



Church _____

Period of Review _____ to _____

Clerk of Session: Please indicate in the third column the page number in Session Minutes where record of action can be found, (maximum of 3 references). **This completed form is to be in your books when they are presented for review.**

SESSION AND CONGREGATIONAL MINUTES

Item	Requirement	Page No.	Req. Met		Exceptions (for Reviewer Only)
			Y	N	
SESSION MEETINGS					
Every Meeting					
1	Date, time & place of each meeting; regular or special (w/purpose)				
2	Full names of elders, moderator, others invited by session, recorded as present, excused, or absent. Quorum attested (G-3.0203)				
3	Meeting opened/closed with prayer (G-3.0105)				
4	Approval of minutes of previous meeting, corrected if necessary, signed by clerk				
5	List of reports received by session from Trustees, Deacons, other committees				
6	All actions whether passed or failed; copies of any reports adopted by session				
7	Report of celebration of Lord's Supper since last meeting, with number served, including homebound				
8	Authorization of all baptisms (W-2.3011); record of instruction and counseling with parents (W-2.0312b)				
9	Actions to receive new members and how received (G-3.0201c)				
10	Actions to dismiss members (G-3.0201c) (also in Rolls & Registers)				
11	Marriages since last meeting (also in Rolls & Registers)				
12	Deaths since last meeting (also in Rolls & Registers)				
13	Election of Commissioners to presbytery and receipt of commissioners' report (G-3.0201)				
14	Receipt of report(s) from Treasurer (G-3.0205)				
Annual or Occasional Actions					
15	Authorization for celebration of the Lord's Supper (W-2.4012)				
16	Approval of any special offerings (G-3.0205)				
17	The examination of new elders & deacons after training (G-3.0201)				
18	The ordination and installation of elders & deacons (also in Rolls & Registers)				
19	Ongoing training of Ruling Elders and other Officers (G-3.0201c)				
20	Approve Staff Job Descriptions – initially and any subsequent changes (G-3.0201c)				
21	Election of a Clerk of Session for a specific term (G-3.0104)				
22	Election of a Treasurer for a term determined by Session (G-3.0205)				
23	Establishing a budget (annually) (G-3.0201)				
24	Annual review of compensation of staff (G-3.0201) & personnel documentation such as all actions taken to hire, compensate, evaluate, discipline, or terminate non-ordained staff.				
25	Review of Rolls & Registers (annually) (G-3.0201c, G-3.0204)				
26	Direct the work of the Board of Deacons (G-2.0202, G-3.0201c)				
27	Direct the work of the Board of Trustees (if separate from the Session) (G-4.0101, G-3.0201c)				
28	Direct the work of all Congregational Organizations (G3.0201c)				
29	Annual Audit or Review of Financial Records (G-3.0205)				
30	Approval of Annual GA statistical report (G-3.0201)				

31	Report of Presbytery review of session minutes & records				
32	Action to call a Congregational Meeting (G-1.0502)				
CONGREGATIONAL MEETING(S)					
33	Date, time & place of meeting; regular or called), Quorum attestation				
34	Election of Nominating Committee (G-2.0404)				
35	Election of Ruling Elders, Deacons, and Trustees (G-1.0503a)				
36	Annual review of pastor's Terms of Call (G-1.0503c)				
37	Calling a pastor or dissolving pastoral relationship (G-1.0503b&c)				
38	Actions to buy, sell, or mortgage property (G-1.0503d)				
39	Record of Presbytery approval to sell, encumber, or lease property (G-4.0206) or to expend non-budgeted money in excess of 10% of current expense budget for the purpose of refurbishing, major repairs, expansion, or purchase of land.				
40	Approval of minutes or designation that session may approve				
41	Signed by the Clerk (and the Moderator if required by bylaws)				

ROLLS AND REGISTERS—REVIEWED ON EVEN-NUMBERED YEARS

Registers (G-3.0204b)	Requirement for Entries	Pg. Ref. in Minutes	Req. Met		Exceptions (for Reviewer Only)
			Y	N	
Pastors	Names of Pastors, Co-pastors, Designated & Associate, Temporary including Interim & Covenant, and Certified Christian Educators w/ dates of service (G-2.0504, G-2.11, G-3.0204b)				
Ruling Elders	Place & date of ordination, terms of active service				
Deacons	Place & date of ordination, terms of active service				
Trustees (if separate from session)	Date of election and terms of service				
Baptisms	Date, date of birth, parents' full names				
Marriages	Full name of each person; date and place of wedding; officiating clergy; license number, date & place of issue				
Rolls (G3.0204a)					
Baptized Members	Baptized but not made a profession of faith (G-1.0401)				
Active Members	Baptized adults in both a chronological and an alphabetical roll (w/ref. to chronological roll) Date of reception, dismissal/removal, & death (G-1.0402)				
Affiliate Members	Date of session action (G-1.0403)				
Other Rolls & Registers	Actions on any other rolls and/or registers that the session has decided to keep (G-3.0204a-b)				

REQUIRED DOCUMENTS

Document	Date last reviewed/approved
Manual of Administrative Operations (Including By-laws) (G-3.0106)	
Sexual Misconduct Prevention & Response Policy (G-3.0106)	
Child and Youth Protection Policy (G-3.0106)	
Proof of current Property and Liability Insurance (G-3.0112)	

Date of Review ___/___/___ Reviewer _____

Church/Ministry of Reviewer _____

YOUR RECOMMENDATION: ___ Approved Without Exception ___ Approved with Exceptions Noted
 ___ Not Approved

COMMENTS: