

Name of Church _____

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.
- 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. 17, 2024	Yes ___	P ___	No ___	Yes ___	P ___	No ___	Yes ___	P ___	No ___
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. (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)

