

CLERK'S WORKSHEET - SESSION RECORDS REVIEW

**The Presbytery of Giddings-Lovejoy
2010 Annual Review**

REPORT OF SESSIONS RECORDS of _____ Church,
City, _____, MO / IL.

CLERK OF SESSION: Please use the lines in the left margin below to indicate the page numbers where the requested information is located in the minutes. **Bring this form with your minutes, roll and register to the peer review.** Thank you for assisting in this process, which facilitates and improves the maintenance of records and meets the annual review requirement.

PAGE #'s

1. Time and place of each meeting was reported.
2. A quorum is clearly recorded. [G-10.0202]
*For example, a session with 12 members could be listed as follows:
Present: list names and add (10 of 12); and/or add the names of those absent/excused.*
3. Each meeting was opened and closed with prayer. [G-9.0301b]
4. Minutes were always approved by the session. [G-10.0301]
5. Session met at least once a quarter. [G-10.0201]
- _____ 6. Annual election of the treasurer was noted. [G-10.0401]
- _____ 7. All of the various funds in the church were reported, at least annually, to the session.
[G-10.0401] *Including all special accounts for PW, mission, endowment, etc.*
- _____ 8. A full review of all financial books and records was reported. [G-10.0401d]
- _____ 9. The session approved an annual church budget. [G-10.0102i]
- _____ 10. The Annual Statistical Report to the Presbytery was approved by the session and sent to the Stated Clerk. [G-10.0102p(7)]
- _____ 11. The composition of the session with regard to racial ethnic members, women, men, age groups, and persons with disabilities, and how this corresponds to the composition of the congregation was reported. (G-10.0301) *Some, but not all, of this information is part of the Session Annual Statistical Report.*

(more)

- ___ 12. The church membership roll was reviewed, at least annually, by the session. [G-5.0502 and G-10.0302]
- ___ 13. Commissioners were elected to presbytery meetings. [G-10.0102p(1)]
- ___ 14. Presbytery commissioners reported to the session. [G-10.0102p(1)]
- ___ 15. Minutes of the annual and any special congregational meeting(s) were included, and are signed by both the Moderator and Clerk. [G-7.0307]
- ___ 16. All minutes are signed by the Clerk.
- ___ 17. The session minutes record the annual review of the adequacy of compensation for all staff, including all employees. [G-10.0102n]
- ___ 18. The congregational minutes record a review of the adequacy of compensation for the pastor(s) and show that changes in the call have been approved. [G-7.0304a.3]
- ___ 19. The minutes of special meetings of the session and the congregation specify the purpose for which the meeting was called. [G-7.0302 and G-10.0201]
- ___ 20. The records of the deacons were examined at least annually by session. [G-6.0404 and G-10.0102m] *My church has no deacons - check here and skip 21* ____ .
- ___ 21. A joint meeting was held between the session and deacons. [G-6.0405]
- ___ 22. The minutes record the completion of a period of study and preparation for elected elders and deacons, and their examination and approval for installation/ordination to office by the session. [G-14.0240 and G-10.0102.i]
- ___ 23. The minutes record the entry in the Register of the ordination/installation of deacons and elders. [G-10.0302.c.(3)]
- ___ 24. The reception of new members was recorded, giving full names, and noting the manner of reception. [W-4.2003, W-4.2004, and G-10.0102.b]
If there were no receptions, check here ____ .
- ___ 25. All membership transfers and other deletions from the church roll were acted upon by session with the full information recorded. [G-10.0302.a-b]
If there were no transfers or other deletions, check here ____ .
- ___ 26. Authorizations for all observances of the sacraments were recorded:
- _____ a) Baptism [W-2.3000, especially W-2.3012]
- _____ b) Lord's Supper [W-2.4000, especially W.2.4012]

27. The observance of the sacraments was properly recorded:
- _____ a) Baptism- note entry into the Register [G-10.0302c(2)] and Roll [G-10.0302a(1)]
 - _____ b) Lord's Supper – note observances in the minutes
In no case is the Lord's Supper to be celebrated less than quarterly.
- _____ 28. Details vital to understanding the actions of session/congregation are clearly recorded.
This is a judgment on the part of the reader about the clarity of the minutes.
- _____ 29. Erasures, footnotes, interlinear notes, other insertions, and blank pages are avoided.
Blank space is designated by an ink line and/or the phrase, "The remainder of this page is intentionally blank."
- _____ 30. The Church Rolls are up-to-date including the active and inactive membership rolls and the baptized member roll. [G-10-0302a-b, G-5.0100 and G-5.0200]
- _____ 31. The Church Register is kept current. [G-10.0302c]
- _____ 32. The session has obtained property and liability insurance coverage to protect the facilities, programs, and officers, including members of session, staff, trustees and deacons. [G-10.0102o]
- _____ 33. The records are retained in a binder appropriate for permanent records of the church, utilizing sturdy acid-free paper (28 lb or more), permanent ink (photocopy or laserjet), and pages numbered consecutively so that additional pages cannot be inserted.

**Bring this worksheet with you to the Peer Review along with
your Minutes, Rolls and Registers.**