

REVIEW OF SESSION RECORDS Checklist

Name of Church
Name of person submitting records
Name of reviewer (include church name)
Date of Review

GENERAL APPEARANCE (to be filled out by reviewer)							
1	Minutes are stored in physical book in location where the congregation worships	Y	N		Standard Acid Free paper used	Y	N
	Secured so pages will not be lost	Y	N		Book free from erasures, footnotes and white out. Blank spaces of more than two inches crossed out.	Y	N
	Pages numbered consecutively and written on both sides	Y	N		Footnotes or insertions (there should be none)	Y	N

Person submitting record book, please fill in date and type of each meeting and list page number(s) for each item listed below. SS – Stated Session SP - Special Session AC – Annual Congregational SC – Special Congregational	DATE AND TYPE OF MEETING																	
ITEMS 2-6 REQUIRED EACH MEETING. (Check if completed)																		
2	Name of church, date, start time, place, type of all meetings.																	
3	Name of presiding Moderator																	
4	Opened with prayer																	
5	Attestation of quorum																	
6	Roll and attendance, including guests																	
7	Names of Elders present, absent and excused <i>(Session meeting)</i>																	
8	Review, correction, adoption of minutes (with dates)																	

DATE AND TYPE OF MEETING																				
9	Meeting closed with prayer																			
10	Minutes signed by clerk (or moderator if congregational meeting)																			
11	Ratification of any actions taken by session members' concurrence through e-mail voting.																			
12	Main motions are stated in a clear way. Indication of what happened to those motions are noted.																			
ITEMS 11-21 RECORD EACH OCCURRENCE																				
13	Election of commissioners to Presbytery Meetings (G-3.0202a)																			
14	Report of Presbytery Commissioners following each Presbytery Meeting. (G-3.0202a)																			
15	Authorization for the Sacrament of the Lord's Supper and dates celebrated. (G-3.0201b)																			
16	Authorization of baptism, date of baptism with full name (include full names of parents or guardians, if a child); date and place of the birth of the one baptized. (G-3.0204a)																			
17	Session action to add, remove, or transfer members with full name. (G-3.0201c)																			
18	Election of the clerk by Session including the length of term. (G-3.0104) If term is longer than one year note length and when elected here:																			
19	Election of church treasurer including length of term. (G-3.0205) If term is longer than one year note length and when elected here:																			
20	Record actions regarding any judicial matters																			

RECORD THE FOLLOWING ANNUALLY																				
20	Minutes of Annual congregational meeting; record of approval of minutes by congregational rule. (G-1.0501)																			
21	Minister's compensation reviewed by Session and (when appropriate) approved by congregation. (G-1.0504c, G-2.0804)																			
22	Record of the election of elders and deacons by congregation. (G-2.0401)																			
23	Completion of study, preparation and examination of elders and deacons. (G-2.0402)																			
24	Record of the ordination and/or installation of elders and deacons. (G-3.0201c)																			
25	Approval of the Annual Statistical report to General Assembly; copy of report in minutes (G-3.0302e)																			
26	Establishment of annual budget by Session. (G-3.0113, G-3.0205)																			
27	Record of full financial review by a public accountant or committee versed in accounting procedures none of whom are related to the Treasurer. (G-3.0113)																			
28	Approval of work of Deacons (G-2.0202)																			
29	Active Roll reviewed by session (G-3.0201c)																			
30	Review of Session records by presbytery. (G-3.0108a)																			

Verification of Action

		Yes	No
31	The Clerk will attest that the following documents are available, current, and reviewed annually:		
a.	Does the Church have a Manual of Operations? (G-3.0106)		
b.	If the session and/or congregation met electronically, are there special rules of order and standing rules to govern such meetings? (G-3.0105)		
c.	Does the Church have a Sexual Misconduct Policy? (G-3.0106)		
d.	Does the Church have a Child and Youth Protection Policy? (G-3.0106)		
e.	Have all members of session received boundaries training which includes the topics of sexual misconduct and child sexual abuse prevention in the last 36 months? (G-3.0106)		
f.	Does the Church have a harassment policy? (G-3.0106)		
g.	Does the Church have an anti-racism policy? (G-3.0106)		
h.	Does the Church have Property and Liability insurance? (G-3.0112)		
i.	Does the Church have Bylaws?		

Rolls and Registers

32	Membership Rolls and Registers shall be maintained (G-3.0204)	Date of Last Entry	Comments
a.	Baptized Members Roll		
b.	Active Member Roll		
c.	Inactive Members Roll <i>(no longer required, but may be carried by the congregation)</i>		
d.	Affiliate members Roll		
e.	Registers of Marriages		
f.	Register of Baptisms		
g.	Register of Elders		
h.	Register of Deacons (if applicable)		
i.	Register of Pastors		

Indicate with a “check” whether the minutes are (to be filled out by reviewer).

Approved	
Approved with Exception	
Not Approved	

List all exceptions by number and sub-letters or show “NONE.”

Reviewer’s Comments for Commendation or Concern

ADDITIONAL NOTES: