

## Scoring of Session Minutes - 2012

Church Name \_\_\_\_\_ Date \_\_\_\_\_

#	<b>ERROR</b>	<b>Point Value</b>	<b>Points Lost</b>
	No examination form submitted with minutes	<b>4</b>	
A-1	Name of church not on outside of book	<b>1</b>	
A-2	Standard session book not used, pages not numbered, or written on both sides	<b>5</b>	
A-3	Blank spaces not crossed out, insertions between lines, foot notes, erasures, or white out present	<b>1</b>	
B-1	Date, Time, and name of church not recorded (each occurrence, maximum 4)	<b>1</b>	
B-2	Name of moderator and of elders present, excused and absent not recorded.(each occurrence, maximum 5)	<b>1</b>	
B-3	Meeting opened or closed with prayer (each occurrence, maximum 6)	<b>1</b>	
B-4	Minutes of previous meetings not approved (each occurrence, maximum 6)	<b>1</b>	
B-5	Session minutes not signed or congregational minutes not signed by clerk and moderator.	<b>1</b>	
C-1	No statement of composition of session compared to the congregation	<b>1</b>	
C-2	Summary of annual report to General Assembly not included	<b>1</b>	
C-3	No record of completion of a period of study and preparation for elders and deacons	<b>3</b>	
C-4	No record of election, ordination, or installation of officers	<b>6</b>	
C-5	No record of joint meeting of elders and deacons (if applicable)	<b>2</b>	
C-6	No record of election of commissioners to presbytery	<b>4</b>	
C-7	No record of reports of Presbytery Commissioners to Session	<b>4</b>	
C-8	Congregational meetings not called by session (each occurrence, maximum 4)	<b>2</b>	
C-9	No record quorum was present at congregational meeting (each occurrence, maximum 4)	<b>1</b>	
C-10	No record of annual election of church treasurer by session	<b>4</b>	
C-11	Annual budget not established by session	<b>6</b>	
C-12	No annual review of adequacy of compensation of staff	<b>1</b>	
C-13	No record of annual financial review	<b>5</b>	
C-14	No record of session annually reviewing reports of all church boards, committees and organizations	<b>4</b>	

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C-15	No record of property management including insurance	<b>1</b>	
C-16	The Lord's Supper not celebrated at least quarterly	<b>6</b>	
C-17-18	Record of authorization and performance of communion missing (each occurrence, maximum 6)	<b>1</b>	
C-19-20	Record of authorization and performance of baptism missing including information (each occurrence, maximum 5)	<b>1</b>	
C-21-22	Inadequate information on reception or dismissal of members (each occurrence, maximum 5)	<b>1</b>	
C-23	No record of dates when a previous action is referred to in the minutes (each occurrence, maximum 4)	<b>1</b>	
C-24	No record of the report of the findings of the review of session minutes	<b>5</b>	
D-1	No monthly record of church membership	<b>0</b>	
D-2	No monthly record of Worship attendance	<b>0</b>	
D-3	No monthly record of Sunday School attendance	<b>0</b>	
	<b>SCORE = (100 – Total)</b>		<b>Total</b>
	<b>SCORE</b>		

(100-70 = "Received and Approved", 70-50 = "Received and Approved with Exception", 0-50 = "Received and Reviewed") Revised 2011