**SESSION RECORDS REVIEW FORM**

Presbytery of Seattle

To the Clerk of Session: This checklist will be used while reading your church records. Please note the page numbers where appropriate and bring this list with your record books to the meeting. This completed form will be returned to you. Please note the exceptions and comments adjust your record keeping accordingly. Thank you for making your records available at the scheduled time.

SESSION RECORDS of the Presbyterian Church, to be examined by the Clerk’s Reading Group on Session Records on (date). **Minutes to be reviewed are from: Page \_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_ through Page \_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_**

Clerks of Session are asked to please fill in page numbers prior to review.

Columns for "Yes, No, Comments" are to be filled in by reviewers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Information Required | Yes | No | Comments |
| 1. | Is time and place of each meeting reported? |  |  |  |
| 2. | Was each meeting opened and closed with prayer? |  |  |  |
| 3. | Are the names of elders present, absent and excused listed, and is a quorum indicated? (G-3.0203) |  |  |  |
| 4. | Is the composition of the session noted with regard to racial ethnic members, women, men, **age groups and persons with disabilities**, and how this corresponds to the composition of the congregation? (G-3.0103) (At least annually) **Page \_\_\_\_** |  |  |  |
| 5. | Were minutes always approved? |  |  |  |
| 6. | Did session meet at least once a quarter? (G-3.0203) |  |  |  |
| 7. | Is the annual election of the treasurer noted? (G-3.0205) **Page \_\_\_** |  |  |  |
| 8. | Were the various funds in the church reported at least annually to the session? (G-3.0205c) **Page \_\_\_** |  |  |  |
| 9. | Was the clerk of session elected for a set term as determined by session?  (G-3.0104) **Page \_\_\_** |  |  |  |
| 10. | Was a full financial review of all books and records reported? (At least annually) (G- G-3.0113) **Page \_\_\_** |  |  |  |
| 11. | Did session approve an annual church budget? (G-3.0113) **Page \_\_\_** |  |  |  |
| 12. | Did session approve the Annual Statistical Report? **Page \_\_\_** |  |  |  |
| 13. | Do minutes record the annual review of the adequacy of compensation for all staff (pastors and all employees)? (G-1.0501; G-2-0804) **Page \_\_\_** |  |  |  |
| 14. | Were commissioners elected to presbytery meetings? (G-3.0202a) Annually ? \_\_\_ Meeting by meeting? \_\_\_\_  List all appropriate pages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 16. | Did commissioners to Presbytery report to the session? **Pages \_\_\_\_\_\_\_** |  |  |  |
| 16. | Are minutes of annual congregational meeting(s) and special meeting(s) included, and are they signed by the secretary? **Pages \_\_\_\_\_\_\_\_** |  |  |  |
| 17. | Do the congregational minutes record changes in the call(s) of the pastor(s)?  (G-1.0503c; G-1.0505; G-2.0804) **Pages \_\_\_\_\_\_\_\_** |  |  |  |
| 18. | Did the minutes of special meetings specify the purpose for which the meeting was called? **Pages \_\_\_\_\_\_\_\_** |  |  |  |
| 19. | Do the minutes record the completion of a period of study and preparation for elected elders and deacons, and their examination and approval for office by the session? (G-2.0402) **Page/s** \_\_\_\_\_\_\_\_ |  |  |  |
| 20. | Do the minutes record the ordination/installation of deacons and elders?  (G-2.0402) **Page/s \_\_\_\_\_\_\_\_** |  |  |  |
| 21. | Is the reception of new members recorded, giving full names, and noting the manner of reception? (G-3.0204) **Page/s \_\_\_\_\_\_** (If no receptions, check (**\_\_\_\_\_**) |  |  |  |
| 22. | Were all dismissals and other deletions from the church roll acted upon by session with full information recorded? (G-3.0204a)  **Page/s \_\_\_\_\_\_\_\_** (If no dismissals, check (**\_\_\_\_\_**) |  |  |  |
| 23. | Have details vital to understanding transactions been recorded? |  |  |  |
| 24. | Are erasures, footnotes, interlinear notes, other insertions, blank pages avoided? Are pre-numbered pages used? |  |  |  |
| 25. | Was **authorization** for sacraments recorded? (See W-2.3011 for Baptism; and W-2.4011 for the Lord's Supper) **Page/s \_\_\_\_\_\_\_\_** |  |  |  |
| 26. | Was the **observance** of the sacraments properly recorded? In no case is the Lord's Supper to be celebrated less than quarterly. **Page/s \_\_\_\_\_** |  |  |  |
| 27. | Are session minutes signed by the clerk or moderator? |  |  |  |
| 28. | Is the Church Register current? (G-3.0402) |  |  |  |
| 29. | Is there a Baptized Members' Roll? (G-1.0401) (Persons baptized in the church who have not made their own profession of faith and the children of active members and of ministers related to the church when the children have been baptized elsewhere.) |  |  |  |
| 30. | Is there an Active Members' Roll? (G-1.0403) |  |  |  |
| 31. | Is there an Affiliate Members' Roll? (G-1.0403) (Persons who have been received into Affiliate Membership are active in the church’s work and worship for a period of time, but whose active membership is retained elsewhere. ) |  |  |  |
| 32. | Does the Register include the following (G-3.0204):  **Marriages** conducted by the ministerial staff of the church and all marriages performed on church property? |  |  |  |
| 33. | **Infant Baptisms**, including names of child and parents, date of birth of those being baptized and the names of those presenting the children for baptism? |  |  |  |
| 34. | **Adult Baptisms**, including name, parents’ names and the date of birth of those being baptized? |  |  |  |
| 35. | **Elders** including the name of the church in which each was ordained, the date of ordination, terms of active service and the record of removals? |  |  |  |
| 36. | **Deacons**, including the name of the church in which each was ordained, the date of ordination, terms of active service and the record of removals? (If there are no deacons, check \_\_\_\_) |  |  |  |
| 37. | **Pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates** serving the church, with dates of service? |  |  |  |
| 38. | **Has the session adopted and implemented a sexual misconduct policy? (G-3.0106) Date adopted?** |  |  |  |
| 39. | **Has the session developed a manual of administrative operations? (G-3.0106)**  **Date adopted?** |  |  |  |

The reviewers are encouraged to make additional comments:

**The Clerk of Session is to note in the record books the exceptions and comments, and adjust their record keeping accordingly for the years ahead.**

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church Date \_\_\_\_\_\_\_\_\_\_\_\_\_