

Name of Church _____

REPORT SHEET FOR 2019 SESSION RECORDS

(To be filled out by Clerk of Session and session reviewer **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. 16, 2019	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED May 16, 2019	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Aug. 24, 2019	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Nov. 21, 2019	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, if applicable. (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 committees and 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, and affiliate 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 was reviewed by session and is in effect? (G-3.0112)
*P ___
- Yes ___ No ___ 35. Provide copy of Administrative Manual of Operations. (G-3.0106).
*P ___
- Yes ___ No ___ 36. Provide copy of church sexual misconduct policy and child protection policy (G-3.0106).
*P ___

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

REVIEWER'S REPORT

1. Did you discover anything missing from the minutes? If so, please note the omission using the number from the above checklist. Did you and the Clerk of Session develop a plan to address this in the 2020 minutes?

2. What did you discover in reviewing the minutes that never occurred to you before?

3. Additional Comments:

I have reviewed the minutes of _____ Presbyterian Church for 2019 and Attest that the checklist above is accurate. These minutes clearly and completely reflect the actions of the session.

Signature of Examiner _____ Date _____

Thank you for participating in the annual Session Record Review. Be sure to thank your Clerk of Session for the work of collecting and recording the session and congregational minutes!