

**2020 Reading of
2019 SESSION MINUTES**

YLW

EACH YEAR THE FOLLOWING SHOULD BE INCLUDED IN THE SESSION MINUTES:

	Requirement	Page Numbers	✓
	The administration of the Sacrament of the Lord's Supper shall be recorded at the next regular meeting. When the Sacrament has been administered privately, the names of those assisting should be noted. G-3.0201b, W-2.4012		
	Baptisms of adults and children shall be recorded at the next regular meeting. G-3.0201		
	The <u>full names of applicants for church membership</u> shall be recorded: <u>Married females</u> - the maiden name, and wife or widow of.../ <u>Minors</u> (under the legal age of 18) - son or daughter of... G-3.0204a		
	The name of the church from which persons are received by <u>certificate of transfer</u> shall be recorded and the full title of the church to which a certificate of transfer is granted and the full name of the person with the <u>date of dismissal</u> shall be recorded. G-3.0204a		
	All <u>Congregational Meetings</u> shall be recorded in the Minutes Book. They may be approved at the next stated session meeting or by a committee and reported to Session. They shall be signed by the <u>Moderator and the Clerk</u> . G-1.0501		
	All <u>marriages</u> --the place, date and time, names of contracting parties shall be recorded.		
	All <u>deaths</u> --full name, date of death, place of burial shall be recorded.		
	Miscellaneous exceptions.		
	The minutes shall include a statement that the minutes of Session and register have been examined and reviewed by Presbytery.		
	It shall be reported in the minutes that all clergy and staff, and volunteers who work with children, have completed the required background checks and training to be in compliance with the Pennsylvania State Child Protection Laws. G-3.0108a; G-3.0202f		

READING SITE _____

RECORD READING REPRESENTATIVE _____

APPROVAL CODE _____

Please Include Page Number(s) with Exceptions