

Mission Presbytery – Review of Session Minutes Checklist

Please follow directions carefully in order that there can be an efficient review of minutes. Bring with you a **COPY** of your Session and Congregation meeting minutes for the previous calendar year – do not bring your original minutes. **Fill in the blanks on this form with the page number or the date/dates of the meetings as appropriate AND cross-reference on the copy of your minutes the item number noted in the margin** to help the reviewer find the information. All questions, except Yes/No questions, ask "Where in the minutes is this found?" Citations (G-0.0000 or W-0.0000) refer to the *Book of Order – 2011/2013*.

This review is for the calendar year _____

1. The last time your minutes were reviewed and reported to Session? _____

2. Meetings of the congregation. (G-1.05, G-2.0401), G-2.0404)

	Date called by Session	Date of meeting
a. for its annual business meeting	_____	_____
b. for electing nominating committee	_____	_____
c. for electing elders and deacons	_____	_____
d. to review the pastor's call	_____	_____

Are the full details of the call in the minutes? _____

3. Date Annual Session Statistical Report reviewed and approved by Session _____

4. Date Church financial records reviewed as per G-3.0113? _____

5. Do the minutes of each meeting record the following? (Answer Yes or No)

	Session	Congregation
a. Date, time, and place of meeting	_____	_____
b. Names of those present	_____	NA
c. Quorum	_____	_____
d. Kind of meeting (stated or called)	_____	_____
e. Purpose declared at called meeting	_____	_____
f. Meetings opened and closed with prayer	_____	_____
g. Minutes of prior meetings approved	_____	_____
h. Moderator and Clerk sign Minutes	_____	_____

6. Observance of the Lord's Supper? (W-2.4012a)

When approved? (This may be a standing policy) _____

Where recorded that it was observed? _____

When was the Lord's Supper provided to shut-ins? (W-3.3616e) _____

7. The sacrament of baptism (W-2.3011a)

When approved? _____

Where recorded that it was observed? _____

Are full names of person, parents, date and place of birth recorded? _____

8. Significant life events of members Give examples.

Births _____

Deaths _____

Marriages _____

9. Changes in the rolls: When persons join the church, do the minutes record the full name of each person (including maiden name where appropriate) and the method by which they are joining? When transferring members out, is place of transfer recorded? Give examples.

10. Election of Session representatives to Congregation Nominating Committee (G-2.0401)

11. Elder commissioners to Presbytery meetings? (G-3.0202)

When were they elected? _____

When did they make reports to the Session? _____

12. Installation/ordination of elders

The period of study? (G-2.0402) _____

Examined? (G-2.0402) _____

When installed/ordained? (G-2.0402, 2.0403) _____

13. Election of the Treasurer for the year (G-3.0205)? _____

14. Approval of the annual budget (G-3.0113) _____

15. Church had reviewed the work of the pastor _____