

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

Church Name:					
City:		Read by:			
Today's Date:		Date Last Examined:			
<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>PLACE STAMP HERE</p>			
YES	N/A	NO		SECTIONS	PAGE #
				<u>Review of Minutes</u>	
			1	Results of last review of minutes & register were reported to Session	
			2	Any Corrections(s) 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.	
				<u>General Items for Session Meetings</u>	
			3	Meeting is listed as Stated or Special with date, time and place of meeting. Must meet at least quarterly.	
			4	Meetings opened and closed with prayer , including person praying.	
			5	Name of Moderator listed for the meeting.	
			6	Active Ruling Elders listed as either present, excused or absent.	
			7	Presence of a Quorum was established.	
			8	Minutes of previous meeting approved .	
			9	Minutes signed by the moderator or Clerk of Session.	
			10	Motions recorded: "The Session voted....." or "Motion adopted."	
			11	If a referral is made to a previous action of the Session, page # is noted.	
			12	Minutes do not contain erasures, writing between lines and footnotes.	
			13	Minutes were continuous , on numbered pages without unreasonable gaps or spaces and void of any written or printed inserts.	
				<u>Information for Church Rolls</u> (To be noted in full in body of minutes.)	
			14	Baptisms: Of Infants 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 person performing the baptism. Of Adults should include name, parent's names, date of birth, date & place of baptism, name of person performing the baptism.	
			15	Marriages: Of members should include place, date, names of couple and name of presiding minister.	
			16	Funerals: should include name of the deceased, place of funeral, date of funeral and place of interment.	
			17	New Members: 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	Members removed , 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>Worship</u>	
			19	All baptisms authorized by Session and reported by Session.	
			20	Celebration of the Lord's supper authorized by Session & reported to Session (at least annually) with date and time of each celebration of the Lord's Supper included and list of those who served.	
			21	All marriages conducted by staff and on Church property authorized by Session.	
				<u>Annual Concern</u>	
			22	If there is a board of Deacons, the Session reviewed the work of the board at least annually.	
			23	Annual review of all organizations and board's records noted in minutes.	
			24	Annual full financial review of all treasuries noted in Session minutes.	
			25	Reporting of the financial activities recorded at least annually (preferably more often).	
			26	Examination/training of newly elected ruling elders and deacons by Session recorded.	
			27	Dates of ordinations and/or installation of newly elected ruling elders and deacons recorded as having occurred.	
			28	Commissioner(s) to Presbytery appointed by Session.	
			29	Annual necrology report of loss of ruling elders by death reviewed and sent to Presbytery.	
			30	Annual statistical report made to General Assembly is reviewed by Session and entered into the minutes of Session.	
			31	Minutes state the composition of the Session with regards to: racial, ethnic members, women, men, and age groups; and how this corresponds to the composition of the congregation.	
			32	The annual review of the minister's compensation by the Session and any action taken by the congregation is listed. Terms of call.	
			33	Insurance coverage reviewed by Session annually.	
			34	Articles of Incorporation reviewed by Session biennially.	
				<u>Congregation Meetings</u>	
			35	Minutes of congregational meeting were recorded and signed by the moderator and secretary.	
				<u>Other</u>	
			36	If discipline 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 property was bought or sold , 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 Session by Session.	
			42	Session approval of annual budget.	