

**Presbytery of Prospect Hill  
Session Minutes Review Form**

<b>Church Name:</b>			
<b>City:</b>		<b>Read by:</b>	
<b>Today's Date:</b>		<b>Date Last Examined:</b>	
<p>Each Session shall keep a full and accurate record of its proceedings which shall be submitted at least once each year to the Presbytery for its general review. G-3.0208a</p>		<p><b>PLACE STAMP HERE</b></p>	
<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>SECTIONS</b>
			<b>PAGE #</b>
<b><u>Review of Minutes</u></b>			
		1	Results of <b>last review</b> of minutes & register were <b>reported to Session</b>
		2	Any <b>Corrections(s)</b> in the register and/or minutes as recommended were made at a future meeting with reference to page #, meeting date, and item to be corrected.
<b><u>General Items for Session Meetings</u></b>			
		3	<b>Meeting</b> is listed as <b>Stated or Special</b> with date, time and place of meeting. Must meet at least quarterly.
		4	Meetings <b>opened and closed with prayer</b> , including person praying.
		5	Name of <b>Moderator listed</b> for the meeting.
		6	Active <b>Ruling Elders listed</b> as either present, excused or absent.
		7	Presence of a <b>Quorum</b> was established.
		8	<b>Minutes</b> of previous meeting <b>approved</b> .
		9	<b>Minutes signed</b> by the moderator or Clerk of/to Session
		10	<b>Motions</b> recorded: "The Session voted....." or "Motion adopted."
		11	If a <b>referral</b> is made to a previous action of the Session, page # is noted
		12	Minutes <b>do not</b> contain erasers, writing between lines and footnotes.
		13	<b>Minutes were continuous</b> , on numbered pages without unreasonable gaps or spaces and void of any written or printed inserts.
<b><u>Information for Church Rolls</u></b> (To be noted in full in body of minutes.)			
		14	<b>Baptisms: Of Infants</b> should include the child's name, parent's names, (names of persons presenting children for baptism), date of birth, date & place of baptism and the name of TE or CRE performing the baptism. <b>Of Adults</b> should include name, parent's names, date of birth, date & place of baptism, name of TE or CRE performing the baptism.
		15	<b>Marriages: Of members</b> should include place, date, names of couple and name of presiding minister.
		16	<b>Funerals:</b> should include name of the deceased, place of funeral, date of funeral and place of internment.
		17	<b>New Members:</b> should include full names, whether baptized at the time of joining, by Confession of Faith, or Letter of Transfer stating the name, location of transferring church and date of transfer.
		18	<b>Members removed</b> , transferred to other churches or transferred to Inactive Roll (if there is one) listed by order of the Session.

YES	N/A	NO		SECTIONS	PAGE #
				<u><b>Worship</b></u>	
			19	All <b>baptisms authorized</b> by Session and reported by Session	
			20	Celebration of the <b>Lord's supper authorized by Session &amp; reported to Session</b> (at least annually) with date and time of each celebration of the Lord's Supper included and list of those who served.	
			21	All <b>marriages</b> conducted by staff and on Church property <b>authorized by Session.</b>	
				<u><b>Annual Concern</b></u>	
			22	If there is a board of Deacons, the Session reviewed the work of the board at least annually.	
			23	<b>Annual review</b> of all organizations and board's records noted in minutes.	
			24	Annual full financial review of all treasuries noted in Session minutes	
			25	<b>Reporting</b> of the <b>financial activities</b> recorded at least annually (preferably more often.	
			26	Examination/training of newly elected ruling elders and deacons by Session recorded.	
			27	Dates of <b>ordinations and/or installation</b> of newly elected ruling elders and deacons recorded as having occurred.	
			28	<b>Commissioner(s) to Presbytery</b> appointed by Session.	
			29	Annual necrology report of <b>loss of ruling elders &amp; dedicated lay people</b> by death reviewed and sent to Presbytery.	
			30	Annual <b>statistical report</b> made to General Assembly is reviewed by Session and <b>entered into the minutes of Session.</b>	
			31	<b>Minutes</b> state the <b>composition of the Session</b> with regards to: racial, ethnic members, women, men, and age groups; and how this corresponds to the composition of the congregation.	
			32	The <b>annual review</b> of the <b>minister's compensation</b> by the Session and any action taken by the congregation is listed. Terms of call.	
			33	<b>Insurance coverage</b> reviewed by Session annually.	
			34	<b>Articles of Incorporation</b> reviewed by Session annually.	
				<u><b>Congregation Meetings</b></u>	
			35	<b>Minutes</b> of congregational meeting were <b>recorded and signed by the moderator and secretary.</b>	
				<u><b>Other</b></u>	
			36	If <b>discipline</b> was exercised by the Session, the minutes contained such a record of the proceedings as will enable the Presbytery to know who was disciplined, why and how.	
			37	If <b>property was bought or sold</b> , written permission of the Presbytery was transmitted through the Session of the particular church and there was a legal description of the property.	
			38	Provisions made by session for education, nurture and fellowship opportunities recorded in minutes.	
			39	Minutes report session's efforts to restore less active members of the congregation.	
			40	Election of the congregation's treasurer by session.	
			41	Election of clerk of/to session by session.	
			42	Session approval of annual budget.	