Session Minutes Review

City & Church Name:

Clerk of Session:

Parts 1 and 2 contain requirements for session minutes and congregational meeting minutes. Failure to include these items will result in minutes failing review. Parts 3 and 4 contain items of consideration that may not occur at every meeting or even within a given year’s records. They also contain items that, if absent, should not fall solely upon the clerk for correction. It is within these two sections that the moderator will be included in discussions around completion. If something is missing in either of these sections, it will not result in minutes failing review.

Part 1: General Content of Session Records

1. At least one stated session meeting was held per quarter (G-3.0203)
	1. Record date of one meeting in each quarter:
2. Each set of minutes include the following:
	1. Date and time of meeting
	2. Location of meeting
	3. Quorum was established
	4. Meeting opened and closed with prayer
	5. Agenda approved and minutes of previous meeting approved
	6. Attendance record
3. Signature of Clerk at end of minutes

Part 2: Congregational Meeting

Please document that each item was included in the minutes, and what page they were listed on.

1. The annual congregational meeting was held for the year (G-1.0501).
	1. Record the date of the annual congregational meeting:
2. Each set of minutes include the following:
	1. Date and time of meeting
	2. Location of meeting
	3. Quorum was established
	4. Meeting opened and closed with prayer
	5. Agenda approved and minutes of previous meeting approved
3. Election of elders, deacons, and trustees:
4. Presentation of budget to the congregation:
5. Review of Pastors Terms of Call and any changes in the terms of call approved by the congregation (if there is no installed pastor, simply mark N/A):
6. Congregational meeting minutes signed by clerk and moderator:

Part 3: Required Content of Session Records

This section contains items that should happen at least once a year but do not happen at every meeting. Failure to include these items at least once in a calendar year review will prompt a conversation with the clerk and moderator of session to ensure that they are included in future meetings and minutes.

|  |  |  |
| --- | --- | --- |
| Item  | Documented in minutes? Yes/No | Where documented? |
| Financial reports of all congregational funds, at least annually |  |  |
| Prior Approval of the Lord’s Supper |  |  |
| Report of Celebration of the Lord’s Supper |  |  |
| Lord’s Supper celebrated at least quarterly |  |  |
| Report of Presbytery review of minutes |  |  |
| Training of newly elected elders and deacons |  |  |
| Examining of newly elected elders and deacons |  |  |
| Scheduling and approving ordination and installation of officers and report after the ordination/installation |  |  |
| Report of annual review of pastor’s compensation |  |  |
| Session approval of annual statistical report |  |  |
| Session approval of the budget |  |  |
| Annual financial review/audit |  |  |
| Insurance review |  |  |
| Annual review of membership roll |  |  |

Part 4: Special Considerations of Session Records

This section contains items that do not necessarily occur within a church every year. If these things do occur and they are not recorded within the minutes, this will prompt further conversation with the clerk and moderator to ensure they are included going forward.

If you answer yes to any of these questions, please list when and where it was reported to the session.

1. Was the Lord’s Supper taken to sick members/shut-ins?
2. Were any baptisms performed this year?
	1. If yes, when did session approve the baptism?
	2. If yes, when was the administration of baptism reported to the session?
3. Did you elect any commissioners to presbytery?
4. If you had a Presbytery Commissioner, did they report to session?
5. Did you elect a Church Treasurer?
6. Did you elect a Clerk of Session?
7. If members were deleted from roll, did session seek to restore them to active participation, and did session provide written notice to member before deleting?
8. Did session compare the composition of session with regard to racial ethnic, women, men, age groups, and how this corresponds to composition of the congregation?