

JANUARY/FEBRUARY SESSION MEETING: ANNUAL CONSENT AGENDA
(adapted with permission from Los Ranchos Presbytery)

The following items, required by the *Book of Order* of the Presbyterian Church (U.S.A.), are presented to the Session for its favorable action at this meeting.

1. That Elder _____ be elected CLERK OF SESSION for _____ years (or was elected in _____ for a term of _____ years) . {*Unless otherwise provided for in the Congregation's "Standing Rules/Bylaws."*}
2. That _____ be elected TREASURER of the congregation for the year **2011** {*Unless otherwise provided for in the Congregation's "Standing Rules/Bylaws"*}, and that _____ be designated to a) co-sign checks where necessary, or b) sign checks in the absence or incapacity of the Treasurer.
3. That _____ be appointed to count and record offerings.
4. That the following Elder(s) be elected Commissioner(s) to the Presbytery for the year **2011**:

and that the following Elder(s) be elected Alternate Commissioner(s) to the Presbytery for the year **2011**:

5. That the following persons be elected as the "Audit Committee" for **2011** Records with responsibility for providing the Session with a full financial review by _____ (date).
6. That the *SESSION ANNUAL STATISTICAL REPORT* (attached) be received by the Session.
7. That the annual training of new officers was completed (or is scheduled to be completed by) _____ (date).
8. That the Annual Meeting of the Congregation was/will be held _____ (date) and the following persons were/will be elected to the Nominating Committee (see G-14.0223 for requirements of representation and oversight):

Elders (two, including current Session member and Moderator of Committee):

Deacon (one, if the church has deacons):

Members at Large (must constitute a majority of the Committee):

9. That the Sacrament of Holy Communion will be provided during worship on the following occasions:

10. That the terms of call for each pastor and adequacy of compensation for all church employees have been reviewed by Session, incorporated into the budget, and reported as needed to the Presbytery of the Pacific and to the Board of Pensions.

_____ YES _____ NO

11. That the following resolution is adopted by the Session in compliance with the regulations of the Internal Revenue Service:

The following resolution was duly adopted by the Board of Directors of the _____ Presbyterian Church at a regularly scheduled meeting held on _____, a quorum being present:

Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to him/her as part of his/her compensation to the extent used by him/her for actual expenses in owning or renting a home; and

Whereas, Pastor _____ is compensated by _____ Presbyterian Church exclusively for services as a minister of Word and Sacrament; and Whereas, _____ Presbyterian Church does not provide Pastor _____ with a manse; therefore, it is hereby

Resolved, that the "effective salary" paid to Pastor _____ for calendar year **2011** shall be \$_____, of which \$_____ is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further

Resolved, that the designation of \$_____ as a housing allowance shall apply to calendar year **2011** and all future years unless otherwise provided.¹

12. That the Budget for the year **2011** be approved.

{Reminder: only the Session actually "approves" the budget; the congregation shall be informed and may "review," "endorse," "concur" or make recommendations, but it does not "approve." Budget or Summary should be attached to minutes.}

13. That the per capita apportionment for **2011** operational expenses of General Assembly, Synod, and Presbytery in the amount of \$_____, has been/shall be paid to the Presbytery on a monthly/quarterly/semiannual/annual basis.

14. That the Church's **2011** insurance is provided by _____ with coverage in the amount of _____ at a premium cost of \$_____ per year. *{Attach copy of Policy Declaration.}*

15. If the Session is also the Board of Directors of the Corporation, and Standing Rules do not otherwise specify or provide for, include the following:

The Session elected _____ President of the Board of Directors/Trustees;
_____ Vice-President, and _____ Secretary.

¹ Adapted from Richard Hammar's *Church and Clergy Tax Guide*. **Congregations are strongly encouraged to purchase the most current edition.** A sample resolution for pastors living in a manse can also be found in Hammar's book or by calling the Stated Clerk.