

Presbytery of Beaver-Butler - Session Records Review Sheet

Church Name _____ **Year(s) Covered by Minutes** _____

Page # in Minutes to be filled in by Clerk of Session BEFORE the Review



Included Y/N and Comments to Completed by Reviewer DURING the scheduled Area Reviews and Make-up Review with the Presbytery Administration Unit.

Recorded Item	Reference	Page #	Included Y/N	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			
Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to home bound members.	G-3.0201b W-2.4012			
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			
Examination of Deacon and/or Elder –elect and appointment for Ordination/Installation	G-2.0402			

Recorded Item	Reference	Page #	Included Y/N	Reviewer's Comments
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-0302			
Signature of Clerk of Session	G-3.0107			

Items to be Recorded Annually in Minutes:

Recorded Item	Reference	Page #	Included Y/N	Reviewer's Comments
Training, examination of newly elected ruling elders and deacons.	G-3.0201c			
Ordination and Installation of ruling elders and deacons	G-3.0201c			
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			
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 with regard to racial ethnic members, women, men, age groups, and how this corresponds to composition of the congregation.	F-1.0403			

Minutes of Congregational Meetings:

Recorded Item	Reference	Page #	Included Y/N	Reviewer's Comments
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 by clerk	G-1.0505			
Review of compensation of pastor(s) by the congregation.	G-1.0503			
Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-5.0505			

Church Rolls and Registers:

Recorded Item	Reference	Page#	Included Y/N	Reviewer's Comments
Roll of Active Members maintained by Session Both chronological and alphabetical	G-3.0204			
Roll of Baptized Members maintained by Session	G-3.0204			
Roll of Affiliate Members, if any, maintained by Session	G-3.0204			
Is a register of Former Members kept?				
List of Ruling Elders and Deacons, with ordination date	G-3.0204			
List of Pastors, Associates, with dates of service	G-3.0204			
Record baptisms with date of birth and name of parents.	G-3.0204b			
Is a marriage record kept? Does it show all marriages conducted on church property? Does it show who officiated?	W-4.9003			
Is there a record of funerals conducted by the church staff?	W-4.10003			
Are other registers kept? What are they?				

Date: _____

Clerk of Session who prepared this review sheet _____

Thank you very much for your work on this review.

Names of Reviewer Team _____

Minutes and Registers Approved:

() Without Exception - OR -

() With Exception(s): _____