

Whitewater Valley Presbytery -- SESSION RECORDS REVIEW CHECKLIST 2015

CONGREGATION NAME & CITY _____

Year(s) Covered by Minutes _____

Date Records Reviewed & Reviewer's Name _____

Records were: _____ Approved _____ Approved with minor exceptions _____ Not approved

A. BRING YOUR MINUTES RECORDS AND ROLL BOOK TO THE MEETING Also be sure you have:	A Session Records Review member will review with Clerk and make notations as required.
1. Annual Business Entity Report (sample attached)	
2. Proof of Insurance (This may be a Certificate of Insurance or possibly a recently paid invoice)	
3. Bylaws – at the front of your book	
4. Annual Report prepared for Congregational Meeting	
5. A reference at front of minutes book noting where permanent records are stored.	

B. GENERAL FORM OF MINUTES	A Session Records Review member will review with the Clerk and make notations as required.
1. Are all pages numbered consecutively?	
2. Are blank spaces of more than two inches crossed out?	
3. Is the page with the last approval stamp included?	
4. Is the original last page of this year's minutes to be approved included?	

C. FOR EACH MEETING	Clerks, please list page numbers for reference
1. Did The Session meet at least quarterly? G-3.0203	
2. Is the date, time, name of congregation, and place of each meeting recorded?	
3. Are the names of elders present, excused, and absent recorded?	
4. Was a quorum present?	
5. Was the meeting called to order with the moderator's name listed?	
6. Is the meeting opened and closed with prayer?	
7. Were the minutes of the preceding meeting approved?	
8. Are the minutes signed by the clerk and moderator?	
9. Are there regular financial reports, or at least annually? G-3.0205	

D. CHURCH ROLLS AND REGISTERS G-3.0204	A Session Records Review member will review your rolls and make notations as required.
Roll of Active Members Maintained By Session	
Roll of Baptized Members Maintained by Session	
Roll of Affiliate Members Maintained by Session	
Ruling Elders and Deacons recorded with Ordination Date	
Baptism record including full name, date baptized, place of birth, parents' full names with mother's maiden name when available	

E. Minutes Entries Required by Session Records Review Reviewer, please add notations as needed.	PAGE #s inserted by Clerk
1. Congregational Meeting Minutes Included G-3.0204	
2. Pastor(s) Terms of Call – reviewed/approved G.1.0503c	
3. Ruling Elders, Deacons, Trustees elected G.1.0503a	
4. Completion of study period and preparation for Ruling Elders and Deacons G.2-0402	
5. Nominating Committee – election by congregation G-2.0401	
6. Clerk of Session Elected G.3.0104	
7. Treasurer Elected G-3.0205	
8. Sexual Misconduct Policy – report existence of policy G-3.0106*	
9. Lord’s Supper – Sacrament planned/approved for congregation and to homebound G-3.0201 W-2.4012	
10. Lord’s Supper administered G-3.0201	
11. Baptism – Sacrament approved G.30201b W-2.3011	
12. Baptism – Sacrament administered G-3.0201	
13. Session action to receive members G.3.0201c	
14. Session action to remove, delete, or transfer members from the roll of the congregation. G-3.0201c, G-3.0204a	
15. Commissioners to Presbytery – elected by Session G-3.0202a	
16. Commissioners to Presbytery – report to Session following each Presbytery meeting G-3.0302a	
17. Annual Statistical Report for General Assembly reviewed by Session and included minutes G-3.0202f	
18. Budget - Session Approved G.30205	
19. Full Financial Review or Audit report G. 3.0113	
20. Counters – Did the Session appoint two people, or one fidelity bonded person, to count offerings? G-3.0205a	
21. Insurance Review – adequate coverage for property and liability including officers coverage G.30112	

***reference the previously sent Consent Agenda regarding this item.**