

Presbytery of Wabash Valley Review of Session Minutes Form

PEER REVIEW OF SESSION MINUTES DATE: _____

Church _____ City _____

Clerk of Session Before coming to the records review session, please prepare by filling in page numbers to left of particular items where the entry may be found in Session Minutes. Mark "NA" if the requirement is not applicable to your church. The Peer Reviewer will complete spaces to the right of the "ITEM" section. **We will copy this form at the completion of the records review to provide you with a report to your session and retain a copy for a summary report to Presbytery.**

PAGE NUMBER	RECOMMENDED ITEMS	YES	NO	COMMENTS OR ACTIONS NEEDED
	Date, time & place of each meeting			
	Elders, Moderator named as present or absent.			
	Prayer at beginning and ending of meeting.			
	Approval of minutes of previous meeting			
	Minutes of all congregational meeting(s)			
	Annual summary of corporation meetings or full meeting minutes.			
	Copy of GA statistical report, including average annual weekly attendance at worship.			
	Copy of congregational annual report.			
	Annual election of Clerk by Session			
	Annual election of Treasurer by Session			
	Proof of property and liability insurance coverage to protect the facilities, programs, and officers, including members of the session, staff, board of trustees, and deacons.			
	Appointment and report of annual audit or financial review			
	Minutes book contains copy of the current version of your bylaws			
	Copy of current Indiana Secretary of State certificate of good standing as a corporation or "Current Information on Business Entity". See https://secure.in.gov/sos/bus_service/online_corps/name_search.aspx			
	Transfer of members and maintenance of the membership rolls recorded in minutes			
	Preparation and reception of new members in minutes			
	Report of annual budget			
	Election of Elder commissioner to Presbytery (recommend annual term for continuity)			

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Referral of elders to Presbytery who may be considered for election or other Presbytery service			
Authorization for and celebration of the Lord's Supper (W-2.4012a.)			
Session authorization for baptism			
Each baptism recorded in Minutes with date and name			
Annual session approval of work of Deacons			
Annual session review of work of Trustees (Write <u>N/A</u> if unicameral)			
Annual review of equal employment opportunity, fair employment practices, personnel policies and the adequacy of compensation for all staff, including all employees.			
Approval of installed pastor's salary by congregation, or renewal of contract with pastor by session and approval by COM			
Permission obtained from Presbytery to sell, mortgage, encumber or lease any of its real property			
Examination of elders-elect			
Ordination/Installation of elders-elect.			
Minutes indicate that Session holds continuing education for Session members			
Report and session response to last minute and register review with any corrections noted in Session minutes.			
Minutes of Session signed by the clerk.			
Minutes of Congregational meeting signed by both clerk and moderator			

Comments: _____

Signature of Clerk of Session _____ Date ____/____/____	CHURCH _____
Signature of Clerk Reviwer: _____ Date ____/____/____	CHURCH _____
Presbytery Moderator of Review: _____	