

## CHECKLIST FOR REVIEW OF SESSION MINUTES

### Attention Clerks of Session

Please PRINT CLEARLY and complete this form BEFORE taking your books to the annual meeting. Please check the appropriate answer to each question below. If the question does not apply to the church (as baptisms, weddings, etc.), mark N/A (not applicable). If you mark yes, please note the page number where a sample of the information requested can be found. This will help the process run more efficiently. Thank you.

Name of Church being Reviewed \_\_\_\_\_

Church Address \_\_\_\_\_

Clerk of Session \_\_\_\_\_

Date of this Review \_\_\_\_\_ Date of last Review \_\_\_\_\_

Reviewed for Period from \_\_\_\_\_ to \_\_\_\_\_

|   | YES   | NO    | N/A   | Page# |
|---|-------|-------|-------|-------|
| 1. Are the date, time, and place recorded for each meeting?   | _____ | _____ | _____ | _____ |
| 2. Has your session met at least once per quarter?  | _____ | _____ | _____ | _____ |
| 3. Is the name of your Moderator recorded each meeting?   | _____ | _____ | _____ | _____ |
| 4. Do your minutes indicate that each meeting was opened and closed with prayer?  | _____ | _____ | _____ | _____ |
| 5. Do your minutes state that the composition of the session reflects the composition of the congregation with regard to racial ethnic members, women, men and age groups?<br>F-1.10403, G-3.0103   | _____ | _____ | _____ | _____ |
| 6. Are the names listed for Ruling Elders who are Present?  | _____ | _____ | _____ | _____ |
| Excused?  | _____ | _____ | _____ | _____ |
| Absent?   | _____ | _____ | _____ | _____ |
| 7. Do your minutes indicate that the minutes of each previous meeting were read, corrected if necessary, and approved? <i>(If distributed before the meeting, the minutes do not need to be read during the meeting unless a member requests it.)</i> | _____ | _____ | _____ | _____ |

|   | YES   | NO    | N/A   | Page# |
|---|-------|-------|-------|-------|
| 8. Do your minutes of each meeting have the attesting signature of the Clerk of Session or Moderator?   | _____ | _____ | _____ | _____ |
| 9. Do your minutes of the congregational meetings have the attesting signature of the Secretary and Moderator?  | _____ | _____ | _____ | _____ |
| 10. Do your minutes include only vital actions taken, that is, motions which are approved or disapproved?   | _____ | _____ | _____ | _____ |
| 11. Have you recorded names for those elected as Commissioners to Presbytery and a report from each presbytery meeting?   | _____ | _____ | _____ | _____ |
| 12. Are your minutes free from erasure, interlineations, footnotes, and separately inserted loose materials?  | _____ | _____ | _____ | _____ |
| 13. Is the record of the authorization and the administration of the Sacrament of the Lord's Supper included?   | _____ | _____ | _____ | _____ |
| 14. If administered privately, as to shut-ins, does your pastor's report include names of one or more Ruling Elders or Deacons authorized by the Session to represent the church?<br>W-3.0414   | _____ | _____ | _____ | _____ |
| 15. Do your minutes show that the Session gave authorization for the sacrament of Baptism? W-3.0403   | _____ | _____ | _____ | _____ |
| 16. Is your pastor's report of the Sacrament of Baptism, including pertinent information (name, dates, parent's names, etc.) required for keeping the "Register of Baptism," recorded in the Session minutes as well as in the "Register of Baptism?" | _____ | _____ | _____ | _____ |
| 17. Is your pastor's report of marriages, with appropriate information as required for keeping the "Register of Marriages," recorded in the Session minutes as well as in the "Register of Marriages?"  | _____ | _____ | _____ | _____ |
| 18. Is your pastor's report of deaths with the appropriate information (name, date, member or non-member, place of burial, etc.) recorded at the following Session meeting?   | _____ | _____ | _____ | _____ |
| 19. Do your minutes give the full name of applicants for admission to church membership?  | _____ | _____ | _____ | _____ |
| 20. If applicants are to be received by transfer, is the name and address of the church of former membership given? Is information relative to ordained offices held and baptized children given?   | _____ | _____ | _____ | _____ |

|   | YES   | NO    | N/A   | Page# |
|---|-------|-------|-------|-------|
| 21. Do your minutes record the granting of letters of dismissal, including the name and address of the church to which letters are granted?   | _____ | _____ | _____ | _____ |
| 22. Do your minutes show that the Board of Trustees, or appropriate financial affairs committee of the Session, presented current financial statement(s) and that it was received by the Session? G-3.0205c | _____ | _____ | _____ | _____ |
| 23. Do your minutes show the treasurer's report?  | _____ | _____ | _____ | _____ |
| 24. Are current foundation or memorial fund balances included in the treasurer's report?  | _____ | _____ | _____ | _____ |
| 25. Do your minutes show that the church has adequate property and liability insurance?   | _____ | _____ | _____ | _____ |
| 26. Disciplinary action: Have the procedures specified in the Rules of Discipline been complied with?   | _____ | _____ | _____ | _____ |
| 27. Do your minutes show that the Child, Youth, and Vulnerable Adult Protection Policy was reviewed by the session?   | _____ | _____ | _____ | _____ |
| 28. Do your minutes show that background checks have been conducted for all personnel and volunteers working with children, youth, and/or vulnerable adults?  | _____ | _____ | _____ | _____ |
| 29. Do your minutes show that the Sexual Misconduct Policy was reviewed by the session?   | _____ | _____ | _____ | _____ |
| 30. REPORTS   |       |       |       |       |
| A. Has a copy of the Session's Annual Statistical Report (or a summary based on the headings) been included in the Session minutes?   | _____ | _____ | _____ | _____ |
| B. Have your minutes of Congregational Meetings been included with the Session minutes? G-3.0204  | _____ | _____ | _____ | _____ |
| C. Do your minutes include the names and terms of office involved in changes on the Session, Board of Deacons, and among other church officers?   | _____ | _____ | _____ | _____ |
| D. Do your minutes indicate that the actions and records of all organizations were submitted to the Session?  | _____ | _____ | _____ | _____ |

- |  | YES   | NO    | N/A   | Page# |
|--|-------|-------|-------|-------|
| E. Do your minutes include indication that the Session has reviewed with each pastor and all other employees the adequacy of their compensation? | _____ | _____ | _____ | _____ |
| F. Do your minutes include indication that the financial records have been reviewed each year? G-3.0113  | _____ | _____ | _____ | _____ |

Note: The provisions of form of government do not give the Session the authority to destroy records. The Book of Order, G-3.0107, emphasizes the responsibility for safe storage of Session minutes and Rolls and Registers. Please encourage your Session to provide a safe place to store your Session records. The records provide important historical information for future generations.

**Complete name of church reviewed on this form** \_\_\_\_\_

**Reviewer's Name** \_\_\_\_\_

**Reviewer's Home Church** \_\_\_\_\_

**Recommendations of Peer Reviewer**

**Approved**

**Approved with Exceptions**

**Disapproved**

Remarks: \_\_\_\_\_

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**Peer Reviewer**

**(please sign)**

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General comments and suggestions: (how can we make this form easier to follow, etc.)