

SESSION MINUTE REVIEW FORM

Church Name _____
Year of minutes being reviewed _____

Section I:

1. A separate register of the rolls of the church is up to date _____.
2. The Congregational Meeting where the pastor/s terms of call have been approved was held on _____.
3. The Congregational Meeting where the Officer Nominating Committee was elected was held on _____.
4. The Congregational Meeting where Church Officers (elders, deacons) were elected was held on _____.
5. Were there any other congregational meetings in the year, and if so, when were they held and was the purpose stated?

- Did the moderator and clerk sign all congregational meeting minutes? *Yes or no*
6. New Officers were examined by the Session on _____.
 7. New Officers were trained by the Session and pastor on _____.
 8. New Officers were ordained/installed during worship on _____.
 9. If you have deacons, you held a joint meeting with the session on _____.
 10. The Session established the annual budget on _____ (please attach a copy of the budget in your minutes)
 11. The session has examined compensation for all non ordained staff and has indicated this review of compensation in the minutes on _____.
 12. The session elected the treasurer on _____.
 13. The church has had an audit or a full financial review with the findings reported to the session on _____.
 14. The Annual Statistical Report has been attached to the minutes at the end of the calendar year. *yes or no*

Section II:

Please take an average month and check if the following information has been recorded in the session minutes. (month looked at _____)

1. The meeting was opened and closed with prayer. *yes or no*
2. Date, hour and place of the meeting was recorded. *yes or no*
3. Name of the moderator is given. *yes or no*
4. A quorum was declared *yes or no*
5. Names of those absent and excused were listed *yes or no*
6. The minutes of the last meeting were approved *yes or no*
7. Brief reports from the various committees are given *yes or no*
8. Clerk has signed the minutes *yes or no*

Section III:

The following items should be contained in the minutes if applicable:

1. The Session has authorized baptisms on _____.
2. The Session has authorized the observance of the Lord’s Supper on _____.
3. The Session received new members by letter of transfer on: _____.
 The name of the church is listed. *yes or no*
4. The minutes contain a condensed treasurer’s report quarterly. *yes or no*
5. The Session received new members by affirmation/reaffirmation of faith on: _____.
6. Commissioners to presbytery reported to the session on _____.
7. The church had a Triennial Visit this year on _____.
8. The Session took a candidate under care on _____.

Section IV:

Congregational Meetings may contain the following information. Please indicate if appropriate:

1. A new pastoral relationship was established on _____.
2. A pastoral relationship was dissolved on _____.
3. Any matters relating to property issues such as purchase, lease, sale, were discussed and voted on: _____.

TO BE COMPLETED BY THE REVIEWER:

Items to be worked on for next year’s review:

- Section I: _____
 Section II: _____
 Section III: _____

The minutes of _____ Church were reviewed and approved as:

without exception

with exception

Date: _____

Reviewer’s Signature: _____

Presbytery Representative’s Signature: _____