

Presbytery of Milwaukee - Session Records Review Sheet

2020 Minutes

Presbytery of Milwaukee

Church Name

Year(s) Covered by Minutes

Page # in Minutes to be filled in by
Clerk of Session BEFORE the Review

Included Y/N and Comments to
Completed by Reviewer.

| Recorded Item | Reference | Page # | Included Y/N | Reviewer's Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------|--------------|---------------------|
| Date, time, place of each meeting, and stated or special meeting | G-3.0203 | | | |
| Meeting at least quarterly. | G-3-0203 | | | |
| Names of ruling elders present. | G-3.0203 | | | |
| Name of moderator | G-3.0203 | | | |
| Opened and closed each meeting with prayer | G-3.0105 | | | |
| Minutes approved by session | G-3.0204; RONR p 353 | | | |
| Financial report regularly | G-3.0205 | | | |
| Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to home bound members and report of administration. | G-3.0201b W-3.0410; W-3.0414 | | | |

| Recorded Item | Reference | Page # | Included Y/N | Reviewer's Comments |
|--------------------------------------------------------------------------------------------|-------------------------|--------|--------------|---------------------|
| Approval of the Sacrament of Baptism and report of administration of Baptism | G-3.0201b W-3.0403 | | | |
| Commissioner(s) to presbytery meetings elected by session | G-3.0202 | | | |
| Report of Commissioner(s) given at next session meeting following each presbytery meeting. | G-3.0202 | | | |
| Signature of Clerk of Session | G-3.0107; RONR p 449 | | | |

Items to be Recorded Annually in Minutes:

| Recorded Item | Reference | Page # | Included Y/N | Reviewer's Comments |
|-----------------------------------------------------------------------------------------------|-----------|--------|--------------|---------------------|
| Training, examination of newly elected ruling elders and deacons. | G-3.0201c | | | |
| Ordination and Installation of ruling elders and deacons | G-3.0201c | | | |
| Report of annual review of compensation for pastor. | G-2.0804 | | | |
| Session review of annual statistical report. Annual statistical report included with minutes. | G-3.0202f | | | |
| Election of Church Treasurer(s) by Session | G-3.0205 | | | |
| Election of Clerk of Session by Session | G-3.0104 | | | |
| Session approval of budget. | G-3.0205 | | | |
| Full financial review or audit | G-3.0113 | | | |
| Review of all committees and organizations of the church. | G-3.0201c | | | |

| Recorded Item | Reference | Page # | Included | Y/N | Reviewer's Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|----------|-----|---------------------|
| Review of Deacons, if applicable | G-2.0202 | | | | |
| Provision for education, nurture, and fellowship opportunities | G-3.0201c | | | | |
| Insurance Review - adequate property and liability coverage, including officers | G-3.0112 | | | | |
| Session efforts to restore less active members to active participation, if any | G-3.0204a | | | | |
| Review of Representation: session composition with regard to racial ethnic members, women, men, age groups, and how this corresponds to composition of the congregation (minimum compliance is statistical report is in minutes). | G-3.0103 | | | | |

Minutes of Congregational Meetings:

| Recorded Item | Reference | Page # | Included | Y/N | Reviewer's Comments |
|--------------------------------------------------------------------------|-------------------------|--------|----------|-----|---------------------|
| Congregation met at least annually | G-1.0501 | | | | |
| Presentation of Session approved budget in minutes | G-3.0205 | | | | |
| Election of Nominating Committee by congregation | G-2.0401 | | | | |
| Election of elders, deacons, trustees (where applicable). | G-1.0503 | | | | |
| Minutes of all congregational meetings are signed by clerk | G-1.0505; RONR p 449 | | | | |
| Review of compensation of pastor(s) by the congregation. | G-1.0503 | | | | |
| Pastor(s) Terms of Call (compensation) included in congregation minutes. | G-2.0804 | | | | |

Church Rolls and Registers:

| Recorded Item | Reference | Y/N | Included | Y/N | Reviewer's Comments |
|----------------------------------------------------------|-----------|-----|----------|-----|---------------------|
| Roll of Active Members maintained by Session | G-1.0402 | | | | |
| Roll of Baptized Members maintained by Session | G-1.0401 | | | | |
| Roll of Affiliate Members, if any, maintained by Session | G-1.0403 | | | | |
| List of Ruling Elders and Deacons, with ordination date | G-3.0204b | | | | |
| List of Pastors, Associates, with dates of service | G-3.0204b | | | | |
| Record baptisms with date of birth and name of parents. | G-3.0204b | | | | |

Date: _____

Clerk of Session who prepared this review sheet _____

Date _____

Names of Reviewer _____

Location _____

Minutes Approved:

() Without Exception - OR

() With _____ Exception(s):

Register (Roll Book) Approved:

() Without Exception - OR

() With _____ Exception(s)
