

SESSION RECORDS REVIEW CHECKLIST

The Presbytery of Beaver-Butler



Church Name: _____

Clerk of Session: _____

Email Address: _____

Year(s) Covered By Minutes: 2023

Instructions: The page numbers in minutes to be filled in by the Clerk of Session **BEFORE** the Review. The reviewer will verify the items on the page numbers and will complete the "Reviewed: Yes, No, or NA" section. The reviewer may also make comments. The reviewer will complete the results section at the scheduled records review.

ITEMS IN MINUTES RECORDED AS THEY OCCUR

| RECORDED ITEM | PAGE NUMBER(S) | <u>REVIEWED</u> YES, NO, NA | REVIEWER'S COMMENTS |
|----------------------------------------------------------------------------|-----------------------|----------------------------------------|----------------------------|
| Date, time, place of each meeting, and stated or special meeting. G-3.0203 | | | |
| Meeting at least quarterly. G-3.0203 | | | |
| Names of ruling elders present. G-3.0101 | | | |
| Name of moderator. G-3.0203 | | | |
| Opened and closed each meeting with prayer. G-3.0203 | | | |
| Minutes approved by session. G-3.0204 | | | |
| Financial report at each meeting (or regularly). G-3.0205 | | | |

| RECORDED ITEM | PAGE NUMBER(S) | <u>REVIEWED</u> YES, NO, NA | REVIEWER'S COMMENTS |
|-----------------------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------|
| Report of administration of the Lord's Supper (next meeting). G-3.0201 | | | |
| When taken to sick or shut-in members, names of those officers who served the sacrament. W-2.4012 | | | |
| Approval of the Sacrament of Baptism. G-3.0201b, W-2.3011 | | | |
| Report of administration of Baptism (next meeting). G-3.0201 | | | |
| Session receipt of New Members. G-3.0201c | | | |
| Commissioner(s) to presbytery meetings elected by session. G-3.0202 | | | |
| Report of Commissioner(s) given at next session meeting following each presbytery meeting. G-3.0202 | | | |
| Signature in ink of Clerk of Session. G-3.0107 | | | |

ITEMS TO BE RECORDED ANNUALLY IN MINUTES

| | | | |
|---------------------------------------------------------------------------------------|--|--|--|
| Training, examination of newly elected ruling elders and deacons. G-2.0402, G-3.0201c | | | |
| Ordination and Installation of ruling elders and deacons. G-3.0201c | | | |

| RECORDED ITEM | PAGE NUMBER(S) | <u>REVIEWED</u> YES, NO, NA | REVIEWER'S COMMENTS |
|---------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------|
| Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to homebound members). G-3.0205, W-2.4012 | | | |
| Report of annual review of compensation for pastor and all other staff. G-2.0804 | | | |
| Session review of annual statistical report. G-3.0202f | | | |
| Session review of work of the Trustees. G-3.0201c | | | |
| Annual statistical report included with minutes. G-3.0204 | | | |
| Election of Church Treasurer(s) by Session. G-3.0205 | | | |
| Election of Clerk of Session by Session. G-3.0104 | | | |
| Session approval of budget. G-3.0205 | | | |
| Full financial review or audit. G-3.0113 | | | |
| Review of all committees and organizations of the church. G-3.0201c | | | |
| Review of Deacons. G-2.0202 | | | |

| RECORDED ITEM | PAGE NUMBER(S) | <u>REVIEWED</u> YES, NO, NA | REVIEWER'S COMMENTS |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------|
| Provision for education, nurture, and fellowship opportunities. G-3.0201 | | | |
| Insurance Review - adequate property and liability coverage, including officers. G-3.0112 | | | |
| Session efforts to restore less active members to active participation, if any. G-3.0204 | | | |
| Session composition (racial ethnic members, women, men, age groups) and how this corresponds to composition of the congregation. F-1.0403 | | | |

MINUTES OF CONGREGATIONAL MEETINGS

| | | | |
|----------------------------------------------------------------------------------------------|--|--|--|
| Congregation met at least annually. G-1.0501 | | | |
| Presentation of Session approved budget in minutes. G-3.0205 | | | |
| Election of Nominating Committee by congregation. G-2.0401 | | | |
| Election of elders, deacons, trustees (where applicable). G-1.0503 | | | |
| Minutes of all congregational meetings are signed in ink by the clerk or moderator. G-1.0505 | | | |
| Review of compensation of pastor(s) by the congregation. G-1.-0503 | | | |

| RECORDED ITEM | PAGE NUMBER(S) | <u>REVIEWED</u> YES, NO, NA | REVIEWER'S COMMENTS |
|-----------------------------------------------------------------------------------|----------------|--------------------------------|---------------------|
| Pastor(s) Terms of Call (compensation) included in congregation minutes. G-5.0505 | | | |

CHURCH ROLLS AND REGISTERS

| | | | |
|----------------------------------------------------------------------------------------------|---------------------------------|--|--|
| Roll of Active Members maintained by Session (BOTH chronological and alphabetical) G-3.0204 | Yes or No only, no page numbers | | |
| Roll of Baptized Members maintained by Session. G-3.0204 | Yes or No only, no page numbers | | |
| Roll of Affiliate Members, if any, maintained by Session. G-3.0204 | Yes or No only, no page numbers | | |
| Is a register of Inactive or Former Members kept? (optional) | Yes or No only, no page numbers | | |
| List of Ruling Elders and Deacons, with ordination date. G-3.0204 | Yes or No only, no page numbers | | |
| List of Pastors, Associates, with dates of service. G-3.0204 | Yes or No only, no page numbers | | |
| Record baptisms with date of birth and name of parents. G-3.0204b | Yes or No only, no page numbers | | |
| Is a marriage record kept? Does it show all marriages conducted on church property? W-4.9003 | Yes or No only, no page numbers | | |
| Does the marriage record show who officiated? W-4.9003 | Yes or No only, no page numbers | | |

| RECORDED ITEM | PAGE NUMBER(S) | <u>REVIEWED</u> YES, NO, NA | REVIEWER'S COMMENTS |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------|
| Is there a record of funerals conducted by the church staff? W-4.10003 | Yes or No only, no page numbers | | |
| OTHER IMPORTANT INFORMATION | | | |
| Does your church have a cemetery attached or unattached to the main church property (or both?) | Clerk: If "YES", please list the cemetery contact person and phone number in the comment box. | N/A | |
| Does your session have a Manual of Administrative Operations (Policies & Procedures Manual)? G-3.0106 | Yes or No only, no page numbers | | |
| Does your Manual of Operations contain a sexual misconduct policy and a child and youth protection policy? G-3.0106 | Would you like information about creating these policies? () YES () No, we have them in place. | | |
| Is training offered annually on the sexual misconduct policy and child youth protection policy? (If mandated by your policy) | Yes or No only, no page numbers | | |
| Do you lease church property or building space to another organization, business, etc. long term (more than 5 years)? | Yes or No only, no page numbers Please list the names of anyone leasing church property longer than 5 years. | | |
| Does your Manual of Operations contain an anti-racism policy? G-3.0106 | Would you like information about creating these policies? () YES () No, we have them in place. | | Reviewer: Do not count this item as an exception for this year. |
| Does your Manual of Operations contain a harassment policy? G-3.0106 | Would you like information about creating these policies? () YES () No, we have them in place. | | Reviewer: Do not count this item as an exception for this year. |
| Is Boundary Training conducted for the Session at least every three years? | Yes or No only, no page numbers | | Reviewer: Do not count this item as an exception for this year. |

| RECORDED ITEM | PAGE NUMBER(S) | <u>REVIEWED</u> YES, NO, NA | REVIEWER'S COMMENTS |
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RESULTS OF RECORDS REVIEW (To be completed by the reviewing team) Stated Clerk Initial: _____

Name of Church Records Being Reviewed: _____

Date of Review: _____ Location of Review: _____

Name of Reviewer #1: _____ Church: _____

Name of Reviewer #2: _____ Church: _____

We certify that the SESSION MINUTES were approved:

() Without Exception -OR-

() With the Exception (s) Noted: _____

We certify that the CHURCH REGISTER was approved:

() Without Exception -OR-

() With the Exception (s) Noted: _____

REVIEWERS: Be sure to write on the last page of the Session minutes and the inside cover of the Church Register "Reviewed for Beaver-Butler Presbytery on _____ (date)" and sign.