

Presbytery of Milwaukee - Session Records Review Sheet

Minutes

_____ (year)

Church Name _____

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;			
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/Person 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)
