

EXAMINATION OF PASTORAL CHARGE RECORDS
By The Archives Committee of _____ Presbytery

PASTORAL CHARGE _____ CONGREGATION _____

MINUTE BOOKS OF: SESSION STEWARDS OFFICIAL BOARD COUNCIL TRUSTEES CONGREGATION
 (encircle which)

LAST DATE MINUTE BOOK INSPECTED BY PRESBYTERY _____

CHECK LIST	All records should:	YES	NO
	Be complete and accurate and exclude extraneous or irrelevant matter. (See (a) attached).		
	Be typewritten, printed, or if necessary, hand-written in permanent ink. (See (b) attached).		
	Avoid the use of staples, paper clips, white-out if at all possible. Do not use adhesive tape, or glue of any kind. (See (b & p) attached).		
	Be compiled into volumes at suitable intervals. (See (c) attached).		
	Be paginated, with numbers at the upper outside edge of each page. (See (d) attached).		
	Be signed or initialled on each page by the Secretary. (See (e) attached).		
	Be signed by the Secretary and Presiding Officer. (See (f) attached).		
	Indicate in words the time and place of each meeting. (See (g) attached).		
	Indicate the date, place of meeting, and the name of the group that is meeting at the top of each page. (See (g) attached).		
	State the authority under which the meeting was held. (See (h) attached).		
	State that a quorum was present. (See (h) attached).		
	Record the opening of the meeting with prayer. (See (i) attached).		
	Record the closing of the meeting with prayer and/or a benediction. (See (i) attached).		
	State the name of the Presiding Officer. (See (j) attached).		
	Always use the full names of persons. (See (j) attached).		
	Record the names of those persons present for meetings (except Congregation) (See (j) attached).		
	Use paragraph heading or marginal notes for subject headings. (See (k) attached).		
	Have appendices referred to within the minutes and then included with the minutes using consecutive numbering. (See (m) attached).		
	Record all motions in full. The name of the mover and the seconder is optional. (See (n) attached).		
	State clearly in words within the minutes, the disposal of all motions and reports (Carried, Defeated, Amended, Tabled, Referred, Adopted). (See (n) attached).		
	Have all erasures and changes initialled in the margin by the Secretary. (See (p, q) attached).		
	Line any vacant space on the page between the records of meetings. (See (r) attached).		
	Avoid the use of initials and abbreviations. (See (s) attached).		

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Comments:

Notes:

- Where a “No” is recorded above, please ensure that future minutes are recorded correctly.
- Each Pastoral Charge should have a copy of “Archives and Recordkeeping: A How-to Guide for Congregations and Conferences” available from your local United Church Resource Centre or from the national office’s United Church Resource Distribution.
- All records should be preserved in one location with all other completed records in a fire-proof safe and regularly be sent to Archives, The United Church of Canada, General Council Office, 3250 Bloor Street West, Toronto, ON M8X 2Y4 (phone 800-268-3781) for future reference.
- **Cum Nota:** Means that the record is not being kept within acceptable Archive standards for the United Church of Canada. Shortcomings have been noted on sheets submitted to the various congregations. Records with Cum Nota attached are inadmissible as evidence in a civil court of law.

Examined by _____ Date _____
for _____ Presbytery

June 2008