

SESSION RECORDS REVIEW CHECKLIST

Church Name _____

Page # in Minutes to be filled in by
Clerk of Session BEFORE the Review

*Included Y/N and Comments to be completed by Reviewer DURING
the review.*

Recorded item	Reference	Page #	Included Yes or No	Reviewers comments
Date, time, place of each meeting and stated or special meeting.	G-3.0203			
Meeting at least quarterly.	G-3.0203			
Names of ruling elders present.	G-3.0101			
Name of moderator.	G-3.0203			
Opened and closed each Meeting with prayer.	G-3.0203			
Minutes approved by session.	G-3.0204			
Financial report at each Meeting or regularly.	G-3.0205			
Session plan and approval for sacrament of the Lord's Supper (at least quarterly) and to home bound members.	G-3.0201b W-2.4012			

Recorded item	Reference	Page #	Included Yes or No	Reviewers comments
Report of administration of the Lord's Supper (next meeting).	G-3.0201			
When taken to sick or shut-in members, names of those officers who served the sacrament.	W-2.4012			
Approval of the Sacrament of Baptism.	G-3.0201b W-2-3011			
Report of administration of Baptism (next meeting).	G-3.0201			
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			
Signature of Clerk of Session.	G-3.0107			

Items to be Recorded Annually in Minutes:

Recorded item	Reference	Page #	Included Yes or No	Reviewers comments
Training, examination of newly elected ruling elders and deacons.	G-3.0201c			
Ordination and Installation of ruling elders and deacons.	G-3.0201c			
Report of annual review of compensation for pastor and all other staff.	G-2.0804			
Session review of annual statistical report.	G-3.0202f			
Annual statistical report included with minutes.	G-3.0204			
Election of Church treasurer(s) by session.	G-3.0205			
Election of Clerk of Session by session.	G-3.0104			
Session approval of budget.	G-3.0205			
Full financial review or audit.	G-3.0113			

Recorded item	Reference	Page #	Included Yes or No	Reviewers comments
Review of all committees and organizations of the church.	G-3.0201c			
Review of Deacons.	G-2.0202			
Provision for education, nurture, and fellowship opportunities.	G-3.0201			
Insurance Review – adequate property and liability coverage, including officers.	G-3.0112			
Session efforts to restore less active members to active participation, if any.	G-3.0204			
Session composition with regard to racial ethnic members, women, men, age groups, and how this corresponds to composition of the congregation.	F-1.0403			

Minutes of Congregational Meetings:

Recorded item	Reference	Page #	Included Yes or No	Reviewers 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 signed by clerk.	G-1.0505			
Review of compensation of pastor(s) by the congregation.	G-1.0503			
Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-1.0505			

Church Rolls and Registers:

Recorded Item	Reference	Included Yes or No	Reviewer's Comments
Roll of Active Members maintained by Session.	G-3.0204		
Roll of Baptized Members maintained by Session.	G-3.0204		
Roll of Affiliate Members, if any, maintained by Session.	G-3.0204		
List of Ruling Elders and Deacons, with ordination date.	G-3.0204		
List of Pastors, Associates, with dates of service.	G-3.0204		
Record baptisms with date of birth and name of parents.	G-3.0204b		

INSTRUCTIONS FOR THE SESSION RECORDS REVIEW

Each clerk is to review their own minutes using the Session Records Review Checklist. Write the name of your church on the top of the first page. Pages one and two of the checklist review the minutes of every session meeting. Pages three and four review items that are to be recorded annually. Page five reviews the minutes of congregational meetings. Except for the rolls and registers, enter the page number for each item where it is found in your minutes. **You must list a page number for every instance the item is recorded in your minutes.** You may have more than one page number for each line. For example, if you had twelve meetings during the year, you should have twelve page numbers for the first item, “Date, time, place of each meeting and stated or special meeting.”

At the reviews, you will each review the minutes of another church by reviewing their checklist. You will be given more instructions at the review.

Please do not be anxious if not everything was included in the minutes. First of all, no one is perfect. And, it may not be your fault that something was not included. For example, perhaps your church did not do a full financial review or audit or neglected to do an insurance review, and you are not the person expected to perform those duties!

Page six of the check list reviews the rolls and registers. We do not review the rolls and registers every year. Please look at the front of your rolls and registers book. If it has three years or more since the date of the last stamp, please bring this book with you to the review.

If you have any questions, please do not hesitate to contact the Stated Clerk, Raymond Meester:

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