of call and shall report on changes in terms of call of ministers of Word & Sacrament, annually*]. (G-3.0303(c), G-3.0301a and G-3.0307 last paragraph)]

_2023-923 2024-305 _____

3. Shall review or, if delegated, shall report on review of ministers in validated ministry, annually. (G-2.0503a, G-3.0307 last paragraph)

_2024-312 _____

4. Shall review or, if delegated, shall report on review of members-at-large, annually. (G-2.0503b, G-3.0307 last paragraph)

Done 9/2024 it has been a multi-year process to get COM to do this.

5. Shall report the names of ministers of Word & Sacrament not engaged in validated ministry or unable to fulfill the criteria for membership-at large and not retired, in accord with G-2.0508, annually. (This is a review of ministers with occupation code 795.)

We have no 795 ministers _____

6. Shall review or, if delegated, shall report on review of commissioned ruling elders, annually (G-2.1001, G-3.0307 last paragraph)

Done 9/2024 it has been a multi-year process to get COM to do this.

7. Shall report a roster of PJC members whose terms have expired within the past six years annually (D-3.0602b).

2023-908 _____

8. Shall provide a full financial report, at least annually or per Presbytery provision. (RONR, 12th ed., 48:21)

2023-944ff 2024-332ff _____

9. Shall report the decisions of the Permanent Judicial Commission and other related judicial actions (D-5.1003, D-9.0102)

None _____

10. Shall report the decisions and/or actions of all Administrative Commissions, as applicable. (G-3.0109)

2023-907 2023-307 _____

Required Actions

The following actions, as applicable, shall be taken by the Presbytery and evidence provided of same:

Action	Evidence	Reviewer Initials
Shall organize the Presbytery as a corporation and provide evidence of current incorporation status. (G-4.0101)	2023-911 2023-942, 2023-943	
Shall establish a rule regarding the Committee on Representation. (G-3.0103).	Manual 5.0600	

Shall adopt and communicate how the presbytery has addressed the issue of numerical parity of ministers of Word & Sacrament and ruling Elders, periodically. (G-3.0301)	2023-933 2023-325	
Shall adopt a manual of administrative operations. (G-3.0106)	2023-908	
Shall adopt and implement a sexual misconduct policy, a child and youth protection policy, a harassment policy and an antiracism policy. (G-3.0106)	2024-310 Manual, p.18 Sex Misc Manual, p.25 Anti-Racism	
<i>Harassment approved 9/2024, Child & Youth Protection scheduled for next meeting 3/2025</i>		
Shall establish minimum compensation standards for pastoral calls, Certified Christian Educators and Certified Associate Christian Educators within the Presbytery. (G-3.0303c)	2024-308 Manual, p. 15 (partial)	
Shall authorize the annual or more frequent celebration of the Lord's Supper for the presbytery and for other entities within its bounds. (G-3.0301b)	2023-911	
Shall obtain property and liability insurance coverage. (G-3.0112)	2023-935	
Shall adopt a budget, annually. (G-3.0106 and G-3.0113)	2023-944	
Shall conduct a full financial review, annually. (G-3.0113)	2023-937	
Shall review Session minutes, annually or biennially. (G-3.0108a and G-3.0305)	2024-321	
Shall elect Synod and GA commissioners and receive their reports, periodically. (G-3.0302a) NOTE: Synod commissioners are to be elected prior to each October meeting of Synod; Synod meets two times a year, in May and October. GA commissioners are to be elected by the end of odd-numbered years; GA meets biennially, in the summer of even-numbered years.]	No GA this time. Whoops. Need to nag the Synod Commissioners	
Shall report on Synod review of Presbytery minutes, annually or biennially. (G-3.0108 and G-3.0305; G-3.0302.c)	2023-907	
Shall elect ruling elders and ministers of Word & Sacrament to be readers of standard ordination examinations. (G-3.0302b)	2023-920	
Shall send to Synod and General Assembly statistical and other information according to the requirements of those bodies, annually. (G-3.0302e)	2023-321	

Shall vote on and transmit those votes to the General Assembly's Stated Clerk on proposed amendments to the Constitution from the General Assembly, biennially. (G-6.04d)	(Did this in March 2023)	
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Best Practices

The following practices are recommended for clarity:

1. Should be formatted and stored in a manner that is consistent with the needs of both protection and accessibility.
2. All pages should be numbered.
3. May include page headers with presbytery name, meeting date, location, and page number, to aid in keeping pages in order and indicate location of extracts.
4. May include a list of appendices to each set of minutes. These may be inserted below the clerk's signature. Appendices may include the same headers as the body of the minutes, so it is clear where they are located within the minutes.

Reminders

The following are occasional actions for presbytery approval:

Shall vote on any requests for exemptions for congregational officers' terms, as applicable. (G-2.0404)

Shall vote on any congregational requests to sell, mortgage, or otherwise encumber any of its real property, or any lease of real property used for purposes of worship or for longer than five years. (G-4.0206)