

Appendix C – Checklist for the Annual Review of Session Records

This is the checklist used to review session and congregational meeting minutes. Feel free to use it as a cheat sheet in preparing for the annual review. This chart is found in your Clerk’s Manual.

THE SESSION
Is each meeting opened & closed with prayer? (G-3.0105)
Is a quorum present for each meeting? (G-3.0203)
Did session hold stated meetings at least quarterly? (G-3.0203)
Is a budget prepared & adopted annually? (G-3.0205)
Are periodic reports of all financial transactions made to the session? (G-3.0205c)
Did session annually provide for a full financial review of all financial books & records? (G-3.0113)
Are commissioners to Presbytery elected for each meeting, or, preferably, for one year? (G-3.0202)
Did session receive reports from its commissioners of presbytery? (G-3.0202a)
Do the minutes reflect “a full & accurate record of its proceedings?” (G-3.0107)
Are rolls kept of baptized members, active members & affiliate members? (G-3.0204a)
Does the session have a Manual of Administrative Operations that addresses the following issues?(G-3.0106)
The definition of a quorum for Congregational Meetings? (G-1.0501)
Is the “ <i>minimum notification</i> ” for Congregational Meeting defined? (G-1.0502)
Is the length of the term of office for the Clerk of Session defined? (G-3.0104)
Is the length of the term of office for the Treasurer defined? (G-3.0205)
Is a procedure in place to assure that all offering shall be counted & recorded by at least two duly appointed persons or by one fidelity bonded person? (G-3.0205a)
Are the financial books & records open at reasonable times to all persons authorized by the session?(G-30205b)
Are committees of the session listed & their duties described along with who is eligible to serve, how many members are appointed & the length of service? (G-3.0109)
Does the session have a sexual misconduct policy? (G-3.0106)
Has the session taken actions consistent with G-3.0202b-f that will be for the good of the whole church? (G-3.0202)
THE CONGREGATION
Did the congregation hold an annual meeting, & was a quorum determined to be present? (G-1.0501)
Did the congregation provide for election of a Nominating Committee? (G-2.0401)
Did the congregation elect church officers? (G-2.0401)
Did the Session instruct, examine, ordain, & install officers? (G-2.0402)
Is the congregation incorporated? (G-4.0101) If yes – date:
Who is designated as trustees of the Corporation? (G-4.0102) ___The Session ___A Separate Body
PRESBYTERY’S RECOMMENDATIONS
Are called & stated meetings of the session so indicated?
Are the minutes of session meetings signed by the Clerk of Session?
Do the minutes of session reflect the approval of the Annual Statistical Report?
Has the Session considered the Presbytery’s Mission Askings?
Are called & annual meetings of the congregation so indicated?
Are the minutes of congregational meetings signed by the Secretary & the Moderator ?
Is the name of the church on the front of the session records book?