

***REVIEW OF SESSION MINUTES***

**A. FORM**

- \_\_\_\_\_ 1) Date, time, place and type of each meeting (stated, called, adjourned); name of moderator; names of elders present, excused, absent
- \_\_\_\_\_ 2) Quarterly meetings (minimum)
- \_\_\_\_\_ 3) All meetings open and close with prayer
- \_\_\_\_\_ 4) Pages must be numbered; lines should be drawn through any blank spaces between minutes, especially at the bottom of pages
- \_\_\_\_\_ 5) Minutes of previous meeting – action to correct (if necessary), approve

**B. STATISTICAL RECORDS**

- \_\_\_\_\_ 1) Record of persons received and dismissed
- \_\_\_\_\_ 2) Record of marriages, ordinations, funerals
- \_\_\_\_\_ 3) Record of discipline administered by the session (including names and reasons)
- \_\_\_\_\_ 4) Election of clerk of session and treasurer (for such term as session decides)
- \_\_\_\_\_ 5) Regular and annual reports by church treasurer
- \_\_\_\_\_ 6) Approval of budget
- \_\_\_\_\_ 7) Full financial review of financial records
- \_\_\_\_\_ 8) Annual statistical report

**C. CHURCH RECORDS**

- \_\_\_\_\_ 1) Congregational meetings; joint meetings with deacons, trustees
- \_\_\_\_\_ 2) Actions taken in response to committee reports or motion(s) from the floor. Minutes should include a declaration of unanimity or the count, if there are negative votes or abstentions. Minutes do not need to include entire committee reports.
- \_\_\_\_\_ 3) Administration of the Sacraments –
  - a. Communion at least quarterly
  - b. Persons baptized: full name, gender, date of baptism
- \_\_\_\_\_ 4) Names of ruling elder(s) elected as commissioner(s) to meetings of presbytery; report to the session of significant actions of the presbytery

**CHURCH** \_\_\_\_\_

- \_\_\_\_\_ 5) Election of officers in rotation for active service, including the election of a church officer nominating committee, or indication that the presbytery has granted an exemption
- \_\_\_\_\_ 6) Record of instruction, examination, and installation of officers

**D. ROLLS / REGISTERS**

- \_\_\_\_\_ 1) Roll: Active members, affiliate members [inactive roll may be kept if session decides to do so]; deletion from roll due to death, admission to membership in another congregation or presbytery, renunciation of jurisdiction, at member's request, or member moves or ceases to participate actively in work / worship of congregation for two years
- \_\_\_\_\_ 2) Register: Baptisms authorized by session; ruling elders, deacons, installed pastors / associate pastors [with dates of service]; other registers as session deems necessary

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Name of Church / Location	Period Reviewed
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Examiner	Date of Review
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**THESE RECORDS ARE APPROVED** \_\_\_\_\_

**NOT APPROVED** \_\_\_\_\_

**APPROVED WITH EXCEPTIONS** \_\_\_\_\_

**NOTES:**

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