

RECORD OF REVIEW OF SESSION MINUTES - 2021

Church Name & City \_\_\_\_\_ Year(s) \_\_\_\_\_  
 Presbytery \_\_\_\_\_

*Clerk of Session:* Please complete this form and bring it with your minutes book to a minutes review meeting. Fill in the left-hand column with the page numbers in Session minutes where each item can be found. If an item is included in each meeting, please note one example. Mark "N/A" if requirement is not applicable to your church. Leave right hand columns blank for use by the minutes reader.

Page	Item in minutes	Book of Order	Yes	No	Comments
<b>A. FORMAT OF EACH MEETING</b>					
	1. Date, time & place of meeting				
	2. If special meeting, who called, for what purpose	G-3-0203			
	3. Elders, Moderator named as present or absent				
	4. Prayer at beginning and end of meeting	G-3.0105			
	5. Reading and approval of minutes				
	6. Clerk's report reading and acceptance - including: communion, baptisms, attendance, marriages, deaths, changes in membership roll, ordination & installation of elders & deacons	G-3.0104 & G3.0204			
	7. Motions and actions taken - should include leases/long-term use agreements; may include reports of committees and treasurer	G-3.0104 & G3.0204			
	8. Minutes of Session signed by clerk				
<b>B. USUALLY RECORDED in 1st THREE MONTHS of CHURCH'S YEAR</b>					
	9. Election of treasurer by Session	G-3.0205			
	10. Appointment of commissioners to Presbytery	G-3.0202a			
	11. Authorization for celebration of communion	W-2.4012			
	12. Authorization for baptisms	W-2.3012			
<b>C. OTHER (at least) ANNUAL ITEMS</b>					
	13. Report of audit or full financial review	G-3.0113			
	14. Copy or summary of GA statistical report (includes Session composition compared to congregation)	G-3.0202f			
	15. Session meeting with Deacons or review of work	G-3.00201c			
	16. Session approval of budget	G-3.0205			
	17. Congregational approval of Pastors' salaries	G-1.0503c			
	18. Session review of employee compensation plan	G-3.0201c			
	19. Session review of rolls	G-3.0204a			
<b>D. OTHER</b>					
	20. Report from commissioners to Presbytery	G-3.0202a			
	21. Records of Board of Deacons (if separate board) and Records of Trustees (if separate board)	G-3.0108a			
	23. Plan of instruction for new members	G-3.0201c			
	24. Examination of elders-elect and deacons-elect	G-2.01044b			
	25. Notice of Session retreat or on-going education	G-3.0201c			
	26. Minutes of corporation meeting (if no Trustees)	G-3.0204			
	27. Minutes of congregational meeting	G-3.0204			
	28. Minutes of congregational meeting signed by pastor & clerk				

Signature of Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Signature of Stated Clerk \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approved with commendation      \_\_\_\_\_ Approved with suggestion for improvement