

**Whitewater Valley Presbytery -- SESSION RECORDS REVIEW CHECKLIST 2021 for review of 2020 records**

CONGREGATION NAME & CITY \_\_\_\_\_

Year(s) Session Records being reviewed \_\_\_\_\_

Date Records Reviewed & Reviewer's Name \_\_\_\_\_

Records were: \_\_\_\_\_ Approved \_\_\_\_\_ Approved with recommendations as noted \_\_\_\_\_ Not approved as noted

<b>A. BRING YOUR MINUTES TO THE MEETING</b> Also be sure you have:	<b>A reviewer will confirm these were presented.</b>
1. Annual Business Entity Report (most recent)	
2. Proof of Insurance - This may be a Certificate of Insurance, declaration page, or a recently paid invoice for current year.	
3. Church Bylaws	
4. Annual Report prepared for most recent Annual Congregational Meeting	
5. A reference noting where permanent records are stored or archived.	

<b>B. GENERAL FORM OF MINUTES</b>	<b>A reviewer will confirm these standards are met.</b>
1. Are all pages numbered consecutively?	
2. Are blank spaces of more than two inches crossed out or otherwise noted?	
3. Is the last page of the previous year's reviewed minutes stamped, or have you recorded the Presbytery's approval in your minutes?	

<b>C. FOR EACH MEETING</b>	<b>List page numbers for reviewer's reference</b>
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, or 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	

<b>D. CHURCH ROLLS AND REGISTERS</b> G-3.0204 <b>You are not required to bring your rolls or registers, but may bring them if you need assistance or have questions.</b> The reviewer will read your minutes to ensure the following are recorded, when applicable. List page numbers for reviewer's reference.	
Roll of Active Members Maintained By Session ( new members received in minutes)	
Roll of Baptized Members Maintained by Session (newly baptized recorded in minutes)	
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.	List page numbers for reviewer's reference
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. Where applicable for congregations with a Board of Deacons or Trustees, when there is a joint meeting with the Session record that in your minutes. G-3.0204	
5. Completion of study period and preparation for new Ruling Elders and Deacons G-2.0402	
6. Nominating Committee – election by congregation G-2.0401	
7. Clerk of Session elected G-3.0104	
8. Treasurer Elected G-3.0205	
9. Sexual Misconduct Policy – report existence of policy annually. G-3.0106	
10. Lord's Supper – Sacrament planned/approved for congregation and to homebound <b>and</b> , after its administration, recorded in the minutes. G-3.0201 W-3.0409 W-3.0410	
11. Baptism – Sacrament approved <b>and</b> , after its completion, recorded in the minutes G-3.0201b W-3.0402 W-3.0403	
12. Session action to receive members G-3.0201c	
13. Session action to remove, delete, or transfer members from the roll of the congregation. G-3.0201c, G-3.0204a	
14. Commissioners to Presbytery – elected by Session G-3.0202a <b>or</b> report that different commissioners will be elected for each assembly.	
15. Property Matters – That the congregation has taken appropriate action regarding selling, encumbering, or leasing church property, including permission by the Presbytery. G-4.0206	
16. Commissioners to Presbytery – report to Session following each Presbytery meeting G-3.0302a	
17. Annual Statistical Report for General Assembly reviewed and received by the Session and included in minutes. G-3.0202f	

18. Budget - Session reviewed and approved the budget and recorded it in the minutes G-3.0205	
19. A Full Financial Review or Audit was completed is noted in the minutes. G-3.0113	
20. Counters – Session appointed two people, or one fidelity bonded person, to count offerings. G-3.0205a	