

Presbytery of Blackhawk Annual Review of Session Records (G-3.0108a)

Church name and city: _____

Period of review _____ to _____ Page number in minutes: _____ to _____

Clerk of session: Please complete this review sheet, writing in page numbers from your session minutes (maximum of 2 references are needed for each requirement).

SESSION AND CONGREGATIONAL MINUTES

Requirement	Page	Req. met			Reviewer's Comments
		Y	N	N/A	
SESSION MEETINGS: Every Meeting					
Pages numbered consecutively					
Empty pages/large spaces crossed off					
The session met at least quarterly during the year (G-3.0203)					
Date, time, place of each stated or called meeting; (w/purpose) (G-3.0203)					
Full names of elders, moderator or others recorded as present, excused, or absent(G-3.0203)					
Quorum attested (G-3.0203)					
Meeting opened/closed with prayer (G-3.0105)					
Approval of minutes of previous meeting, signed by clerk (G-3.0204)					
Report of celebration of Lord's Supper since last meeting					
Authorization of all baptisms (W-3.0403)					
Actions to receive new members and how received (G-3.0201c)					
Actions to dismiss members (G-3.0201c) (also in Rolls & Registers)					
Election of commissioners to presbytery and receipt of commissioners' report (G-3.0202)					
Receipt of report(s) from treasurer (G-3.0205)					

Requirement	Page	Req. met			Reviewer's Comments
		Y	N	N/A	
SESSION MEETINGS: Annual or Occasional Actions					
Authorization for each celebration of the Lord's Supper for the next year (W-3.0410)					
Training and examination of new elders & deacons (G-3.0201)					
Ordination and installation of elders & deacons (also in Rolls & Registers) (G-3.0201)					
Approve staff job descriptions – initially and any subsequent changes (G-3.0201c)					

Election of a clerk of session for a specific term (G-3.0104)					
Election of a treasurer for a term determined by Session (G-3.0205)					
Session approval of a budget (annually) (G-3.0205)					
Annual review of compensation of staff (G-3.0201)					
Annual approval of Health Reimbursement Arrangement					
Review of Rolls & Registers (annually) (G-3.0201c, G-3.0204)					
Session effort to restore less-active members to active participation (G-3.0204a)					
Direct the work of the Board of Deacons (G-2.0202, G-3.0201c)					
Direct the work of the Board of Trustees (if separate from the session) (G-4.0101, G-3.0201c)					
Annual review of financial records (G-3.0205)					
Approval of annual GA statistical report (G-3.0202)					
Report of presbytery review of session minutes & records					
Action to call a congregational meeting (G-1.0502)					

CONGREGATIONAL MEETING(S)					
Date, time & place of meeting; regular or called (G-1.0501)					
Quorum attestation (G-1.0501)					
Date, time, and place of the annual corporate meeting (G-1.0501)					
Election of Nominating Committee (G-2.0401)					
Election of ruling elders, deacons, and trustees (G-1.0503a)					
Annual review of pastor's terms of call (G-1.0503c)					
Calling a pastor or dissolving pastoral relationship (G-1.0503b&c)					
Actions to buy, sell, or mortgage property (G-1.0503d)					
Approval of minutes by congregation or session (if permitted in bylaws)					
Signed by the clerk (and the moderator if required by bylaws)					

ROLLS AND REGISTERS

REGISTERS (G-3.0204b)	Requirement for Entries	Y	N	N/A	Reviewer's Comments
Pastors	Names of pastors, co-pastors, associate, temporary incl. Interim w/ dates of service				

Ruling Elders	List of ruling elders with ordination date & terms of active service				
Deacons	List of deacons with ordination date & terms of active service				
Trustees (if separate from session)	List of trustees with terms of active service				
Baptisms	Date, date of birth, parents' full names				
ROLLS (G3.0204a)					
Baptized Members	Up to date roll of baptized members, but not made a profession of faith				
Active Members	Up to date roll of active members				
Affiliate Members	Up to date roll of affiliate members, if any				

REQUIRED DOCUMENTS

Document	Date last reviewed/approved
Manual of Administrative Operations (Including By-laws) (G-3.0106)	
Sexual Misconduct Prevention & Response Policy (G-3.0106)	
Child and Youth Protection Policy (G-3.0106)	
Proof of current Property and Liability Insurance (G-3.0112)	

Review date: _____

Name of clerk of session or person who prepared this review sheet:

Email and telephone number: _____

Thank you very much for your work of ministry!

For Use at Session Records Review Meeting

Name of reviewer: _____

Minutes and registers approved:

- () Without exception
- () With comments: _____
- () With exception(s): _____
- () Not approved – reason: _____

COMMENTS: