

Session Record Review Sheet

Church Name/City _____ **Year Being Reviewed** _____

Clerk of Session who prepared this sheet _____ **Date:** _____

Name of Reviewer _____ **Date:** _____

Clerk's Comments are to be filled in by Clerk of Session *before* the review: *Include page numbers or other identifying and pertinent information.*

Reviewer's Comments to be completed by Reviewer *during* the review.

ITEMS TO BE RECORDED AT EACH MEETING

Recorded Item	Reference	Page Numbers/ Clerk's Comments	Reviewer's Comments
Date, time, place of each meeting, and stated or special meeting, quorum present	G-3.0203		
Meeting at least quarterly.	G-3-0203		
Full names of ruling elders present, excused or absent.	Robert's Rules		
Full name of moderator	Robert's Rules		
Opened and closed each meeting with prayer	G-3.0105 W-3.6103		
Minutes approved by session	Robert's Rules		
Signature of Clerk of Session or Moderator for each meeting	Robert's Rules		

Financial report at each meeting or regularly	G-3.0205		
Session authorization of Sacrament of the Lord's Supper (at least quarterly) including home bound members.	G-3.0201b W-2.4010		
Approval of the Sacrament of Baptism and report of its administration	G-3.0201b W-2-3011		
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		

Notes:

ITEMS TO BE RECORDED ANNUALLY IN MINUTES

Recorded Item	Reference	Page Numbers/ Clerk's Comments	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		
Election of Church Treasurer(s) by Session	G-3.0205		
Election of Clerk of Session by Session	G-3.0104		

Report of annual review of compensation for pastor and all other staff	G-2.0804 G-3.0106		
Review of congregation's sexual misconduct prevention policy	G-3.0106		
Review of congregation's child/youth protection policy	G-3.0106		
Session approval of budget.	G-3.0205		
Financial review or audit	G-3.0113		
Insurance Review - adequate property and liability coverage, including officers	G-3.0112		
Session review of annual statistical report.	G-3.0202f		
Annual statistical report included with minutes.	Presbytery of Florida		
Session composition with regard to racial ethnic members, women, men, age groups,	G-3.0103		

Notes:

MINUTES OF CONGREGATIONAL MEETINGS

Recorded Item	Reference	Page Numbers/ Clerk's Comments		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 approved and signed by clerk.	G-1.0505 Robert's Rules			
Approval of Terms of Call of pastor(s) by the congregation and inclusion in the minutes.	G-1.0503			

Notes:

CHURCH ROLLS AND REGISTERS

Recorded Item	Reference	Yes/No		Reviewer's Comments
Roll of Active Members maintained by Session	G-3.0204a			
Roll of Baptized Members maintained by Session	G-3.0204a			

