

CHECKLIST FOR ANNUAL REVIEW OF SESSION MINUTES – 2025

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of this list is to help identify what is required by our polity, and to provide a good historical record. Please complete this checklist prior to the scheduled review. [\(Provisions listed in blue are effective as of 7/9/2023\)](#) Review should include minutes and records since last review.

SESSION MINUTES

At every meeting: choose a typical month to check.

REQUIREMENT	COMMENTS	YES	NO
Meetings opened and closed with prayer [G-3.0105]			
Stated meetings held at least quarterly [G-3.0203]			
Date, time, and place of meeting recorded (RONR*)			
If special meeting, the purpose is stated [G-2.0203]			
Moderator named if other than pastor [G-3.0201]			
Quorum present (RONR)			
Names of those present, excused, and absent listed (RONR)			
Minutes of the last meeting approved (RONR)			
Clerk's signature on Minutes (RONR)			

**Roberts Rules of Order Newly Revised*

Record in Minutes when applicable

REQUIREMENT	COMMENTS	PAGE	BOOK OF ORDER
All policies that are adopted (include copy in minutes and in Manual)			
Election of Clerk for a specific term			G-3.0104
Election of Treasurer for a specific term			G-3.0205
Treasurers report (filed for audit or review)			"
Copy of the budget (annually)			G-3.0113
Approval of special offerings			G-3.0205
Record of Annual Audit or Review of Financial Records			G-3.0113
Authorization of Lord's Supper or policy for when observed (at least quarterly)			W-3.0410
Authorization of Baptisms			W-3.0403
Annual Review of rolls			G-3.0201c
Receiving New Members and how received			G-1.0303
Deaths			G-3.0201c
Actions to remove members from rolls			G-3.0201c
Election of Commissioners to presbytery			G-3.0202

Annual review of compensation of staff			
Any job descriptions as approved			G-3.0201c
Any actions taken regarding non-ordained staff			G-3,0201c
Action to Call a Congregational Meeting			G-1.0502
Training and Examination of new officers			G-3.0201c
Approval of Minutes of Congregational Meeting (if not done by congregation)			G-3.0204
Review of the work of a Board of Deacons (if applicable)			G-2.0202
Copy of the Annual Statistical Report			

CONGREGATIONAL MEETINGS MINUTES (include with session minutes)

REQUIREMENT	COMMENTS	PAGE	BOOK OF ORDER
Annual Meeting of Congregation/Corporation			G-1.0501
Quorum present Quorum # set by Bylaws			G-1.0501
Annual approval of pastor's terms of call (including 12 weeks family medical leave for installed pastors and associates)			G-1.0503c
Purpose stated for called meetings**			G-1.0502
Approval of minutes or designation that session may approve			G-1.0505
Election of Elders and Deacons			G-1.0503a
Minutes signed by clerk or secretary			Roberts Rules

** Congregational Meetings are required for 1) buying, selling or mortgaging property 2) Calling a pastor or dissolving a pastoral relationship

REQUIRED ROLLS AND REGISTERS

Required (G-3.0204a-b)	Yes	No
Rolls: Active Member, Affiliate Member, Baptized Member		
Registers: Baptisms, Deacons, Elders & Pastors with ordination/installation dates		

OTHER ADMINISTRATIVE AND POLICY REQUIREMENTS

REQUIREMENT (Please send copies of policies to Presbytery)	YES	NO
Manual of Administrative Operations (including all policies) Electronic voting provisions. Parliamentary authority identified		
Sexual Misconduct and Anti-Harassment Policies [G-3.0106]		
Child Protection Policy [3.0106]		
Antiracism Policy [G-3.0106]		
Record of required boundary training including sexual abuse & child abuse prevention training every 36 months for all members of session.	Date of Training	
Copy of Church Bylaws sent to presbytery		
Are all corporate filings up to date [G-4.0101]		
If Sanctuary is rented to another worshipping congregation include copy of contract or covenant.		
Do you have a pre-school or nursery school? (circle relationship with school)	Church sponsored	Rent space

TO BE COMPLETED BY REVIEWER

The records of _____ Church were reviewed and approved:

Without exception

With exception

Comments:

Date: _____ Reviewer's Signature: _____

Presbytery Representative's Signature: _____