

| **Name of church**  |  |
| --- | --- |
| **Name of person submitting records** |  |
| **Review Year of Manual of Admin. Operations**  |  |
| **Church of person reviewing records** |  |
| **Name of person reviewing records** |  |
| **Attested by stamp of Stated Clerk on (date)** |  |





| **General Appearance and Format** To be filled out by the reviewer. Check below “Yes” or “No” | **Yes**  | **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 |  |  |

| **Rolls and Registers (G-3.0204 b)**  See Session Records Guidelines. | **Date of Last Entry**  | **Comments:**  |
| --- | --- | --- |
|  | Baptized Members Roll |  |  |
|  | Active Members Roll  |  |
|  | Affiliate Members Roll |  |
|  | Register of Marriages |  |
|  | Register of Baptisms |  |
|  | Register of Elders |  |
|  | Register of Deacons (if applicable)  |  |
|  | Register of Pastors  |  |
| **SESSION MEETING MINUTES** |
| 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.  | **Date of Meeting – Use xx/yy format and leave off year.** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **REQUIRED EACH MEETING** | **Provide page numbers below.** |
| **2** | Name of session, date, start time, place, type of meeting  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of presiding Moderator  |  |  |  |  |  |  |  |  |  |  |  |  |
| Opened with prayer |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | Attestation to quorum |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | Roll and attendance, including guests |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | If “special” meeting, include the purpose and by whom called |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | Review, correction, adoption of minutes |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | Record of all motions adopted; significant discussion or info recorded |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | Ending time and closing prayer |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | Minutes signed by clerk  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | Date, time, place of next meeting |  |  |  |  |  |  |  |  |  |  |  |  |
| **PERIODIC ACTIONS** | **Recording the following actions is required if and when they occur.** |
| **11** | Report of presbytery commissioner(s) |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** | Authorization of Lord’s Supper and dates Lord’s Supper celebrated |  |  |  |  |  |  |  |  |  |  |  |  |
| **13** | Authorization of baptisms |  |  |  |  |  |  |  |  |  |  |  |  |
| **14** | Record of baptisms  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15** | Approve/record membership changes |  |  |  |  |  |  |  |  |  |  |  |  |
| **16** | Record funerals *with member number* |  |  |  |  |  |  |  |  |  |  |  |  |
| **17** | Record marriages *with member number* |  |  |  |  |  |  |  |  |  |  |  |  |
| **18** | Elect Clerk of Session  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19** | Updates to Operations Manual, if applicable. |  |  |  |  |  |  |  |  |  |  |  |  |
| **20** | Record actions re: judicial matters |  |  |  |  |  |  |  |  |  |  |  |  |

| **SESSION MEETING MINUTES** |
| --- |
| 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.  | **Date of Meeting – Use xx/yy format and leave off year.** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **REQUIRED AT LEAST ANNUALLY** | **MANDATORY FOR MINUTES REVIEW APPROVAL** |
| **21** | Review of Session minutes by presbytery |  |  |  |  |  |  |  |  |  |  |  |  |
| Corrective action taken, if required |  |  |  |  |  |  |  |  |  |  |  |  |
| **22** | Approval of Annual Statistical Report  |  |  |  |  |  |  |  |  |  |  |  |  |
| **23** | Annual Statistical Report included |  |  |  |  |  |  |  |  |  |  |  |  |
| **24** | Record of Session demographics |  |  |  |  |  |  |  |  |  |  |  |  |
| **25** | Annual budget approval  |  |  |  |  |  |  |  |  |  |  |  |  |
| **26** | Adoption of full financial review |  |  |  |  |  |  |  |  |  |  |  |  |
| **27** | Election of Treasurer |  |  |  |  |  |  |  |  |  |  |  |  |
| **28** | Election of Presbytery commissioner(s) |  |  |  |  |  |  |  |  |  |  |  |  |
| **29** | Review of membership rolls |  |  |  |  |  |  |  |  |  |  |  |  |
| **30** | Training, examination, ordination and installation of Officers |  |  |  |  |  |  |  |  |  |  |  |  |
| **31** | Review adequacy of compensation for minister(s) per annual PLM minimums |  |  |  |  |  |  |  |  |  |  |  |  |
| **32** | Review adequacy of insurance/risk coverage |  |  |  |  |  |  |  |  |  |  |  |  |
| **33** | Joint meeting with Deacons, *if applicable* |  |  |  |  |  |  |  |  |  |  |  |  |
| **34** | Review of Deacons records, *if applicable* |  |  |  |  |  |  |  |  |  |  |  |  |
| **35** | Review of Trustees’ work, *if applicable* |  |  |  |  |  |  |  |  |  |  |  |  |
| **36** | Annual review of Sexual Misconduct policy |  |  |  |  |  |  |  |  |  |  |  |  |
| **37** | Annual review of Child Protection policy |  |  |  |  |  |  |  |  |  |  |  |  |
| **38** | Annual review of Anti-Harassment Policy |  |  |  |  |  |  |  |  |  |  |  |  |
| **39** | Annual review of Anti-Racism Policy |  |  |  |  |  |  |  |  |  |  |  |  |
| **40** | Boundary Training for Active Ruling Elders |  |  |  |  |  |  |  |  |  |  |  |  |
| **41** | 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.** |
| **42** | Name of congregation, date, starting time, place, type of meeting  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of presiding Moderator  |  |  |  |  |  |  |  |  |  |  |  |  |
| Opened with prayer |  |  |  |  |  |  |  |  |  |  |  |  |
| **43** | Attestation to quorum |  |  |  |  |  |  |  |  |  |  |  |  |
| **44** | If “special” meeting, include the purpose and by whom called |  |  |  |  |  |  |  |  |  |  |  |  |
| **45** | Ending time and closed with prayer |  |  |  |  |  |  |  |  |  |  |  |  |
| **46** | Minutes signed by clerk and moderator  |  |  |  |  |  |  |  |  |  |  |  |  |
| **REQUIRED AT LEAST ANNUALLY** |  |
| **47** | Election of officers/ nominating committee |  |  |  |  |  |  |  |  |  |  |  |  |
| **48** | Review adequacy of pastor’s compensation, *if applicable*   |  |  |  |  |  |  |  |  |  |  |  |  |
| **49** | Session’s report concerning annual budget |  |  |  |  |  |  |  |  |  |  |  |  |
| **50** | Filing of annual corporation report |  |  |  |  |  |  |  |  |  |  |  |  |

| **Name of reviewer** |  |
| --- | --- |
| **Date of review** |  |
| **Minutes book stamped**  |   | Yes |  | No |
| **Indicate with a check whether the minutes are**  |  | Approved |
|  |  | Approved with exception  |
|  |  | Not approved |
| **Note any required corrective action with date:**  |  |