

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 2022**  
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)**.  
  
**We will review every congregation's Manual of Administrative Operations at our 2022 Session Minute Reviews.** Please be sure to bring a copy of your Manual of Administrative Operations in addition to your 2022 Session Minutes and 2022 Session Minute Review Checklist.

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 a second copy of this page if needed.		<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, if applicable.											
<b>20</b>	Record actions re: judicial matters											



**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>			