

**STATED CLERK REPORT**  
**February 22, 2020**  
**Final Report Annual Administrative Review of Session Records**  
**Presbytery of Mackinac**  
**April/May 2018–April/May 2019**

**ALPENA/FIRST PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

- G-3.0201c The session shall instruct, examine, approve examination, and set a date for the **ordination and/or installation of ruling elders and deacons.**  
Reviewer's Comment: "No examination of Elders but dates set for ordination and installation."

**BELLAIRE/CHURCH IN THE HILLS**

**APPROVED WITHOUT EXCEPTION**

**BEULAH/ST. ANDREWS PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

- F-1.0403 The minutes shall contain a statement of **composition of the session** and how well it matches the composition of the congregation.

**Session Records**

- G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery.**  
Reviewer's Comments: "Volunteers"  
Commissioner(s) need to be elected by Session.
- G-3.0202a The minutes shall record the **attendance and report of the commissioner(s).**  
Reviewer's Comments: "Volunteers"

**BIG BAY/COMMUNITY PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

- G-3.0204 The minutes shall report the **meeting(s) between the Board of Deacons and the Session.**  
Reviewer's Comments: "Not held."

**BOYNE CITY/FIRST PRESBYTERIAN**

**DAFTER/FIRST PRESBYTERIAN**

**APPROVED WITHOUT EXCEPTION**

**DETOUR VILLAGE/UNION PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

- G-3.0204 The minutes shall report the meeting(s) between the Board of Deacons and the Session.

**DONALDSON/ DONALDSON PRESBYTERIAN APPROVED WITHOUT EXCEPTION**

**EAST JORDAN/FIRST PRESBYTERIAN APPROVED WITH EXCEPTION**

**Session Records**

- G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery**.  
Notation made stated “Commissioner re-appointed from last year.”  
Clerk’s note: Commissioners need to be **elected**.

**ELK RAPID/FIRST PRESBYTERIAN APPROVED WITH EXCEPTION**

**Special Items**

- G-3.0201c The session shall instruct, examine, approve examination, and set a date for the **ordination and/or installation of ruling elders and deacons**.  
Reviewer’s Comments: “no recorded”
- G-3.0204 The minutes shall report the meeting(s) **between the Board of Deacons and the Session**.  
Reviewer’s Comments: “not recorded”
- G-3.0205 The session shall **elect** a church **treasurer** for such term as the session shall decide.  
Reviewer’s Comments: “not recorded”
- G-3.0112 The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers.  
Reviewer’s Comments: “not recorded”
- G-3.0113 The session shall **conduct a full financial review** of all financial books and records every year.
- G-3.0112 The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers.

**Session Records**

- G-1.0303 The minutes shall record the full name of applicants for **church membership** and the method of reception (profession of faith, reaffirmation of faith or letter of transfer). When received by transfer, record the name/town of transferring church. For minor children, parent names are to be included.  
Reviewer’s Comments: p 278, “No method listed”
- G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery**.  
Reviewer’s Comments: “not recorded”
- G-3.0107 The minutes of the session meetings are to be duly **attested (signed) by the clerk or clerk pro tem**.  
Reviewer’s Comments: p 286, “not signed”

**Special Items**

- G-3.0201c     The session shall instruct, examine, approve examination, and set a date for the **ordination and/or installation of ruling elders and deacon.** (G-3.0201c)  
 Reviewer’s Comments: “No record of ordination in minutes.”
  
- G-3.0204     The minutes shall report the meeting(s) between the **Board of Deacons and the Session.**
  
- G-3.0205     The session shall **prepare and adopt a budget.**  
 Reviewer’s Comments: “Minutes should include the approved budget.”
  
- G-3.0205     The session shall **elect** a church **treasurer** for such term as the session shall decide.  
 Reviewer’s Comments: “Treasurer is paid position and not elected.”
  
- G-3.0104     The session shall elect a **clerk** who shall be a ruling elder for such term as it may be determined.  
 Reviewer’s Comments: “Minutes do not state clerk was elected.”
  
- G-3.02042f and G-3.0204     The session shall annually **approve and submit the statistical report** required by the General Assembly. (A copy or summary should be included in the minutes.)  
 Reviewer’s Comments: “Does not appear in minutes.”
  
- F-1.0403     The minutes shall contain a statement of the **composition of the session** and how well it matches the composition of the congregation.
  
- G-3.0112     The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers.  
 Reviewer’s Comments: “Should be reviewed each year by property, presented and approved by Session and recorded in the Session minutes.”
  
- G-3.0108a,b,c     The clerk shall report to the next session meeting of participation in and **results of the Annual Administrative Review.** Any action taken shall be reflected in the minutes.  
 Reviewer’s Comments: “Clerk needs to report to Session and then type into minutes.”
  
- G-3.0204a     The list of ruling elders and deacons along with date of ordination is being maintained by the clerk of session.  
 Reviewer’s Comments: “Dates of ordination not indicated in register. Names and terms are included.”

**Session Records**

- G-3.0107     The minutes of the session meetings are to be duly attested (signed) by the clerk or clerk pro-tem.

Reviewer's Comments: "Acting clerk did not sign February 14, 2019 minutes."

Reviewer's Notations: "Did not approve April 11, 2019 minutes as they are pasted into book. No signature on page 406a, and they are pasted into the book and blank page follows without a page number. Please copy page 406a onto the Session book paper. Page #8 in new book blank and, if intentional, it should have a page number and "Intentionally Left Blank."

**FLORENCE, WI/FIRST PRESBYTERIAN APPROVED WITHOUT EXCEPTION**

**GAYLORD/FIRST PRESBYTERIAN APPROVED WITH EXCEPTION**  
**Special Items**

G- 3.0113 The session shall **conduct a full financial review** of all financial books and records every year.

Clerk of Session Note: "Monthly Reports 1153"

**GOULD CITY/COMMUNITY PRESBYTERIAN APPROVED WITHOUT EXCEPTION**

**HARBOR SPRINGS/FIRST PRESBYTERIAN APPROVED WITH EXCEPTION**  
**Special Items**

G-3.0201c The session shall instruct, examine, approve examination, and set a date for the **ordination and/or installation of ruling elders and deacons.**

Clerk of Session Notation: Was done but not recorded in minutes.

G-3.0112 The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers.

**HARRISVILLE/WESTMINSTER PRESBYTERIAN APPROVED WITH EXCEPTION**  
**Special Items**

G-3.0201c The minutes shall report the **meeting(s) between the Board of Deacons and the Session.**

Reviewer's Comments: "The church doesn't hold a joint meeting."

F-1.0403 The minutes shall contain a statement of the **composition of the session** and how well it matches the composition of the congregation.

G-3.0201c and G-3.0204a

The minutes shall record the **annual review of the membership rolls** by the session.

Clerk of Session's note: "Last done 2017. Not done in 2018."

G-3.0108a,b,c The clerk shall report to the next session meeting of participation in and **results of**

**the Annual Administrative Review.** Any action taken shall be reflected in the minutes.

Clerk of Session's note: "Review not done last year."

**Session Items**

G-3.0203 The minutes shall contain the **date, time, kind (regular or special), and place** of each meeting.

Reviewer's Comments: "May omitted time."

G-3.0105 The minutes shall contain the opening and closing of each meeting with **prayer.**

Reviewer's Comments: "Omitted in May."

G-3.0201 and W-2.3-11

The minutes shall indicate the plan and approval for the **Sacrament of the Lord's Supper** and report of its administration at the next meeting (including to home bound members).

G-3.0202a) The minutes shall record the **attendance and report of the commissioner(s).**

Reviewer's Comments: "Commissioner attended May--no report; did not attend September."

**HESSEL/PRESBYTERIAN**

**APPROVED WITHOUT EXCEPTION**

**HOUGHTON/PORTAGE LAKE UNITED**

**APPROVED WITHOUT EXCEPTION**

Register not available for review.

**IRON RIVER/ FIRST PRESBYTERIAN OF IRON COUNTY**

**APPROVED WITH EXCEPTION**

**Special Items**

G-0201c The session shall instruct, examine, approve examination, and set a date for the **ordination and/or installation of ruling elders and deacons.**

Reviewer's Comment: Information on recorded.

G-3.0113 The session shall conduct a full financial review of all financial books and records every year.

**Session Records**

G-0202a The minutes shall record the **election of the commissioner(s) to Presbytery.**

**ISHPEMING/UNITED PRESBYTERIAN**

**KINGSFORD/IRON MOUNTAIN/FIRST PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

G-3.0205 The session shall elect a church treasurer for such term as the session shall decide.

G-3.0201c and G-3.0204a

The minutes shall record the annual review of the membership rolls by the session.

**MANISTIQUE/CHURCH OF THE REDEEMER**

**APPROVED WITH EXCEPTION**

**Special Items**

G-3.0205 The session shall elect a church Treasurer for such term as the session shall decide.

**MARQUETTE/FIRST PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

G-3.0201 The minutes shall report the **meeting(s) between the Board of Deacons and the Session.**

**MENOMINEE/FIRST PRESBYTERIAN**

**MUNISING/FIRST PRESBYTERIAN**

**NEEBISH ISLAND/NEEBISH ISLAND PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

G-3.0113 The session shall **conduct a full financial review** of all financial books and records every year.

G-3.0108a,b,c The clerk shall report to the next session meeting of participation in and **results of the Annual Administrative Review.** Any action taken shall be reflected in the minutes.

**Session Records**

G-3.0202 The minutes shall contain the **date, time, kind (regular or special), and place** of each meeting.

Reviewer's Comments: "‘Kind’ (regular or special)) is missing in a few."

G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery.**

Reviewer's Comment: "Members not available for dates."

G-3.0202a The minutes shall record the **attendance and report of the commissioner(s).**

**NEWBERRY/FIRST PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

- G-1.0503 The congregation shall elect ruling elders, deacons, and trustees.  
Clerk of Session notation: “Congregational meeting Nov. 18, 2018. ENCLOSED”
- G-3.0205 The session shall elect a church **treasurer** for such term as the session shall decide.  
Clerk of Session notation: “We have no treasurer. One person looks at finances a writes checks, another person signs the checks, and a third person deposits our offering money. We also have an “external” accounting firm.”
- G-1.0501 The **congregation shall hold an annual meeting** and may hold special meetings as necessary. The clerk of session shall serve as secretary . . .  
Clerk of Session notation: “Loose P 3, dated Nov. 18, 2018.”

**Session Records**

- G-3.0104 The minutes shall contain the names of the moderator, ruling elders present, and the names of ruling elders absent and excused or absent without excuse.  
Reviewer’s Comment: Need to ID Moderator
- G-3.0201b and W-2.4012  
The minutes shall indicate the plan and approval for the **Sacrament of the Lord’s Supper** and report of its administration at the next meeting (including to home bound members).

**OMENA/PRESBYTERIAN**

**PETOSKEY/FIRST PRESBYTERIAN**

**APPROVED WITHOUT EXCEPTION**

**PICKFORD/PICKFORD PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

- G-3.0201c The minutes shall record the action of the session annually on the **compensation of all other staff.**

**ROGERS CITY/WESTMINSTER PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

- G-2.0804 and G-1.0501c The congregation shall review annually the **adequacy of the compensation of the Pastor**, upon the report of prior review by the session, and the minutes shall reflect that action,  
Reviewer’s Comments: This is done casually with indications of increases or gifts given but not in terms of specified contract amount.
- G-3.0201c The minutes shall record the action of the session annually on the **compensation of all other staff.**  
Reviewer’s Comments: Same as above.

- G-3.0205 The session shall prepare and adopt a budget.  
Reviewer's Comments: Budget discussed but no indication of anything approved.
- G-3.0113 The session shall **conduct a full financial review** of all financial books and records every year.  
Reviewer's Comments: Nothing included.
- G-3.02042f and G-3.0204 The session shall annually **approve and submit the statistical report** required by the General Assembly. (A copy or summary should be included in the minutes.)  
Reviewer's Comments: Nothing included.
- F-1.0403 The minutes shall contain a statement of the **composition of the session** and how well it matches the composition of the congregation.  
Reviewer's Comments: I find nothing about this.
- G-3.0201c and G-3.0204a The minutes shall record the annual **review of the membership rolls by the session.**  
Reviewer's Comments: I find nothing about this.
- G-3.0112 The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers.  
Reviewer's Comments: ?
- G-3.0108a,b,c The clerk shall report to the next session meeting of participation in and **results of the Annual Administrative Review.** Any action taken shall be reflected in the minutes.  
Reviewer's Comments: Clerk unable to attend review. This examination was done instead by Sanford Wright.

### **CHURCH ROLLS AND REGISTERS**

Reviewer's Comments: These were not presented for review.

### **Session Records**

- G-3.0105 The minutes shall contain the opening and closing of each meeting **with prayer.**  
Reviewer's Comments: Two informal meetings.
- G-3.0205 The minutes shall record the regular **financial report** of the treasurer.  
Reviewer's Comments: None reported in any meeting.
- G-3.0201b and W-2.4012 The minutes shall indicate the plan and approval for the Sacrament of the Lord's Supper and report of its administration at the next meeting (including to homebound members).  
Reviewer's Comments: Celebration of Lord's Supper regularly reported, but no indication is given of home communions.



G-3.0202a The minutes shall record the **attendance and report of the commissioner(s)**.  
Reviewer's Comments: Reports of Pastors' attendance is included but not for Elder. No details offered about meetings.

## **RUDYARD/FIRST PRESBYTERIAN**

### **SAGOLA/GRACE PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

#### **Special Items**

G-3.0205 The session shall prepare and adopt a budget.  
Reviewer's Comments: Include a "copy of Adopted Budget in minutes.

#### **Session Records**

G-3.0201b and W-2.3011

The minutes shall record the approval for the Sacrament of Baptism and record by name of its administration at the next meeting (for infants/children include parents' names).

Reviewer's Comments: Not always noted in minutes, but recorded in register.

G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery**.

G-3.0202a The minutes shall record the **attendance and report of the commissioner(s)**.  
Reviewer's Comments: Attendance or excused from Presbytery meetings need to be recorded in the minutes.

## **SAULT STE. MARIE/FIRST UNITED PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

#### **Special Items**

G-3.0204 The session shall instruct, examine, approve examination, and **set a date for the ordination and/or installation of ruling elders and deacons.**  
Reviewer Comment: "Need to set date for ordination and installation of elders."

G-3.0204 The minutes shall report the **meeting(s) between the Board of Deacons and the Session.**  
Reviewer Comment: "Not done."

G-2.0804 and G-1.0501c

The congregation shall review annually the **adequacy of the compensation of the Pastor**, upon the report of prior review by the session, and the minutes shall reflect that action.

G-3.0201c The minutes shall record the action of the session annually on the **compensation of all other staff.**

G-3.0205 The **session** shall **elect** a church **treasurer** for such term as the session shall decide.

Reviewer's Comments: Treasurer elected by trustees.

- G-3.0113 The session shall conduct a **full financial review** of all financial books and records every year.  
Reviewer's Comments: "Financial review needs to be adopted by session."

### Session Records

- G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery**.  
Reviewer's Comments: "Need to record election of commissioners to Presbytery."  
G-3.0202a The minutes shall record the **attendance and report of the commissioner(s)**.  
Reviewer's Comments: "Need to record receipt of report in session minutes."

### SPRUCE/PRESBYTERIAN Special Items

### APPROVED WITH EXCEPTION

- G-3.0201c The **session** shall instruct, examine, approve examination, and set a date for the **ordination and/or installation of ruling elders and deacons**.  
Reviewer's Comments: "Installation date not in minutes."  
G-3.0205 The session shall elect a church **treasurer** for such term as the session shall decide.  
G-3.0113 The session shall **conduct a full financial review** of all financial books and records every year.  
G-02042f and G-3.0204 The session shall annually **approve and submit the statistical report** required by the General Assembly. (A copy or summary should be included in the minutes.)  
F-1.0403 The minutes shall contain a statement of the **composition of the session** and how well it matches the composition of the congregation.  
G-3.0201c and G-3.0204a The minutes shall record the **annual review of the membership rolls** by the session.  
G-3.0112 The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers.

### STALWART/COMMUNITY Special Items

### APPROVED WITH EXCEPTION

- G-3.0204 The minutes shall report the **meeting(s) between the Board of Deacons and the Session**.  
Reviewer: "Did not have a meeting."

### Session Items

G-3.02021 The minutes shall record the **election of the commissioner(s) to Presbytery**.

G-3.0202a The minutes shall record the **attendance and report of the commissioner(s)**.

### TRAVERSE CITY/NORTHERN LAKES COMMUNITY

**APPROVED WITH EXCEPTION**

### Special Items

G-1.0503 The congregation shall elect ruling elders, deacons and trustees.  
Reviewer's Comments: "no new elders"

G-3.0201c The session shall instruct, examine, approve examinations, and set a date for the **ordination and/or installation of ruling elders and deacons**. Page 184, 179  
N/A

G-3.0201c The minutes shall record the action of the session annually on the **compensation of all other staff**.  
Reviewer's Comments: "Probably in budget."

G-3.0113 The session shall **conduct a full financial review** of all financial books and records every year.  
Reviewer's Comments: "Review done. Not included in the minutes."

G-3.0204 The session shall annually **approve and submit the statistical report** required by the General Assembly. (A copy or summary should be included in the minutes.)  
Reviewer's Comments "Not approved—Reports sent in."

F-1.0403 The minutes shall contain a statement of the **composition of the session** and how well it matches the composition of the congregation.

G-3.0112 The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers. Not included.  
Reviewer's Comments: "Should be in budget. Not documented in minutes."

G-3.0108a,b,c The clerk shall report to the next session meeting of participation in and **results of the Annual Administrative Review**. Any action taken shall be reflected in the minutes.  
Not included.

### Session Records

G-3.0202a The minutes shall record the **attendance and report of the commissioner** (to Presbytery).  
N/A  
Reviewer's Comments: "Ill—Unable to attend."

**TRAVERSE CITY/THE PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

G-3.0201c The session shall instruct, examine, approve examination, and set a date for the **ordination and/or installation of ruling elders and deacons.**

G-2.0804 and G-1.0501c

The congregation shall review annually the **adequacy of the compensation of the Pastor**, upon the report of prior review by the session, and the minutes shall reflect that action.

Clerk of Session note: "During Budget Discussion

G-3.0201c The minutes shall record the action of the session annually on the **compensation of all other staff.**

Clerk of Session note: During Budget Discussion

F-10403 The minutes shall contain a statement of the **composition of the session** and how well it matches the composition of the congregation.

Clerk of Session note: See attendance

G-3.0112 The session shall obtain **property and liability insurance coverage** to protect its facilities, programs, staff, and elected and appointed officers.

Clerk of Session note: In Annual Report.

**TROUT CREEK**