BEAVER-
BUTLER
PRESBYTERY

SESSION RECORDS REVIEW

Church Name:_____ **City:**_____

Clerk of Session:_____ **Email:**_____

Minutes Being Reviewed: 2025

Instructions: The clerk of session writes in the page numbers from their minutes for the items to be reviewed in the Page Number(s) section BEFORE the Records Review. The Reviewers verify the items in the minutes and complete the "Reviewed: Yes, No, NA" section and make any necessary comments.

ITEMS IN MINUTES RECORDED AS THEY OCCUR

RECORDED ITEM	PAGE NUMBER(S)	REVIEWED 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			

RECORDED ITEM	PAGE NUMBER(S)	REVIEWED YES, NO, NA	REVIEWER'S COMMENTS
Financial report at each meeting (or regularly). G-3.0205			
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 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)	REVIEWED 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)	REVIEWED 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			
Pastor(s) Terms of Call (compensation) included in congregation minutes. G-5.0505			

CHURCH ROLLS AND REGISTERS

RECORDED ITEM	PAGE NUMBER(S)	REVIEWED YES, NO, NA	REVIEWER'S COMMENTS
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-4.0602	Yes or No only, no page numbers		
Does the marriage record show who officiated?	Yes or No only, no page numbers		
Is there a record of funerals conducted by the church staff?	Yes or No only, no page numbers		

OTHER IMPORTANT INFORMATION

RECORDED ITEM	PAGE NUMBER(S)	REVIEWED YES, NO, NA	REVIEWER'S COMMENTS
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, youth, and vulnerable adult 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 then 5 years.		
Does your Manual of Operations contain an anti-racisim 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.**

RESULTS OF 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.

Form Revision Date: 2-28-25