

## Schedule of when to do various things

Things in **“bold”** print are items listed on the Polity and Records review form!

Month	Action	Comments
January	Respond to General Assembly	In mid to late December, the Presbytery will issue the call for the General Assembly Statistical Report that must be completed and returned by February.
	Elder/Deacon Training Ordination of Elders/Deacons Record Session composition Congregational Meeting?	<p><b>Be sure that the Pastor sets up and does the “study and preparation” for new elders/deacons. The Session minutes should reflect that the training and study was completed and that the session “examined” the new elders/deacons.</b></p> <p>Depending on when the election is held and how quickly the study &amp; preparation go, it’s likely that ordination/installation will occur a few weeks to a month of election!</p> <p><b>In Session minutes, you must note the date or dates of the ordination of Elders/Deacons. Once that’s done, the minutes must also note the composition of the Session by gender, age, ethnicity and persons with disability.</b></p>
	Session Approvals	<p>A good idea would be to typically “load” the January agenda with a ton of stuff required from the Records Report Form. This gets a good amount of it done at one blow!</p> <ol style="list-style-type: none"> <li><b>1. Annual election of Clerk of Session</b></li> <li><b>2. The annual election of the Treasurer</b></li> <li><b>3. Approval of Communion dates for the year.</b></li> <li><b>4. Election of Commissioners to the Presbytery.</b></li> <li><b>5. Approval of the counters for the year.</b></li> <li>6. Could approve all three Special Offerings – OGHS, Peacemaking and Joy Gift. Or, could do this one during the year before it comes up.</li> </ol>

February	Respond to General Assembly	Somewhere in February, the Clerk must complete, and the Session must approve, the Annual Statistical report. Presbytery will issue the passwords, etc. for accessing this document. You will have to get information from a variety of sources to help with it. It is best to fill in a paper "Workbook" before filing.
	Complete update of Session Minute Book	By the end of February, the Minute Book should be updated to contain all of the Session Minutes, Minutes of Congregational meetings, etc. These documents have to be put on special paper and the pages have to be consecutively numbered. A special numbering stamp is often used for this.
	Complete update of Church Roll Book	Your congregation may possess an electric typewriter just for this purpose if they wish the pages typed instead of handwritten. The material may be compiled all year and once a year the Roll Book updated. Or, you can continue handwritten entries as they occur.
March	Presbytery Review of Minutes and Church Rolls	This may be as early as March – depends on when the Stated Clerk schedules the reviews. You fill out the blank form and take it to the review.
April	Staff Compensation	<b>A Personnel Committee, etc. should review and report on the adequacy of compensation for all staff. This must be reported in the Session minutes.</b> (This may or may not be the Annual Review of competency of staff! But, It is the review of their compensation!)
May	CE Teacher approvals	<b>If holding Vacation Bible School, Session must approve ALL teachers/volunteers!</b>
June	Joint Elder/Deacon Meeting	<b>Should hold at least ONE annual joint Elder/Deacon Meeting!</b>
July	Vacation month?	
August	Vacation month?	

	CE Teacher approvals	<b>Session must approve ALL teachers and volunteers working with children.</b>
September	Annual Financial Review	“Bug” Stewardship to get the annual financial review done! Once it’s complete, they should provide the actual review letter for the Session. <b>The report should be made part of the official minutes and should be formally accepted by the Session. Any recommendations/changes should be noted.</b>
October		
November	Congregational Meeting  Respond to General Assembly	<b>That meeting should definitely approve the annual terms of the call for the Pastor, especially if “housing” is part of the package as the IRS requires written authorization of this item before it takes effect the following January. This month the meeting to elect Elders and Deacons is very often held! Sometimes it is held in January.</b> There is an “on-line” GA Clerk’s Questionnaire report to be completed in November. (Used to be in February)
December		<b>Membership could be presenting a list of proposed roll changes to Session. (Can be done throughout the year!) Begin working on Statistical Information for Presbytery and GA.</b>