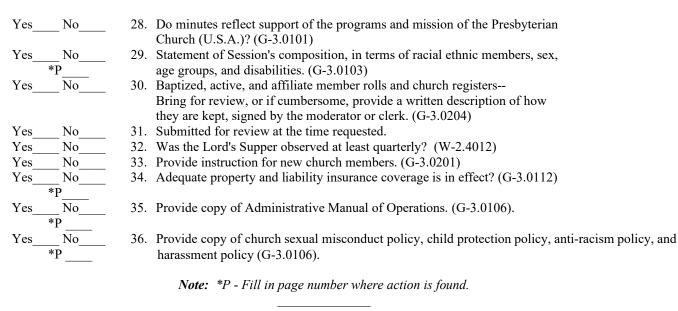
REPORT SHEET FOR 2024 SESSION RECORDS

(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.
	Pages numbered in order (inserts should also be numbered).
	Date, time and place of each meeting, and type of meeting (whether stated or special).
	(G-3.0203)
	Names of elders present and absent. (G-3.0201)
	Name of Moderator. (G-3.0201)
	Up-to-date listing of elders in active service in front or back of each year's
*P	Minutes; or indicate where such a listing is to be found in church register $(G-3.0201)$
Yes No 7	Minutes are to be approved by Session and signed by Clerk. (<i>Robert's Rules of Order</i>
Yes No 8	Newly Revised, 12 th Ed., 48:4(5), 48:14) All meetings opened and closed with prayer.
	Examination of Board of Deacon's records, if applicableminutes reviewed
*P	by Session at least annually. (G-3.0204)
	(If applicable) Provision made for preserving records of boards of deacons and trustees.
	(G-3.0107)
YesNo11	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)
STATED Feb. 17, 2024	ELECTEDREPORTEXCUSEDYesPNoYesPNoYesPNoYes
STATED May 16, 2024	Yes P No Yes P No Yes P No
STATED Aug. 17, 2024	Yes P No Yes P No Yes P No
STATED Nov. 21, 2024	Yes P No Yes P No Yes P No
Yes No 13	Full names given to all admissions to membership and how received.
10 <u>1</u> 10 <u>1</u> 15	(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)
	When names were removed from active to inactive rolls, were diligent
*P	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)
<u>*P</u> YesNo16	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) Record of baptisms, with date of birth and name of parents. (G-1.0401)
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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 2025 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 2024 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.)

Revised 1/8/25 - mw