

# Session Records Review Worksheet

## Presbytery of Southern New England

***Please fill in the top part of this form and the Page #'s of the following checklist prior to the Review of Minutes.***

Official Name of Church \_\_\_\_\_

City \_\_\_\_\_

Name of Clerk \_\_\_\_\_

**MINUTES TO BE REVIEWED:**

From: Page \_\_\_\_\_ to Page \_\_\_\_\_

Date: From \_\_\_\_\_ (Last Page Stamped as Reviewed) to \_\_\_\_\_

The following checklists and *Reviewer's* comments are the report on the review of your Session record. The general criteria used in reviewing your minutes are:

- 1) The proceedings have been correctly recorded.
- 2) The proceedings have been regular and in accordance with the Book of Order.
- 3) The proceedings have been prudent and equitable.
- 4) The proceedings have been faithful to the mission of the whole church.
- 5) The lawful injunctions of a higher governing body have been obeyed (Book of Order D-3.0000);
- 6) The register and rolls are up-to-date.

Please note that the requirements hereafter listed are the permanent and important records of your church and Session. The minutes and register are to be recorded on acid-free paper and bound. References used are per the **Book of Order 2013/2015** (if you need one contact Sonja in the Presbytery office) and **Roberts Rules of Order, Newly Revised, 11th ed. (2011)**. Henceforth referred to as ROR.

**CONTINUING REQUIREMENTS:**

**The following items must appear in every set of Session minutes:**

*You only need to note that these items are regularly included in the minutes. You do not have to give all the page numbers.*

Item	Yes	No	Comments
1. Date, hour, place and type of meeting (ROR). The session shall meet at least quarterly (G-3.0203).			
2. Special meetings of session specify purpose for which meeting was called (G-3.0203).			
3. Name of the moderator recorded (G-3.0201).			
4. Attestation of a quorum stated (G-3.0203).			
5. Meeting opened and closed with prayer (G-3.0105).			
6. Full names of both ruling and teaching elders present, excused, or absent recorded.			
7. The minutes of the previous meeting were approved (ROR).			
8. Record of meeting duly attested (signed) by the clerk or clerk pro-tem (G-3.0104 and ROR).			

The following items are to be recorded in the minutes, not necessarily on a monthly basis:

Item	Page #	Yes	No	Comments
9. Dates for the celebration of the Lord's Supper. Can be set annually, quarterly or at each time of celebration, in advance (Must be celebrated at least quarterly, G-3.0201b, W-2.4009, W-2.4012).				
10. Baptisms authorized by session prior to celebration, and candidates instructed and examined (G-3.0201b, W-2.3011a, W-2.3012b).				
11. Session shall keep a Baptized Members' Roll (For infant baptisms, record full name of infant, parents' names, date of birth and names of persons presenting the child; for adult baptisms, record full name of the individual, including the full maiden name of a married woman, parent's names, and date of birth of those being baptized (G-1.04, G-3.0204b).				
12. Minutes should record full names of those received into membership and how they are received: confession of faith, reaffirmation of faith, or transfer of certificate. If by certificate, the source of the transfer should also be recorded (G-1.0303).				
13. Record in full names of those transferred to other churches, including the names of any children and whether or not they are baptized. If they are a ruling elder and/or deacon, a notation to that effect should also be made and the record should also include the name of the church to which they are transferring (G-1.0303).				
14. Session shall keep both an Active Members' and Affiliate Members' Roll (G-1.04, G-3.0204a).				
15. Session shall keep a register of baptisms, ruling elders, deacons, and installed teaching elders with dates of service (G-3.0204b).				
16. Election of a treasurer by session (G-3.0205).				
17. Regular financial reports received by session (G-3.0205).				
18. Election of a clerk by session (G- 3.0104).				
19. Name(s) of ruling elders elected commissioner(s) to presbytery and the terms of appointment (G-3.0202a). Did they report regularly?				

**ANNUAL CONSTITUTIONAL REQUIREMENTS:**

The items following shall be included in the minutes annually:

Item	Page #	Yes	No	Comments
20. Annual review of the membership rolls (G-1.0304, G-3.0201c).				
21. Statement of the composition of the session (F-1.0403, G-3.0201). ( <i>statistical report</i> )				
22. Instruct, examine, ordain, install and welcome new ruling elders and deacons (G-2.0104b, G-2.04).				
23. Budget established and approved annually by the session (G-3.0113, G-3.0205).				
24. Full annual financial statement included in the session minutes (G-3.0205c).				
25. Annual financial review of all books and records for the church (G-3.0113).				
26. Annual review of terms of call for installed pastor(s) (G-2.0804) or review of compensation for a temporary pastor ( <i>i.e. interim, stated supply</i> ).				
27. Annual review of financial records of all church organizations (G-3.0205).				
28. Annual review summary of all committees and organizations under its nurture (G-3.0108). ( <i>annual report</i> )				

**CONGREGATIONAL MEETINGS:**

The following is a checklist for Minutes of the Annual Meeting of the Congregation:

***Note: both ecclesiastical and corporate business may be done at the same congregational meeting (G-1.0503).***

Item	Page #	Yes	No	Comments
29. The meeting is properly called (G-1.0502).				
30. An annual meeting of the congregation is held (G-1.0501).				
31. Special meetings of the congregation specify the business to be transacted (G-1.0501).				
32. A quorum is attested to (G-1.0501).				
33. A moderator is named (G-1.0504).				
34. The secretary is normally the clerk of session. (If the clerk of session is not available, the congregation elects secretary) (G-1.0505).				
35. The minutes are attested (signed) by the moderator and the secretary (G-1.0505).				
36. A statement that the congregation <u>acted</u> on the terms of the pastoral call(s) (G-1.0503c). ( <i>installed pastors only</i> )				
37. Full annual financial statements are reported to the congregation (G-3.0205).				
38. All minutes of meetings of the congregation are included in the session minutes book (G-3.0204).				

**PRESBYTERY REQUIREMENTS:**

<b>Item</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
39. The annual General Assembly membership and financial statistics submitted to presbytery are included or recorded in the session records (G-3.0202f).				
40. Notice of any official communications to the session from a higher council and action taken or referral made (G-3.0202d).				
41. Session notified of previous exceptions to minutes taken by presbytery. Exceptions are to be noted in the minutes and correction is to be made where necessary.				

**ONE-TIME CONSTITUTIONAL REQUIREMENTS:**

*Note the page number for each item even if it is from a previous year. It is important that each of these items have been completed. The point here is that the session or congregation has considered each item and has taken action even if the action is to keep things as they are.*

**SESSION ACTIONS**

<b>Item</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
42. Mission is clearly articulated (G-3.0201). <i>(review of current mission or creation of new one)</i>				
43. Quorum for session meetings established (G-3.0203).				
44. Term for the church treasurer set (G-3.0205). <i>(the length of the term can be for more than 1 year)</i>				
45. Term for the clerk of session set (G-3.0104). <i>(the length of the term can be for more than 1 year)</i>				
46. Terms for ruling elders and deacons set (G-2.0404).				
47. Sexual misconduct policy in place (G-3.0106). <i>(the church must have a policy written within the last 3 years)</i>				
48. Child and youth protection policy in place (G-3.0106). <i>(the church must have a policy written within the last 3 years)</i>				
49. Church is incorporated with the State or Commonwealth (G-4.0101).				
50. New or updated manual of administrative operations is in place (G-3.0106).				

**CONGREGATIONAL ACTIONS**

<b>Item</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
51. A quorum for congregation meetings has been established (G-1.0501).				
52. Congregation has determined their definition of "adequate public notice" for congregation meetings (G-1.0502).				
53. The congregation has determined the size and make-up of the congregational nominating committee (G-2.0401).				

**Reviewer's Notes to the Clerk:**

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**IT IS THE REVIEWER'S RECOMMENDATION THAT:**

*Please see list of exceptions*

\_\_\_\_\_ the minutes be approved without exception.

\_\_\_\_\_ the minutes be approved with the exceptions noted above.

\_\_\_\_\_ the minutes be disapproved for the following reasons: \_\_\_\_\_

\_\_\_\_\_ the minutes be disapproved and the Presbytery take the following action: \_\_\_\_\_

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**DATE OF READING:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**CHURCH:** \_\_\_\_\_

March 2015  
February 2016  
February 2017