

SESSION MINUTES REVIEW FORM
Revised April 2021

Church Name _____

Year of minutes being reviewed _____

Has the session kept “a full and accurate record of its proceedings”? (G-3.0107)

Section I:

1. The Congregational Meeting where the pastor/s terms of call have been approved was held on _____.
2. The Congregational Meeting where the Officer Nominating Committee was elected was held on _____.
3. The Congregational Meeting where Church Officers (elders, deacons) were elected was held on _____.
4. Were there any other congregational meetings in the year, and if so, when were they held and was the purpose stated?

- Did the moderator OR clerk sign all congregational meeting minutes? *Yes or no*
5. New Officers were trained by the Session and pastor on _____.
 6. New Officers were examined by the Session on _____.
 7. New Officers were ordained/installed during worship on _____.
 8. If you have deacons, you held a joint meeting with the session on _____.
 9. The Session established the annual budget on _____ (please attach a copy of the budget in your minutes)
 10. The session has examined compensation for all non ordained staff and has indicated this review of compensation in the minutes on _____.
 11. The session elected the treasurer on _____.
 12. The church has a process for ensuring all offerings are counted and recorded by 2 persons, or one fidelity bonded person (G-3.0205a). *yes or no*
 13. The church has had an audit or a full financial review with the findings reported to the session on _____.
 14. The Annual Statistical Report has been attached to the minutes at the end of the calendar year.
 15. Has the session obtained property and liability insurance? (G-3.0112) Attach a copy of the summary of the insurance to the end of the minutes for the year.

Section II:

Please take an average month and check if the following information has been recorded in the session minutes. (month looked at _____)

1. The meeting was opened and closed with prayer. *yes or no*
2. Date, hour and place of the meeting was recorded. *yes or no*
3. Name of the moderator is given. *yes or no*
4. A quorum was declared *yes or no*
5. Names of those absent and excused were listed *yes or no*
6. The minutes of the last meeting were approved *yes or no*
7. Brief reports from the various committees are given *yes or no*
8. Moderator or Clerk has signed the minutes *yes or no*

Section III:

The following items should be contained in the minutes if applicable:

1. The Session has authorized baptisms on _____.
2. The Session has authorized the observance of the Lord's Supper on _____.
3. The Session received new members by letter of transfer on: _____
The name of the church transferred from is listed. *yes or no*
4. The minutes contain a condensed treasurer's report quarterly. *yes or no*
5. The Session received new members by affirmation/reaffirmation of faith on: _____.
6. Commissioners to presbytery reported to the session (G-3.0202) on _____.
7. The Session took a candidate under care on _____.

Section IV:

Congregational Meetings may contain the following information. Please indicate if appropriate:

1. A new pastoral relationship was established on _____.
2. A pastoral relationship was dissolved on _____.
3. Any matters relating to property issues such as purchase, lease, sale, were discussed and voted on: _____.

Section V:

The annual meeting of the corporation was held on _____.

Has the session adopted a Sexual Misconduct Policy and a Child Protection Policy? (G-3.0106). Include a copy of your policy/policies with the session minutes for review.

Has the session adopted a Manual of Operations? (G-3.0106) *yes or no* Include a copy with the session minutes for review. It shall include: the quorum for a congregational meeting (G-1.0501); the process for the election of the congregational officer nominating committee (G-2.0401).

Section VI:

Finally, below is the list for the church roll book. The READER will complete this portion during the review session. Therefore, you must remember to bring your Church Roll Book with you. Don't forget!

Is the Active Members list current? *yes or no*

Is the Baptized Members list current? *yes or no*

Is the Inactive Members list current? *yes or no*

Is there a listing of the marriages performed by the minister? *yes or no*

Is there a listing of the baptisms performed by the minister? *yes or no*

Is there a listing of the deaths that have occurred in the church? *yes or no*

Is there a listing for births/adoptions that have occurred within the church? *yes or no*

Is there a listing for the elders and deacons who have been ordained and installed by the church? *yes or no*

Is there a listing for all pastors and their dates of service? *yes or no*

Comments by the READER on the Roll Book:

Checklist of Items for Use in Records Review

Minutes Book(s)

Church Registers (Baptisms, active and affiliated members, elders, deacons, pastors; other rolls deemed necessary by the session.)

The following (if not in Minutes Book)

- Bylaws/Manual of Operations (G-3.0106)
- Financial Review or Audit (G-3.0113)
- Session Annual Statistical Report
- Proof of Insurance (G-3.0112)
- Articles of Incorporation (G-4.0101)
- Annual budget (G-3.0113)
- Sexual Misconduct Policy (G-3.0106)
- Child Protection Policy (G-3.0106)

Current Book of Order (suggested)

TO BE COMPLETED BY THE REVIEWER:

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

- Section I: _____
- Section II: _____
- Section III: _____
- Section V: _____
- Section VI: _____

The minutes of _____ Church were reviewed and approved as:

without exception

with exception (please explain below)

Date: _____

Reviewer’s Signature: _____