

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>
Church budget	_____
Election of Commissioners to Presbytery	_____
Commissioners' reports to Session	_____
Annual review of pastor's compensation	_____
Election of nominating committee	_____
Annual audit of treasurer's books	_____
Congregation meeting minutes	_____
Baptisms conducted	_____
Annual statistical report to General Assembly	_____
Minutes of meetings that deacons (where applicable) conduct	_____
Communion served	_____
Reception of new members	_____
Last review by Reading Committee	_____

Thank you for your assistance.