

**STATED CLERK REPORT**  
**May 15, 2021**  
**Final Report Annual Administrative Review of Session Records**  
**Presbytery of Mackinac**  
**April/May 2019 to Mid 2020**

**ALPENA/FIRST PRESBYTERIAN** **APPROVED WITH EXCEPTION**

**Special Items**

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

**BELLAIRE/CHURCH IN THE HILLS** **APPROVED WITH EXCEPTION**

**Session Records**

G-3.-2-2a The minutes shall record the **attendance and report of the commissioner(s)**.  
Reviewer's Comments: "No reports."

**BEULAH/ST. ANDREWS PRESBYTERIAN** **APPROVED WITHOUT EXCEPTION**

**BIG BAY/COMMUNITY PRESBYTERIAN** **APPROVED WITHOUT EXCEPTION**

**BOYNE CITY/FIRST PRESBYTERIAN**

**DAFTER/FIRST PRESBYTERIAN** **APPROVED WITHOUT EXCEPTION**

**DETOUR VILLAGE/UNION PRESBYTERIAN** **APPROVED WITHOUT EXCEPTION**

**DONALDSON/ DONALDSON PRESBYTERIAN** **APPROVED WITHOUT EXCEPTION**

**EAST JORDAN/FIRST 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 done because of Covid-19."

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

Reviewer's Comment: "Not Done. Covid-19"

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 Comment: "Done by Finance"

**Session Records**

G-3.0202a The minutes shall record the **attendance and report of the commissioner(s)** to Presbytery.  
Reviewer’s Comment: “Not Done.”

**ELK RAPID/FIRST PRESBYTERIAN**

**APPROVED WITH EXCEPTION**

**Special Items**

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: “Not a specific statement in the minutes other than listing of new members.”

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

**Session Records**

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).**

**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.  
Reviewer’s Comments: “Budget Approved. Monthly reports received.”  
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: “No copy or summary.”  
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: “Done, not recorded.”

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**GOULD CITY/COMMUNITY 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: "Missing date of Ordination and Installation. Only listed date in Register. Just said February in the Minute Record Book."

**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 the transferring church. For minor children, parent names are to be included.  
Reviewer's Note: "Missing Reaffirmation of Faith. Only put in Register."

**HARBOR SPRINGS/FIRST 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 Comment: "Do not meet together."  
G-3.0201c The minutes shall record the action of the session annually on the **compensation of all other staff.**  
Reviewer's Comment: "Did not find."  
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: "They do not have it—not in minutes."

**Church Rolls and Registers**

Reviewer's Comments: "Not available to reviewer."

**Session Records**

- G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery.**  
Reviewer's Comments: "Did not find."

**HARRISVILLE/WESTMINSTER PRESBYTERIAN**

**HESSEL/PRESBYTERIAN**

**APPROVED WITHOUT EXCEPTION**

**HOUGHTON/PORTAGE LAKE UNITED**

**APPROVED WITH EXCEPTION**

**Special Items**

- G-3.0205 The session shall **prepare and adopt a budget.**  
Reviewer's Comment: "Congregation approves budget."  
G-3.0205 The session shall elect a church treasurer for such term as the session shall decide."  
Reviewer's Comment: "Happened at Nov. Congregational 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."

**Page 2 is missing from the “Special Items” review form.**

**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 the transferring church. For minor children, parents names are to be included.  
Reviewer’s Comment: “Minutes did not record transfer of membership.”

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

**ISHPEMING/UNITED PRESBYTERIAN**

**KINGSFORD/IRON MOUNTAIN/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.
- 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 WITHOUT EXCEPTION**

**MARQUETTE/FIRST PRESBYTERIAN**

**MENOMINEE/FIRST 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 included. “Some years.”
- G-3.0205 The session shall elect a church **treasurer** for such term as the session shall decide.  
Reviewer’s Comments: “Treasurer outsourced.”
- G-3.0104 The session shall elect a **clerk** who shall be a ruling elder for such term as it may determine.  
Reviewer’s Comments: “Continuing.”
- G-3.0113 The session shall **conduct a full financial review** of all financial books and records every year.
- 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: "Copy not bound in book."
- 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-3.0108a,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: Not included. "No contact about it."

### Session Records

- 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).
- G-3.0202a The minutes shall record the **election of the commissioner(s)** to Presbytery.
- Reviewer's Comments: "None"
- G-3.0202a The minutes shall record the **attendance and report of the commissioner(s)**.

## MUNISING/FIRST PRESBYTERIAN

## NEEBISH ISLAND/NEEBISH ISLAND PRESBYTERIAN

## NEWBERRY/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.
- Reviewer's Comments: "Ongoing."
- G-3.0104 The session shall elect a **clerk** who shall be a ruling elder for such term as it may determine.
- Reviewer's Comments: "Default. Ongoing."
- 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.

### Session Records

- G-3.0202a The minutes shall record the **election of the commissioner(s) to Presbytery**.
- Reviewer's Comments: "Default. Ongoing."

## OMENA/PRESBYTERIAN

## PETOSKEY/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: Not included. "Needs to have in minutes and session needs to review and set date."
- G-3.0113 The session shall **conduct a full financial review** of all financial books and records every year.

Reviewer's Comments: "Audit not done."

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.

### Session Records

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: "Discussed. Will do."

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

Reviewer's Comments: "Not found."

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

Reviewer's Comments: "Not found."

## PICKFORD/PICKFORD 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: "Not available."

## ROGERS CITY/WESTMINSTER PRESBYTERIAN

## RUDYARD/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: "Need to set date for ordination and installation."

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

Reviewer's Comment: "Need to record date."

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

Reviewer's Comments: "Need to note review of her (the organist's) compensation."

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

Reviewer's Comments: "Need to elect treasurer each year."

G-3.0104 The session shall elect a **clerk** who shall be a ruling elder for such term as it may determine.

Reviewer's Comments: "Elect clerk of session each year."

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: Need to record information from the Statistical Report 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.

Reviewer's Comments: "Need to do."

G-3.0201c and G-3.0204a The minutes shall record the annual **review of the membership rolls** by the session.

Reviewer's Comments: "Need to do."

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: "Include in next Session meeting."

### **Session Records**

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: "Record date that it was reported to Session or congregation."

## **SAGOLA/GRACE PRESBYTERIAN**

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

**APPROVED WITH EXCEPTION**

#### **Special Items**

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

Reviewer's Comments: Trustee responsibility.

## **SPRUCE/PRESBYTERIAN**

### **STALWART/COMMUNITY**

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

#### **Session Items**

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)**.

## **TRAVERSE CITY/NORTHERN LAKES COMMUNITY**

**APPROVED WITHOUT EXCEPTION**

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**TRAVERSE CITY/THE 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: "Representative present at meetings and able to give reports session/elder meetings."
- G-3.0205 The session shall elect a church **treasurer** for such term as the session shall decide.  
Reviewer's Comments: "Was done in February per Pastor."
- 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.)
- 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: "Per pastor and office manager are current but not reflected in minutes."

**TROUT CREEK**