

SESSION RECORDS REVIEW FORM WORKSHEET
The Presbytery of Giddings-Lovejoy
2002

REPORT OF SESSIONS RECORDS of the _____ Church,
City, _____ examined on _____ (Date).

CLERK OF SESSION: In submitting your church's records for examination, please use the lines in the left margin to indicate the page number(s) of session minutes where requested information is located.

Include this form with your minutes and register when submitted for examination.

Thank you for assisting us in this procedure, which facilitates and improves the maintenance of records and review obligation.

PAGE NUMBERS

(to be added by the clerk
where ___ appears)

1. Time and place of each meeting shall be reported.
2. Clearly record the quorum (pastor and one third of the elders).
For example, a session with 14 members could be listed as follows:
Present: list names and add (10 of 14); and/or add the names of those absent/excused.
3. Each meeting shall be opened and closed with prayer.
4. Minutes shall always be approved.
5. Session shall meet at least once a quarter. (G-10.0201)
- _____ 6. Annual election of the treasurer is noted. (G-10.0401)
- _____ 7. The various funds in the church were reported
at least annually to the session. (G-10.0401 and c)
- _____ 8. A full financial review of all books and records is reported.
(G-10.0401d)
- _____ 9. The session approved an annual church budget. (G-10.0102h)
- _____ 10. The Session Annual Statistical Report to the Presbytery of Giddings-Lovejoy was
approved. [G-10.0102p.(7)]
- _____ 11. The composition of the session with regard to age and disability groups,
and how this corresponds to the composition of the congregation was reported.
(G-10.0301) Include at least annually; requirement which also includes racial/ethnic
members and men and women can be fully met by adding the Session Annual Statistical
Report to the minutes.

(more)

- ___ 12. Session reviewed, at least annually, the church membership roll.
(G-5.0502 and G-10.0302)
- ___ 13. Commissioners were elected to presbytery meetings. [G-10.0102p.(1)]
- ___ 14. Commissioners reported to the session. [G-10.0102p.(1)]
- ___ 15. Minutes of annual and special congregational meeting(s) are included, and are signed by both the moderator and secretary. (G-7.0307)
- ___ 16. Session minutes are signed by either the clerk or moderator.
- ___ 17. The minutes record the annual review of the adequacy of compensation for staff, including all employees. (G-10.0102m.)
- ___ 18. The congregational minutes record a review of the adequacy of compensation for the pastor(s) and show changes in the call have been approved. (G-7.0304a.3)
- ___ 19. The minutes of special meetings specify the purpose for which a 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)
If your church has no deacons, check here ___ .
- ___ 21. A joint meeting was held between the session and deacons. (G-6.0405)
If your church has no deacons, check here ___ .
- ___ 22. The minutes record the completion of a period of study and preparation for elected elders and deacons, and their examination and approval for office by the session. (G-14.0205)
- ___ 23. The minutes record the ordination/installation of deacons and elders (G-14.0200)
- ___ 24. The reception of new members is recorded, giving full names, and noting the manner of reception? (W-4.2003, W-4.2004)
If no receptions, check here ___ .
- ___ 25. All dismissals and other deletions from the church roll were acted upon by session with full information recorded. (G-10.0302)
If no dismissals, check here ___ .
- ___ 26. Authorization for sacraments was recorded:
___ a) Baptism (W-2.3000)
___ b) Lord's Supper (W-2.4000)

(more)

27. The observance of the sacraments was properly recorded:
_____ a) Baptism
_____ b) Lord's Supper
In no case is the Lord's Supper to be celebrated less than quarterly. (Since the new Annual Statistical Report requires average attendance at Sunday worship, include the approximate number of persons participating in the Lord's Supper. _____)
28. Details vital to understanding actions of session/congregation are to be clearly recorded.
29. Erasures, footnotes, interlinear notes, other insertions, blank pages are to be avoided.
30. The Church Register is to be kept current.

FOR THE CLERK'S CERTIFICATION AND COMMENT

31. 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.[1]) _____ yes _____ n o
32. Some highlight(s) of our church's mission, ministry, program are:
Please use back of this page.
-