

**Review of Session Minutes - Preparation Copy**

Name of Church \_\_\_\_\_ Year \_\_\_\_\_

Location of Church (town) \_\_\_\_\_

Reviewed by \_\_\_\_\_

***Don't forget to complete both sides***

		Yes	Page Where Found	No	N/A	Comments:
1.	Do the minutes record type of meeting, date, time, person moderating? (Roberts)					
2.	Do the minutes record that the meeting opened and closed with prayer? (G-3.0105)					
3.	Is the roll for the session meeting complete with those present, excused or absent? (Roberts)					
4.	Do the minutes record approval of the previous session meeting or of session action to approve minutes of a congregational meeting? (Roberts)					
5.	Are all minutes signed by the clerk of session or moderator? (Roberts)					
6.	In the Session minutes, have the rolls been reviewed at least annually? (G-3.0201c)					
7.	Do the minutes record any changes in the roll, i.e., transfers, deaths, baptisms? (G-3.0204)					
8.	Does the session conduct an annual review of compensation for the pastor, staff, and employees? (G-2.0804)					
9.	Do the minutes of the annual congregational meeting record the approval of changes in terms of call for the pastor(s)? (G-1.0503c)					
10.	Did the session review property and liability insurance and consider it adequate? (G-3.0112)?					
11.	Do the minutes record the annual election of the treasurer by the session? (G-3.0205) ***					
	***If the Session determines to elect a Treasurer for a term longer than one year, please note when the election took place and the length of the term.					
12.	Does the session appoint persons for the counting of offerings? (G-3.0205a)					
13.	Has the session completed a "full financial review" or audit? (G-3.0113)					
14.	Do the minutes record the election of a representative to Presbytery meetings and receive reports from that representative? (G-3.0202a)					
15.	Did the Session act to adopt the budget? (G-3.0113)					

		Yes	Page Where Found	No	N/A	Comments:
16.	Did the Session take appropriate action to approve baptisms? (W-3.0403; G-3.0204b)					
17.	Did session take appropriate action to approve the celebration of the Lord's Supper? (W-3.0410)					
18.	Did session approve the annual statistical report and is there a summary in the minutes? (G-3.0202f)					
19.	Do minutes include a summary of all committees, bodies and organizations of the church? (G-3.0108 a)					
20.	Do minutes record the election of a Nominating Committee at the congregational meeting? (G-2.0401)					
21.	Do minutes of the congregational meeting record the election of officers? (G-2.0401)					
22.	Do minutes record the completion of a period of study and preparation followed by an examination for all newly elected officers to be ordained? (G-2.0402)					
23.	If applicable, do the congregational minutes record actions relative to buying, mortgaging, or selling property? (G-1.0503d; G-4.0206)					
24.	Does the session provide for the regular study of the Book of Order or Book of Confessions? ( <u>Recommended but not required</u> )					
25.	Do the session minutes record a pastor's report, i.e., funerals, weddings, home communions?					
26.	Has the session approved a child protection policy this year and have they been recorded in these minutes?					
	<b>If a child protection policy has been approved in a prior year, please list year it was approved.</b>					
27.	Has the session approved a manual of administrative operations this year and have they been recorded in these minutes?					
	<b>If a manual of administrative operations was approved in a prior year, please list year it was approved.</b>					
28.	Has the session approved a sexual misconduct policy this year and have they been recorded in these minutes?					
	<b>If a sexual misconduct policy was approved in a prior year, please list year it was approved.</b>					