

Name of Church _____

REPORT SHEET FOR 2017 SESSION RECORDS

(To be filled out by Clerk of Session or Moderator **BEFORE** the Review.

Where you find "P___," insert page number. If an item is not applicable, indicate with "N/A.")

- Yes___ No___ 1. Name of church on outside cover and back binding.
Yes___ No___ 2. Pages numbered in order (inserts should also be numbered).
Yes___ No___ 3. Date, time and place of each meeting, and type of meeting (whether stated or special).
(G-3.0203)
Yes___ No___ 4. Names of elders present and absent. (G-3.0201)
Yes___ No___ 5. Name of Moderator. (G-3.0201)
Yes___ No___ 6. Up-to-date listing of elders in active service in front or back of each year's
Minutes; or indicate where such a listing is to be found in church register (G-3.0201)
*P___
Yes___ No___ 7. Minutes are to be approved by Session and signed by Clerk. (*Robert's Rules of Order
Newly Revised* [2011], pp. 473ff)
Yes___ No___ 8. All meetings opened and closed with prayer.
Yes___ No___ 9. Examination of Board of Deacon's records, if applicable--minutes reviewed
by Session at least annually. (G-3.0204)
*P___
Yes___ No___ 10. (If applicable) Provision made for preserving records of boards of deacons and trustees.
(G-3.0107)
Yes___ No___ 11. Session meetings at least quarterly. (G-3.0203)
Yes___ No___ 12. Election of representatives to Presbytery, and report given; or Session
requested, and Presbytery approved, excuse from attendance. (G-3.0202)

	ELECTED			REPORT			EXCUSED		
STATED Feb. 25, 2017	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED May 18, 2017	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Aug. 19, 2017	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Nov. 16, 2017	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___

- Yes___ No___ 13. Full names given to all admissions to membership and how received.
(G-3.0204)
Yes___ No___ 14. Record dismissals to other churches, and other deletions from membership
rolls and reasons, any temporary exclusions or removals from membership,
and dates of actions. (G-3.0204)
Yes___ No___ 15. When names were removed from active to inactive rolls, were diligent
*P___ efforts made to reach out to the members and restore them to activity? (G-3.0204)
Yes___ No___ 16. Record of baptisms, with date of birth and name of parents. (G-1.0401)
Yes___ No___ 17. Report of marriages performed. (W-4.9000)
Yes___ No___ 18. Report of the Session's annual review of compensation for pastor and all other staff.
*P___ (G-2.0804)
Yes___ No___ 19. Minutes of all congregational meetings entered, signed by moderator and secretary
(G-1.0505)
Yes___ No___ 20. Minutes of annual congregational meeting, including review of compensation of
*P___ pastor(s). (G-1.0503)
Yes___ No___ 21. Session's copy of annual statistical report bound with minutes, with note of
*P___ information being reported to Session. Consideration and action by Session should be
noted. (G-3.0104)
Yes___ No___ 22. Approval of annual budget. (G-3.0205)
*P___
Yes___ No___ 23. Election of church treasurer. (G-3.0205)
*P___
Yes___ No___ 24. Full financial review of all treasurer's books. (G-3.0113)
*P___
Yes___ No___ 25. Training, examination of newly elected elders and deacons. (G-2.0402)
*P___
Yes___ No___ 26. Oversight of church school, approval of educational leaders and materials.
*P___ (G-3.0201c)
Yes___ No___ 27. Do minutes reflect the review of all organizations in the church? (G-3.0106)

- Yes___ No___ 28. Do minutes reflect support of the programs and mission of the Presbyterian Church (U.S.A.)? (G-3.0101)
- Yes___ No___ 29. Statement of Session's composition, in terms of racial ethnic members, sex, age groups, and disabilities. (G-3.0103)
*P___
- Yes___ No___ 30. Baptized, active, affiliate, and inactive member rolls and church registers-- Bring for review, or if cumbersome, provide a written description of how they are kept, signed by the moderator or clerk. (G-3.0204)
- Yes___ No___ 31. Submitted for review at the time requested.
- Yes___ No___ 32. Was the Lord's Supper observed at least quarterly? (W-2.4012)
- Yes___ No___ 33. Provide instruction for new church members. (G-3.0201)
- Yes___ No___ 34. Adequate property and liability insurance coverage is in effect? (G-3.0112)
*P___
- Yes___ No___ 35. Provide copy of church by-laws, Manual of Operations, or note that there are none. (G-3.0106)
*P___
- Yes___ No___ 36. Provide copy of church sexual misconduct policy and child protection policy, or note that there are none. (G-3.0106)
*P___

*Note: *P - Fill in page number where action is found.*

EXAMINER'S REPORT

1. Actions of Session seem consistent with the mandates of Scripture and the Constitution of the Church, in promoting the mission and ministry of the congregation and of the wider Church. (If "no" is marked, comment.) Yes___ No___
2. Minutes are explicit enough to give understanding of Session's actions. Yes___ No___
3. Pastoral Concerns:
 - a. Actions or procedures that are especially commendable:
 - b. Concerns which should be brought to the attention of the Ministry Committee for assistance or encouragement:

RECOMMENDATION OF EXAMINER:

Approval without exception _____

Approval with exception _____

Cite exception, by number in Clerk's Report or by description:

Signature of Examiner _____ Date _____

Signature of Representative of the
Presbytery of West Virginia _____ Date _____

(After being signed, bind with session minutes.)