

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. 17, 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 \_\_\_
- Yes \_\_\_ No \_\_\_
- Yes \_\_\_ No \_\_\_
- Yes \_\_\_ No \_\_\_ \*P \_\_\_
- Yes \_\_\_ No \_\_\_
- Yes \_\_\_ No \_\_\_
- Yes \_\_\_ No \_\_\_
- Yes \_\_\_ No \_\_\_ \*P \_\_\_
- Yes \_\_\_ No \_\_\_ \*P \_\_\_
- Yes \_\_\_ No \_\_\_ \*P \_\_\_
26. Oversight of church school, approval of educational leaders and materials. (G-3.0201c)
27. Do minutes reflect the review of all organizations in the church? (G-3.0106)
28. Do minutes reflect support of the programs and mission of the Presbyterian Church (U.S.A.)? (G-3.0101)
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) or a written description of when it was approved and where it can be found.
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 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.)