

SESSION RECORD PEER REVIEW*

Updated 03-23-15

HEARTLAND PRESBYTERY – CHURCH ORDER AND LISTENING DIVISION

Name of Church: _____ Name of Clerk of Session: _____

City/State: _____ *Time Period of Minutes Reviewed:* _____

A. SESSION MINUTES	Completed by Reviewers		Page # by Clerks
1. The minutes of each meeting record the date, time, and place of the meeting, and whether it is a stated meeting or special (called) meeting. (G-3.0203)	Yes	No	
2. The session met at least quarterly. (G-3.0203)	Yes	No	
3. The names of all ruling elders present at each meeting are recorded. (3.0101)	Yes	No	
4. The name of the moderator of each meeting is recorded. (G-3.0203)	Yes	No	
5. The meetings were opened and closed with prayer. (G-3.0203)	Yes	No	
6. The minutes of the previous meeting were reviewed and approved. (G-3.0204)	Yes	No	
7. The financial reports were reviewed regularly by the session. (G-3.0205)	Yes	No	
8. The session approved observances of the Lord’s Supper (at least quarterly) and provided for distribution of the sacrament to members isolated from the community’s worship. (G-3.0201b, W-2.4012, W3.3616e)	Yes	No	
9. The minutes record the administration of the Lord’s Supper after each observance.	Yes	No	
10. The session approved the sacrament of Baptism and recorded each administration of Baptism. (G-3.0201b, W-2.3011 There were no baptisms. []	Yes	No	
11. Commissioners were elected to presbytery and reported after each presbytery meeting. (G-3.0202a)	Yes	No	
12. The minutes of each meeting of session are signed by clerk of session. (G-3.0107)	Yes	No	
13. The training and examination of newly-elected ruling elders and deacons is recorded. (G-3.1201c)	Yes	No	
14. The ordination/installation of ruling elders and deacons is recorded. (G-3.0201c)	Yes	No	
15. The minutes record that the session reviewed the adequacy of the pastor(s) and all staff. (G-2.0804)	Yes	No	
16. The session approved the annual statistical report as stated in the minutes. (G-3.0204)	Yes	No	
17. The minutes record the election by the session of the treasurer. (G-3.0205)	Yes	No	
18. The minutes record the election by the session of the clerk of session. (G-3.0104)	Yes	No	
19. The session approved the church budget. (G-3.0205)	Yes	No	
20. There was a full financial review or audit. (G-3.0113)	Yes	No	
21. All committees and organizations of the church were reviewed. (G-3.0201c)	Yes	No	
22. The session met with and reviewed the work of the deacons. (G-20202) This church does not have deacons. []	Yes	No	
23. The session reviewed the property, liability, and officer insurance coverage for adequacy. (G-3.0112)	Yes	No	

***Note:** New additions to the review sheet are noted in *bold italics*.

B. CONGREGATIONAL MEETING MINUTES	Completed by Reviewers		Page # by Clerks
1. The congregation met at least annually. (G-1.0501)	Yes	No	
2. <i>The session presented the budget to the congregation for information (G-3.0205)</i>	Yes	No	
3. <i>The congregation elected a nominating committee. (G-2.0401)</i>	Yes	No	
4. <i>The congregation elected ruling elders, deacons, and trustees. (G-1.0503)</i> This church does not have deacons [] trustees [].	Yes	No	
5. The congregation reviewed the adequacy of compensation of the pastor(s) and approved any changes in the terms of call. (G-1.0503)	Yes	No	
C. ROLLS AND REGISTERS	Completed by Reviewers		Page # by Clerks
1. Roll of Active Members	Yes	No	
2. Roll of Baptized Members	Yes	No	
3. Roll of Affiliate Members There are no affiliate members []	Yes	No	
4. Register of Ruling Elders and Deacons with ordination/installation dates	Yes	No	
5. Register of Installed Pastors and Associate Pastors with date of service	Yes	No	
6. Register of Baptisms	Yes	No	
7. Register of Weddings (recommended, not required)	Yes	No	
D. POLICIES AND ADMINISTRATIVE MANUAL OF OPERATIONS	Completed by Reviewers		Page # by Clerks
1. <i>Congregation has Bylaws</i> (Date adopted/amended: _____)	Yes	No	
2. Session has Administrative Manual of Operations (Date adopted/amended: _____)	Yes	No	
3. Session has a Sexual Misconduct Policy (Date adopted/amended: _____)	Yes	No	
Reviewer name (Please Print): _____ Date: _____			
Church of Reviewer: _____			
Comments:			

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