

ATTENTION: CLERK OF SESSION

To facilitate the review process, please provide the following information and place this sheet in the front of the session minute book.

<u>Subject</u>	<u>Page Numbers</u>
Last review by Reading Committee	_____
Election of Commissioners to Presbytery	_____
Commissioners' reports to Session	_____
Annual review of pastor's compensation	_____
Minutes of meetings that deacons conduct (where applicable)	_____
Communion served	_____
Reception of new members	_____
Baptisms conducted	_____
Election of nominating committee	_____
Church budget	_____
Annual statistical report to General Assembly	_____
Annual review of church finances	_____
Congregational meeting minutes	_____

Thank you for your assistance.