

# ANNUAL PRESBYTERY REVIEW OF SESSION MINUTES AND CHURCH RECORDS

**CLERKS:**

Place Page Numbers In the Blanks on Left

**REVIEWERS:**

Please Mark The Appropriate Blank

**Recording Session Minutes:**

**YES**

**NO**

1. Are minutes kept in Presbyterian-approved Session minutes book? \_\_\_\_\_
2. Are the minutes typed, printed, or written in a legible hand? \_\_\_\_\_
3. Are minutes free of interlineations, footnotes, and inserts? \_\_\_\_\_
4. Are both sides of the numbered pages used fully? \_\_\_\_\_

**A. Annual Requirements For Session Minutes**

- |       |   |       |       |
|-------|---|-------|-------|
| _____ | 5. Is there a record of the Session having approved the annual report that is sent to Presbytery for General Assembly?                      | _____ | _____ |
| _____ | 6. Is it recorded that there has been an annual full financial review?  | _____ | _____ |
| _____ | 7. Were the results of the annual review of Session minutes and church records reported to Session after the review, with exceptions noted? | _____ | _____ |
| _____ | 8. Do the minutes show that the compensation for each pastor or CRE was recorded?   | _____ | _____ |
| _____ | 9. Elders, instructed, examined, ordained/installed   | _____ | _____ |

**B. Occasional Requirements For Session Minutes (at least after every third year)**

- |       |   |       |       |
|-------|---|-------|-------|
| _____ | 10. Do the minutes show property and liability insurance coverage?                      | _____ | _____ |
| _____ | 11. a. On what date was the church treasurer last elected?                              | _____ | _____ |
| _____ | b. For what term of service _____?  | _____ | _____ |
| _____ | 12. a. On what date was the Clerk of Session last elected?                              | _____ | _____ |
| _____ | b. For what term of service _____?  | _____ | _____ |
| _____ | 13. Do the minutes show that the manual of administrative operations has been reviewed? | _____ | _____ |
| _____ | 14. Do the minutes show that the:   |       |       |
| _____ | a. Sexual Misconduct Policy has been reviewed?  | _____ | _____ |
| _____ | b. Child Protection Policy has been adopted/reviewed?                                   | _____ | _____ |

**C. Items On a Regular Basis**

We are providing two copies of this page to record a full year of meetings.

Date of Meeting								
Page Number								
15. Date, time, and place of meeting								
16. Type of meeting								
17. Special meeting's purpose stated								
18. Full names of those present, absent, excused								
19. Meeting opened with prayer								
20. Approval of previous minutes								
21. Financial summary since last meeting								
22. Approval and celebration of Lord's Supper								
23. Approval and celebration of Baptism, names								
24. Reports adding or deleting members								
25. Reports from presbytery commissioners								
26. Meeting closed with prayer								
27. Clerk's signature								

**\*\*\* Please list the date of each meeting across the top and the page numbers for each item under each date column \*\*\***

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**D. Recording Congregational Minutes**

- |       |  |       |       |
|-------|--|-------|-------|
| _____ | 28. Do the minutes show the meeting to be either the annual meeting or a special meeting?  | _____ | _____ |
| _____ | 29. Do the minutes report a quorum present?  | _____ | _____ |
| _____ | 30. Are the minutes signed by the secretary?   | _____ | _____ |
| _____ | 31. If a special Congregational Meeting, do the minutes record the purpose for which the special Meeting was called?   | _____ | _____ |
| _____ | 32. Is the church currently the recipient of a loan from General Assembly, Synod, or Presbytery, AND, if so, are the facts of current obligations included in the annual congregational meeting? | _____ | _____ |

**E. Keeping The Church Register**

- |       |  |       |       |
|-------|--|-------|-------|
| _____ | 33. Is the <i>Church Register</i> kept in a Presbyterian-approved book?  | _____ | _____ |
| _____ | 34. Are the records in the <i>Register</i> current?  | _____ | _____ |
| _____ | 35. Do matters contained in the <i>Register</i> agree with the relevant matters recorded in the Session minutes? | _____ | _____ |
| _____ | 36. Are the following rolls included and properly recorded?  |       |       |
|       | a. Chronological Roll of Members   | _____ | _____ |
|       | b. Alphabetical Roll of Members  | _____ | _____ |
|       | c. Roll of Affiliate Members   | _____ | _____ |
|       | d. Baptized Members' Roll  | _____ | _____ |
|       | e. Register of Baptisms  | _____ | _____ |
|       | f. Register of Installed Pastors   | _____ | _____ |
|       | g. Elders and Deacons Register   | _____ | _____ |

