

# 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. Do the minutes show property and liability insurance coverage?  | _____ | _____ |
| _____ | 6. Is there a record of the Session having approved the annual report that is sent to Presbytery for General Assembly?                       | _____ | _____ |
| _____ | 7. Is it recorded that there has been an annual full financial review?   | _____ | _____ |
| _____ | 8. a. On what date was the church treasurer elected?   | _____ | _____ |
| _____ | b. For what term of service _____?   | _____ | _____ |
| _____ | 9. a. On what date was the Clerk of Session elected?   | _____ | _____ |
| _____ | b. For what term of service _____?   | _____ | _____ |
| _____ | 10. Were the results of the annual review of Session minutes and church records reported to Session after the review, with exceptions noted? | _____ | _____ |
| _____ | 11. Do the minutes show that the compensation for each pastor or CRE was recorded?   | _____ | _____ |
| _____ | 12. Do the minutes show that the manual of administrative operations has been reviewed?  | _____ | _____ |
| _____ | 13. Do the minutes show that the sexual misconduct policy has been reviewed?   | _____ | _____ |

**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								
14. Date, time, and place of meeting								
15. Type of meeting								
16. Special meeting's purpose stated								
17. Full names of those present, absent, excused								
18. Meeting opened and closed with prayer								
19. Clerk's signature (if pro-tem, include moderator's)								
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. 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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Page #

Yes

No

**C. Recording Congregational Minutes**

- \_\_\_\_\_ 27. Do the minutes show the meeting to be either the annual meeting or a special meeting? \_\_\_\_\_
- \_\_\_\_\_ 28. Do the minutes report a quorum present? \_\_\_\_\_
- \_\_\_\_\_ 29. Are the minutes signed by the secretary? \_\_\_\_\_
- \_\_\_\_\_ 30. Do the minutes show that the terms of call for each installed 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 the Session minutes? \_\_\_\_\_
35. 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 \_\_\_\_\_

