

Name of Church \_\_\_\_\_

REPORT SHEET FOR 2025 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*, 12<sup>th</sup> 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. 20, 2025	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED May 15, 2025	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Aug. 16, 2025	Yes___	P___	No___	Yes___	P___	No___	Yes___	P___	No___
STATED Nov. 15, 2025	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 \_\_\_ \*P \_\_\_ 26. Oversight of church school, approval of educational leaders and materials. (G-3.0201c)
- 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 \_\_\_ 29. Statement of Session's composition, in terms of racial ethnic members, sex, age groups, and disabilities. (G-3.0103)
- 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 \_\_\_ \*P \_\_\_ 34. Adequate property and liability insurance coverage is in effect? (G-3.0112)
- Yes \_\_\_ No \_\_\_ \*P \_\_\_ 35. Provide copy of Administrative Manual of Operations. (G-3.0106) or a written description of when it was approved and where it can be found.
- Yes \_\_\_ No \_\_\_ \*P \_\_\_ 36. Provide copy of church sexual misconduct policy, child protection policy, anti-racism policy, and harassment policy (G-3.0106) or a written description of when they were approved and where they can be found.

*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 2026 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.)