

ANNUAL PRESBYTERY REVIEW OF SESSION MINUTES AND CHURCH RECORDS C.

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 interlineation, footnotes, and inserts? _____
4. Are both sides of the numbered pages used fully? _____

A. ANNUAL REQUIREMENTS FOR SESSION MINUTES:

_____ 5. Do the minutes show the annual review of the church's insurance coverage? _____

_____ 6. Do the minutes show that an annual review of the compensation for all staff, including all employees, has taken place. _____

_____ 7. Is it noted that the Session has received a report showing the representation on the Session as related to the age, women and men, and the ethnic composition of the church membership? _____

_____ 8. Is there a record of the Session having approved the annual report that is sent to Presbytery for General Assembly, and are the membership and financial portions included? _____

_____ 9. Is it recorded that there has been an annual full financial review? _____

_____ 10. Are the names of all persons serving on the church's nominating committee listed as well as the organization each person represents (if any)? _____

_____ 11. a. Do the minutes show that the Session has elected the church treasurer? [G.14.0401 requires annual election] _____

_____ b. On what date was the clerk of Session elected? _____

_____ c. For what term of service was she or he elected? _____

_____ 12. Were the results of the annual review of Session minutes and church records reported to Session after the review, with exceptions noted? _____

B. 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						
13	Date, time, and place of meeting							
14	Type of meeting							
15	Special meeting's purpose stated							
16	Full names of those present, absent, excused							
17	Meeting opened and closed with prayer							
18	Clerk's signature (if pro-tem, include moderator's)							
19	Approval of previous minutes							
20	Financial summary since last meeting							
21	Approval and celebration of Lord's Supper							
22	Approval and celebration of Baptism, names							
23	Reports adding or deleting members							
24	Reports from presbytery commissioners							
25	Elders, instructed, examined, ordained/installed							

***** 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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C. RECORDING CONGREGATIONAL MINUTES:

- _____ 26. Do the minutes show the meeting to be either the annual meeting or a special meeting? _____
- _____ 27. Do the minutes report a quorum present? _____
- _____ 28. Are the minutes signed by the secretary and the moderator? _____
- _____ 29. Are the minutes kept in chronological order with the Session minutes? _____
- _____ 30. Do the minutes show that the terms of call for each pastor were individually approved by the congregation? _____
- _____ 31. 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? _____

D. KEEPING THE CHURCH REGISTER:

- _____ 32. Is the *Church Register* kept in a Presbyterian-approved book? _____
- _____ 33. Are the records in the *Register* current? _____
- _____ 34. Do matters contained in the *Register* agree with the relevant matters recorded in Session minutes? _____
- _____ 35. Are the following rolls included and properly recorded?
 - _____ a. CHRONOLOGICAL ROLL OF MEMBERS _____
 - _____ b. ALPHABETICAL ROLL OF MEMBERS _____
 - _____ c. INACTIVE MEMBERS ROLLS _____
 - _____ d. ROLL OF NONRESIDENT MEMBERS (Active and Inactive) (If maintained) _____
 - _____ e. ROLL OF AFFILIATE MEMBERS _____
 - _____ f. LISTING OF PASTORS _____
 - _____ g. BAPTIZED MEMBERS' ROLL _____
 - _____ h. REGISTER OF BAPTISMS _____
 - _____ i. DEATHS OF MEMBERS _____
 - _____ j. MARRIAGES _____
 - _____ k. ELDERS AND DEACONS _____
 - _____ l. TRUSTEES _____

COMMENTS AND EXCEPTIONS

CHURCH (Name and City) _____

CLERK _____

REVIEWER _____

DATE AND LOCATION _____

<u>ITEM #</u>	<u>COMMENT OR EXCEPTION</u>	<u>INITIALS</u>	
		<u>CLERK</u>	<u>REVIEWER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PRESBYTERY OF LAKE HURON

- SESSION MINUTES
- ___ APPROVED
- ___ APPROVED WITH EXCEPTIONS
- ___ NOT APPROVED
- CHURCH REGISTER
- ___ APPROVED
- ___ APPROVED WITH EXCEPTIONS
- ___ NOT APPROVED

DATE SIGNATURE OF REVIEWER