

## 2016 Session Record Review Checklist

Church: \_\_\_\_\_ City, State: \_\_\_\_\_  
 Pastor/Moderator: \_\_\_\_\_ Clerk of Session: \_\_\_\_\_

Please complete this checklist with dates and page numbers of the desired information, and place it in the Session Record Book where the review is to begin. If the answer to any question is No, write NONE beside the item.

I. Dates of stated session meetings (G-3.0203):	Dates: _____ Page #s: _____
a. Were the session meetings opened/closed with prayer? (G-3.0104)	Dates: _____ Page #s: _____
b. Was there a quorum? (G-3.0203)	Dates: _____ Page #s: _____
c. Date, time and place listed? (G-3.0107)	Dates: _____ Page #s: _____
d. Elders present/absent listed? (G-3.0107)	Dates: _____ Page #s: _____
e. Was a clerk of session elected? (G-3.0104)	Dates: _____ Page #s: _____
f. Was a church treasurer elected? (G-3.0205)	Dates: _____ Page #s: _____
g. Was an annual budget established? (G-3.0205)	Dates: _____ Page #s: _____
h. Was there a financial review of the church finances? (G-3.0113)	Dates: _____ Page #s: _____
i. Did the session annually review the adequacy of the pastor's compensation? (G-2.0804)	Dates: _____ Page #s: _____
j. Did the session authorize the celebration of the Lord's Supper (at least quarterly)? (W-2.4012)	Dates: _____ Page #s: _____
k. Did the session authorize any baptisms? (W-2.3011, W-2.3012)	Dates: _____ Page #s: _____
l. Did the session receive any new members? (G-3.0204)	Dates: _____ Page #s: _____
m. Did the session train and examine newly elected officers? (G-2.0402)	Dates: _____ Page #s: _____
n. Did the session hold a joint meeting with deacons or trustees? (G-3.0204)	Dates: _____ Page #s: _____
o. Did the session elect a commissioner to the presbytery and hear reports from them? (G-3.0202)	Dates: _____ Page #s: _____
p. Did the session approve the Annual Statistical Report and include a copy in the minutes? (G-3.0202)	Dates: _____ Page #s: _____
q. Is the composition of the session recorded in the minutes? (G-3.0103)	Dates: _____ Page #s: _____
r. Does the session have a current Manual of Operations? (G-3.0106)	Dates: _____ Page #s: _____
s. Does the session have a current Sexual Misconduct Policy? (G-3.0106)	Dates: _____ Page #s: _____
t. Does the session have a current Child Protection Policy? (G-3.0106)	Dates: _____ Page #s: _____
u. Does the session maintain property and liability insurance? (G-3.0112)	Dates: _____ Page #s: _____

II. Dates of any called session meetings:	Dates: _____
	Page #s: _____
a. Were the session meetings opened/closed with prayer? (G-3.0104)	Dates: _____
	Page #s: _____
b. Was there a quorum? (G-3.0203)	Dates: _____
	Page #s: _____
c. Was the purpose of the called meeting listed? (G-3.0203)	Dates: _____
	Page #s: _____
d. Was adequate notice of the called meeting given? (G-3.0203)	Dates: _____
	Page #s: _____
e. Date, time and place listed? (G-3.0107)	Dates: _____
	Page #s: _____
f. Elders present/absent listed? (G-3.0107)	Dates: _____
	Page #s: _____

III. Date of annual congregational meeting (G-1.0501):	Date: _____
	Page #s: _____
a. Was the meeting opened/closed with prayer? (G-3.0105)	Date: _____
	Page #s: _____
b. Was there a quorum? (G-1.0501)	Date: _____
	Page #s: _____
c. Was adequate notice of the meeting given? (G-1.0502)	Date: _____
	Page #s: _____
d. Date, time and place listed? (G-3.0107)	Date: _____
	Page #s: _____
e. Did the congregation elect an officer nominating committee? (G-1.0503, G-2.0401)	Date: _____
	Page #s: _____
f. Were officers elected? (G-1.0503, G-2.0404)	Date: _____
	Page #s: _____
g. Were changes in the pastor's terms of call approved? (G-1.0503; G-2.0804)	Date: _____
	Page #s: _____
h. Was a sale, mortgage or encumbrance of property approved? (G-1.0503)	Date: _____
	Page #s: _____

IV. Dates of any called congregational meetings:	Dates: _____
	Page #s: _____
a. Was the meeting opened/closed with prayer? (G-3.0105)	Dates: _____
	Page #s: _____
b. Was there a quorum? (G-1.0501)	Dates: _____
	Page #s: _____
c. Was the purpose of the called meeting listed? (G-1.0501)	Dates: _____
	Page #s: _____
d. Was adequate notice of the meeting given? (G-1.0502)	Dates: _____
	Page #s: _____
e. Date, time and place listed?	Dates: _____
	Page #s: _____

Reviewed by: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Date: \_\_\_\_\_