

Name of Church _____

REPORT SHEET FOR 2020 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. 15, 2020	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Aug. 15, 2020	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Nov. 19, 2020	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
efforts made to reach out to the members and restore them to activity? (G-3.0204)
*P ___
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.
(G-2.0804)
*P ___
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
pastor(s). (G-1.0503)
*P ___
Yes ___ No ___ 21. Session's copy of annual statistical report bound with minutes, with note of
information being reported to Session. Consideration and action by Session should be
noted. (G-3.0104)
*P ___
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.
(G-3.0201c)
*P ___
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 ___ *P ___
- Yes ___ No ___
- Yes ___ No ___
- Yes ___ No ___
- Yes ___ No ___ *P ___
- Yes ___ No ___ *P ___
- Yes ___ No ___ *P ___
29. Statement of Session's composition, in terms of racial ethnic members, sex, age groups, and disabilities. (G-3.0103)
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)
31. Submitted for review at the time requested.
32. Was the Lord's Supper observed at least quarterly? (W-2.4012)
33. Provide instruction for new church members. (G-3.0201)
34. Adequate property and liability insurance coverage is in effect? (G-3.0112)
35. Provide copy of Administrative Manual of Operations. (G-3.0106).
36. Provide copy of church sexual misconduct policy and child protection policy (G-3.0106).

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

REVIEWER'S REPORT for those attending an electronic review

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 2021 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 2020 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!

REVIEWER'S REPORT for those attending an in-person event

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.)