

RECORD OF EXAMINATION OF SESSION MINUTES – G-3.0201

Church _____ Year _____

Clerk of Session: Please fill in the blank to the left of Item #, indicating the page number(s) in your Session Minutes (maximum three references) where the item can be found. Mark "NA" if the requirement is not applicable to your church. This completed form is to be in your book when it is presented for examination. Spaces to the right of page will be completed by the Minute Readers.

Page	Item #	Required Item	No	Yes	Comments (for readers only)
	1	Date, time & place of each meeting			
	2	Elders, Moderator named as present or absent			
	3	Prayer at beginning and ending of meeting			
	4	Reading, approval of minutes of previous meeting			
	5	Annual summary of corporation meetings for full meeting minutes			
	6	Summary of GA statistical report, including average annual weekly attendance at worship; or insert report			
	7	Annual election of Treasurer by Session (G-3.0205) and clerk of session			
	8	Appointment of financial reviewers (G-3.0113)			
	9	Appointment of commissioners to Presbytery; Presbytery report by commissioners to Session (G-3.0301)			
	10	Authorization for and celebration of communion (G-3.0201; W-2.3012)			
	11	Session authorization for baptism (G-G-3.0201; W-2.3012)			
	12	Baptism recorded in Minutes; write NA if no baptisms			
	13	Annual session approval of work of Deacons (G-2.0202); write NA if no Deacons			
	14	Annual session review of work of Trustees			
	15	Approval of pastor's salary by congregation (G-1.0503c; G-2.0804); write NA if church is vacant, served by interim or stated supply, or if pastor has served less than one year			
	16	Examination of elders-elect (G-2.0402)			
	17	Ordination/Installation of elders-elect			
	18	Minutes indicate that Session holds continuing education for Session members			
	19	Report of last minute and register review with exceptions noted in Session minutes			
	20	Minutes of Session meetings signed by the clerk			
	21	Minutes of Congregational meeting signed by the clerk			
	22	Certificate of Insurance reflected in Minutes			
	23	Adopted Sexual Misconduct Policy reflected in Minutes			

Signature of Clerk of Session _____ Date _____

FOR COMMITTEE RECORD ONLY

NAME OF EXAMINER _____ CHURCH _____

_____ Approved with commendation _____ Approved with () exceptions _____ Not approved

Additional comments and reasons for disapproval for the Committee: _____

EXAMINATION OF ROLLS AND REGISTER

Church _____ Year _____

Clerk of Session: Please fill in the column indicating the page number in your Session Minutes (maximum three references) where Session action matching the entries in the Rolls and Register can be found. No item should appear in the rolls and register until action is taken by Session and the item is entered in the Session Minutes. Your rolls and register are being read for the past year only. Mark "NA" if the requirement is not applicable to your church. This form is to be in your books when they are presented for examination.

Register Section	Minutes Page Ref	#	Required Item	No	Yes	Comments (for readers only)
Pastor		1	Is name of present pastor (interim, stated supply) entered?			
		2	Is present class of elders entered with term of service?			
		3	Is date of ordination entered for new elders?			
		4	Is place & date of ordination entered for transferred elders?			
Deacons		5	Is present class of deacons entered with terms of service?			
		6	Is date & place of ordination entered for new deacons?			
Trustees		7	Is present class of trustees entered with term of service?			
		8	Are new members listed in chronological order?			
Chron Roll		9	Does roll show date of removal when members are deleted?			
		10	Are transferred members deleted from roll with date and place of transfer?			
		11	Are deaths noted with dates?			
		12	Are new members listed in alphabetical roll with reference number to chronological roll?			
Affil Roll		13	Are affiliate members listed with date of Session action?			
Inactive		14	Does former inactive roll (no longer included) show that all listed were either restored to active membership or deleted?			
Baptism Roll		15	Are all infant baptisms recorded with birth date?			
		16	Does baptism roll show parents' names and mother's maiden name?			
		17	Are all adult baptisms recorded?			
Marriage Roll		18	Does Register show all marriages conducted on church property?			
		19	Does Register show all marriages conducted by ministerial staff?			
		20	Are members married elsewhere, not by your ministerial staff, recorded in register?			

Signature of Clerk of Session _____ Date _____

FOR COMMITTEE RECORD ONLY

NAME OF EXAMINER _____ CHURCH _____

_____ Approved with commendation _____ Approved with () exceptions _____ Not approved

Additional comments and reasons for disapproval for the Committee: _____

PLEASE PLACE IN FRONT OF MINUTEBOOK each time your minutes are read.

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ANNUAL ITEM	Volume # and Page #						
	2012	2013	2014	2015	2016	2017	2018
Annual Review of Pastor's Compensation							
Annual Financial Review							
Annual Joint Meeting with Board of Deacons							
Annual Reports Received from other Organizations							
Composition of Session							
Annual Statistical Report							
Church's Mission Statement (every 3 years)							
Church Officer Education							
Insurance							