

Name of Church _____

REPORT SHEET FOR 2023 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*, 12th Ed., 48:4(5), 48:14)
- 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, 2023 | Yes___ | P___ | No___ | Yes___ | P___ | No___ | Yes___ | P___ | No___ |
| STATED May 20, 2023 | Yes___ | P___ | No___ | Yes___ | P___ | No___ | Yes___ | P___ | No___ |
| STATED Aug. 17, 2023 | Yes___ | P___ | No___ | Yes___ | P___ | No___ | Yes___ | P___ | No___ |
| STATED Nov. 18, 2023 | 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 ___ 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 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 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 2023 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 2023 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!

Signature of Representative of the Presbytery of West Virginia _____ Date _____
(After being signed, bind with session minutes.)