

Year for which records are presented _____ Minutes to be read begin on page _____

Session Records Review Form

NOTE: This form is to be completed by the Clerk of Session, Moderator, or another Elder and turned in with the Session Records. The information on this form will be verified by the Reviewer.

Name of Church: _____

Clerk of Session: _____ Telephone: _____

Name of Reviewer: _____ Date of Review: _____

Signature of Reviewer: _____ Approved w/o Exception: _____

General Content of Session Records

	<u>Yes/No</u>	<u>Verified</u>
1. Church name appears on outside cover (optional)	_____	_____
2. Pages are numbered consecutively	_____	_____
3. Minutes are free from extensive corrections	_____	_____
4. At least one stated meeting was held per quarter [G-3.0203]	_____	_____

Please record "page numbers" where the following items are found in church minutes.

Items that shall be recorded in ALL Session Minutes (list 2 "page numbers" for each item 5-12)
(Robert's Rules of Order provides guidelines if there is no specific Book of Order reference. **G-3.0105**)

	<u>Pages</u>	<u>Verified</u>
5. Date, time, and place of Session meeting	___ ___	_____
6. Type of meeting is recorded (Stated, Called, etc.)	___ ___	_____
7. Meetings are opened and closed with prayer [G-3.0105]	___ ___	_____
8. Names of elders, either present, absent, or excused	___ ___	_____
9. Presence of a quorum [G-3.0203]	___ ___	_____
10. Name of Moderator	___ ___	_____
11. Approval of previous Session minutes by date	___ ___	_____
12. Session actions recorded as approved by vote or consensus	___ ___	_____

Items that shall be recorded QUARTERLY in Session Minutes:

	<u>Pages</u>	<u>Verified</u>
13. Commissioner to Presbytery elected by Session [G-3.0202a] Elected per Presbytery meeting _____ Elected yearly _____ If elected by meeting, list four page numbers of election: _____, _____, _____, _____	_____	_____
14. Commissioner's Report of Presbytery meeting received by Session [G-3.0202a] List page number for each Presbytery meeting: _____, _____, _____, _____	_____	_____

Items that shall be recorded ANNUALLY in Session Minutes:

		<u>Page</u>	<u>Verified</u>
15.	Election of Clerk of Session [G-3.0104] Election Date _____ Length of Term _____	_____	_____
16.	Election of Treasurer [G-3.0205] Election Date _____ Length of Term _____	_____	_____
17.	Session approval of "Annual Statistical Report for Presbytery"	_____	_____
18.	Ruling Elders rotate at least every six years. Yes ____ No ____		
19.	Has your church requested and received a "Waiver of Rotation of Ruling Elders"? Yes ____ No ____ If so, effective dates 1/1/____ through 12/31/____		
20.	Notation in minutes that training of newly elected Ruling Elders and/or Deacons has occurred [G-2.0402; G-3.0201c] Check if all previously served _____	_____	_____
21.	Notation in minutes that examination of newly elected Ruling Elders and/or Deacons has occurred [G-2.0402; G-3.0201c]	_____	_____
22.	Notation in minutes that ordination/installation of newly elected Ruling Elders and/or Deacons has occurred [G-2.0403; G-3.0201c]	_____	_____
23.	Review of financial/treasurer's reports [G-3.0205c]	_____	_____
24.	Annual financial review (audit) of all monies [G-3.0113] a. Reviewed and accepted by Session _____ b. Identification of person(s) performing review/audit _____	_____ _____ _____	_____ _____ _____
25.	Review of compensation for Temporary Pastoral Relationships (Temporary Supply, Interim, Stated Supply, Parish Associate), Commissioned Pastor/(CRE) and/or other paid staff [G-2.0504b; G-3.0201c] Check if no other paid staff _____	_____	_____
26.	Session adoption of annual budget [G-3.0113; G-3.0205]	_____	_____
27.	Review of property and liability insurance coverage to protect facilities, programs, staff, and elected and appointed officers [G-3.0112]	_____	_____
28.	Annual review of membership roll [G-3.0201c]	_____	_____
29.	Sacrament of the Lord's Supper observed at least quarterly [G-3.0201b]	_____	_____
30.	Do you have Deacons? Yes ____ No ____ a. If yes, are they organized as a Board? Yes ____ No ____ If organized as a Board, record of joint meeting [G-3.0204] _____ b. If yes, do you have Deacons who are individually commissioned by the Session? Yes ____ No ____	_____ _____ _____ _____	_____ _____ _____ _____
31.	Are the Ruling Elders in active service the Trustees? Yes ____ No ____ Are the Trustees elected separately? Yes ____ No ____		
32.	Notation in Minutes that the Presbytery review of the previous year's Session Minutes has occurred [G-3.0108a] Copy of the previous year's "Session Records Review Form" in minutes.	_____ _____	_____ _____
33.	Has Session adopted a Sexual Misconduct Policy? Yes ____ No ____ A Child Protection Policy? Yes ____ No ____ Both are now required. [G-3.0106]		

Register items that shall be recorded “as they occur” in Session Minutes: [G-3.0204a; G-3.0204b]

	<u>Page</u>	<u>Verified</u>
34. Sacrament of Baptism, including date of birth for infants/children (Requires Session approval.)	_____	_____
35. Death of members, including date of death	_____	_____
36. Marriages, including date of marriage	_____	_____
37. Reception of new members (confirmation, affirmation, transfer, etc.) (Requires Session approval.)	_____	_____
38. Removal from roll by Session action (inactivity, transfer, etc.) (Requires Session approval.)	_____	_____

Items that shall be recorded in Congregational Minutes:

	<u>Page</u>	<u>Verified</u>
39. Minutes of an annual congregational meeting [G-1.0501]	_____	_____
40. Date, time, and place of a special or an annual congregational meeting	_____	_____
41. Purpose of meeting is recorded	_____	_____
42. Name of Moderator	_____	_____
43. Election of Secretary if Clerk of Session is unable to serve as such [G-1.0505]	_____	_____
44. Meeting opened and closed with prayer [G-3.0105]	_____	_____
45. Declaration of a quorum [G-1.0501]	_____	_____
46. Actions recorded as approved by vote or consensus	_____	_____
47. Election by Congregation of persons serving on Nominating Committee [G-2.0401] (Must include at least three (3) active members of the congregation, one (1) of whom shall be a Ruling Elder currently serving on Session. Majority of voting members of the Nominating Committee shall not be serving on Session.	_____	_____
48. Election of Ruling Elders/Deacons (including names) [G-1.0503a]	_____	_____
49. Review/Approval of Terms of Call of Installed Pastor/Co-Pastor/Associate Pastor [G-1.0503c] (Please include Terms of Call in minutes.) Check if church has no installed Pastor/Co-Pastor/Associate Pastor _____	_____	_____
50. Minutes read and approved in context of the meeting or by Session at a later date	_____	_____
51. Minutes signed by Clerk and Moderator	_____	_____

Additional Comments/Explanation by Clerk of Session:

Additional Comments/Explanation by Reviewer: