

Name of church	
Name of person submitting records	
Church of person reviewing records	
Name of person reviewing records	
Attested by stamp of Stated Clerk on (date)	

**THIS FORM MUST BE COMPLETED *before* MINUTES ARE REVIEWED.**

**Presbytery of Lake Michigan - Session Records Review Checklist for 2021**  
See "Session Records Guidelines for explanation of each item.

General Appearance and Format		Yes	No
To be filled out by the reviewer. Check below "Yes" or "No"			
1	Printed on acid-free or 25% cotton content paper		
	Secured so pages will not be lost		
	Pages numbered consecutively and printed on both sides		
	Appendix pages number in continuation		
	Legibility – no erasures, footnotes or inserts		

Each congregation is required to compile a **Manual of Administrative Operations (G-3.0106)**. If you have not previously had your completed manual reviewed, please bring it to this year's review. After your Manual of Administrative Operations is reviewed the first time, future minutes reviews will require a note in your minutes only when updates are made in the manual. Please be reminded that these manuals do not require congregational approval since they are a product of the Session.

Rolls and Registers (G-3.0204 b)		Date of Last Entry	Comments:
See Session Records Guidelines.			
	Baptized Members Roll		
	Active Members Roll		
	Inactive Members Roll – <i>only when carried by the congregation</i>		
	Affiliate Members Roll		
	Register of Marriages		
	Register of Baptisms		
	Register of Elders		
	Register of Deacons (if applicable)		
	Register of Pastors		

<b>SESSION MEETINGS CHECKLIST</b>												
Person submitting book should fill in date of each meeting and list page number(s) for each item. Use page 3 to record more meetings.		<b>Date of Meeting – Use xx/yy format and leave off year.</b>										
<b>REQUIRED EACH MEETING</b>		<b>Provide page numbers below.</b>										
<b>2</b>	Name of session, date, start time, place, type of meeting											
	Name of presiding Moderator											
	Opened with prayer											
<b>3</b>	Attestation to quorum											
<b>4</b>	Roll and attendance, including guests											
<b>5</b>	If “special” meeting, include the purpose and by whom called											
<b>6</b>	Review, correction, adoption of minutes											
<b>7</b>	Record of all motions adopted; significant discussion or info recorded											
<b>8</b>	Ending time and closing prayer											
<b>9</b>	Minutes signed by clerk											
<b>10</b>	Date, time, place of next meeting											
<b>PERIODIC ACTIONS</b>		<b>Recording the following actions is required if and when they occur.</b>										
<b>11</b>	Report of presbytery commissioner(s)											
<b>12</b>	Authorization of Lord’s Supper and dates Lord’s Supper celebrated											
<b>13</b>	Authorization of baptisms											
<b>14</b>	Record of baptisms											
<b>15</b>	Approve/record membership changes											
<b>16</b>	Record funerals <i>with member number</i>											
<b>17</b>	Record marriages <i>with member number</i>											
<b>18</b>	Elect Clerk of Session											
<b>19</b>	Updates to Operations Manual, as done											
<b>20</b>	Record actions re: judicial matters											

**SESSION MEETINGS CHECKLIST.**

Person submitting book should fill in date of each meeting and list page number(s) for each item. Use page 5 to record more meetings.

**REQUIRED AT LEAST ANNUALLY** **MANDATORY FOR MINUTES REVIEW APPROVAL**

		Date of Meeting – Use xx/yy format and leave off year.											
<b>21</b>	Review of Session minutes by presbytery												
	Corrective action taken, if required												
<b>22</b>	Approval of Annual Statistical Report to the PC(USA)												
<b>23</b>	Annual Statistical Report included												
<b>24</b>	Record of Session demographics												
<b>25</b>	Annual budget approval												
<b>26</b>	Adoption of full financial review <i>annually</i>												
<b>27</b>	Election of Treasurer												
<b>28</b>	Election of Presbytery commissioner(s)												
<b>29</b>	Review of membership rolls												
<b>30</b>	Training, examination, ordination and installation of Officers												
<b>31</b>	Review adequacy of compensation for minister(s) per annual PLM minimums												
<b>32</b>	Review adequacy of insurance/risk coverage												
<b>33</b>	Joint meeting with Deacons, <i>if applicable</i>												
<b>34</b>	Review of Deacons records, <i>if applicable</i>												
<b>35</b>	Review of Trustees' work, <i>if applicable</i>												
<b>36</b>	Annual review of Sexual Misconduct policy, <b>required by all congregations</b>												
<b>37</b>	Annual review of Child Protection policy												
<b>38</b>	<b>Required</b> – Operations Manual reviewed in which year by PLM												
<b>39</b>	Update to Operations Manual												

**CONGREGATIONAL MEETINGS CHECKLIST**

Person submitting book should fill in date of each meeting and list page number(s) for each item.

**Date of Meeting – Use xx/yy format and leave off year.**

**REQUIRED FOR EACH MEETING** Provide page numbers below.

<b>40</b>	Name of congregation, date, starting time, place, type of meeting																			
	Name of presiding Moderator																			
	Opened with prayer																			
<b>41</b>	Attestation to quorum																			
<b>42</b>	If “special” meeting, include the purpose and by whom called																			
<b>43</b>	Ending time and closed with prayer																			
<b>44</b>	Minutes signed by clerk and moderator																			

**REQUIRED AT LEAST ANNUALLY**

<b>45</b>	Election of officers/ nominating committee																			
<b>46</b>	Review adequacy of pastor’s compensation, <i>if applicable</i>																			
<b>47</b>	Session’s report concerning annual budget																			
<b>48</b>	Filing of annual corporation report																			

<b>Name of reviewer</b>			
<b>Date of review</b>			
<b>Minutes book stamped</b>	Yes		No
<b>Indicate with a check whether the minutes are</b>	Approved		
	Approved with exception		
	Not approved		
<b>Note any required corrective action:</b>			