

SESSION RECORDS REVIEW

Name of Church _____

Records reviewed from page ____ to ____

Name of Reader(s) _____ Minutes ____ Registers _____

INSTRUCTIONS: The assigned Sessional Records are to be examined on the following points as set forth in the Form of Government (Book of Order) and any exceptions noted:

- _____ Date, time, place of each meeting. (Roberts)
- _____ Name of Moderator, Elders present and Elders absent. (Roberts)
- _____ Opening and closing of each meeting with prayer. (G-9.0301b)
- _____ Reading and approval of minutes by date. (Roberts)
- _____ Financial report (income/expenses/balance) each meeting.
- _____ No erasures, interlineations, or footnotes. Blank pages ruled out. (Roberts)
- _____ No written or printed matter on separate sheets of paper except for appendixes.
All pages numbered. (Roberts)
- _____ Baptism of infants and adults (date and full name) at next regular meeting. (G- 10,0302)
- _____ Sessional instruction prior to baptism reported in minutes. (W-2.3012)
- _____ Completion of a period of study and preparation for new Elder or Deacon, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church: and duties of the office. Record both in the minutes. (G-14.0205)
- _____ Examination and reception of new members. (G-10.0102)
- _____ Election of Elder Commissioners to Presbytery and receiving their reports. [G-10.01020 (1)]
- _____ Insertion in full of annual tabular report of session to the presbytery. (G-10.0301)(D-3.0100)
- _____ Marriages: names (including maiden name of female) and date. (G-10.0302c)
- _____ Funerals: name and date: in case of a ruling Elder or Deacon: date of ordination. (G-10.0302b/c)
- _____ Minutes should state the composition of the session with regard to racial ethnic members, men, women, and age groups, and how this corresponds to the composition of the congregation. (G-10.0301)
- _____ Recording of full financial review of the Treasurers Records. (G-10.0401d)
- _____ Review of pastors compensation at session and congregational meeting. (G-7.0302) (G-10.0102m)(G-14.0506)
- _____ Annual congregational meeting held. (G-7.0302)
- _____ Quorum for congregational meeting. (G-7.0305)
- _____ Minutes of congregational meeting attested by secretary & Moderator. (G-7.0307)
- _____ Record of each session meeting duly attested by Clerk or Moderator. (Roberts)
- _____ If special meeting is called, list why and by whom. (G- 10.0201)
- _____ Minutes up to date, with no more than the month proceeding's minutes missing. (Roberts)
- _____ Maintain registers of
Marriages, Baptisms, Elders, Deacons, and Pastors
- _____ Maintain rolls of
Baptized members
Active members
Inactive members
Affiliate members
- _____ Minutes submitted to presbytery for review. (G-10.0301)

I (we) have examined the Session Records of the above named church and recommend the approval of the minutes which were assigned.

- a. _____ Without exception
- b. _____ With the exception noted above

Comments:

Date _____ Reader _____