

Checklist for the Annual Review of Session Records

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of this list is to aid you and the reader in finding some items to be verified in Minutes, Rolls, and Registers. Please complete this checklist before the review by putting page numbers where items may be found.

The following items must be recorded in **Session minutes**.

Every Meeting: Choose a typical month to check.

	Requirement	Yes	No
1	Meetings opened and closed with prayer. [G-3.0105]		
2	Stated meetings held at least quarterly. [G-3.0203]		
3	Date, time, and place of meeting recorded.		
4	If a special meeting, the purpose is stated. [G-3.0203]		
5	Moderator named.		
6	Quorum present.		
7	Names of those present, excused, and absent listed.		
8	Minutes of the last meeting approved.		
9	All action items recorded.		
10	Clerk has signed the minutes.		

Record in minutes if applicable:

	Requirement	Page(s)
11	List of reports received by session from Trustees, Deacons, and Committees.	
12	Copies of any reports <u>adopted</u> by the session.	
13	Authorization by session of the observances of the Lord's Supper. [W-2.4012]	
14	Instances of the Lord's Supper since last meeting. Must be at least quarterly.	
15	Authorization by the session of all baptisms. [W-2.0301]	
16	Receiving all new members and how received. [G-3.0201, G-3.0204a]	
17	Deaths since last meeting. [G-3.0204a]	
18	Actions to remove members from rolls.	
19	Election of Commissioners to presbytery. [G-3.0202]	
20	Approval of special offerings. [G-3.0205]	
21	Receipt of report(s) from the Treasurer. [G-3.0205]	
22	Any job descriptions as approved.	
23	Any actions taken regarding non-ordained staff.	
24	Election of a Clerk of Session for a specific term. [G-3.0104]	
25	Action to call a Congregational Meeting. [G-1.0502]	
26	Election of a Treasurer for a specific term. [G-3.0205]	
27	Establishing a budget (annually). [G-3.0201]	
28	Annual review compensation of staff. [G-3.0201]	
29	The examination of new elders and deacons after training [G-3.0201]	
30	Review of the Rolls and Registers (annually). [G-1.04, 3.0204]	
31	Review of the work of the Board of Deacons. [G-2.0202]	

32	Annual Audit or Review of Financial Records [G-3.0205]	
33	The annual statistical report. [G-3.0201]	

Rolls and Registers:

	Requirement	Yes	No
34	Rolls – Active member, affiliate member, baptized		
35	Registers – baptisms, deaths		
36	Registers – deacons, elders, pastors		
37	The ordination and installation of elders and deacons. [G-3.0201]		

Congregational meeting minutes:

	Requirement	Date	Page
38	Annual Meeting of the congregation/corporation		
39	Review of pastor’s Terms of Call [G-1.0501]		
40	Quorum Present at Meetings		
41	Other congregational meetings		
42	Election of Nominating Committee [G-2.0404]		
43	Election of Elders and Deacons [G-2.0404]		
44	The Clerk and Moderator sign minutes for Congregational meetings.		

Congregational Meeting minutes, if applicable:

45	Buying, selling, or mortgaging property [G-1.0503]		
46	Calling a pastor or dissolving pastoral relationship [G-1.0503]		
47	Approval of minutes or designation that session may approve.		

General:

	Requirement	Yes	No
48	Do you have a Manual of Administrative Operations? [G-3.0106]		
49	Do you have a Sexual Misconduct Policy? [G-3.0106]		
50	Do you have a Child Protection Policy? [Approved change to G-3.0106]		

TO BE COMPLETED BY THE REVIEWER:

Items to be worked on for next year’s review:

The minutes of _____ Church were reviewed and approved as:

without exception

with exception

Date: _____

Reviewer’s Signature: _____

Presbytery Representative’s Signature: _____