

Session Minutes are Historical Data of the Church

EXAMINATION OF SESSION MINUTES
Book of Order: G-9.0407(d 1), G-10.0301, G-11.0103x

Name of Church _____ City _____

Date Minutes Examined _____ By Whom _____

Clerk of Session: Please answer the following questions concerning the session minutes. Enter "NA" if the question does not apply to your church. Submit this form with your minutes for review.

<u>A. General Form of Minutes</u>	YES or NO	If "NO" Page No. of Exception
1. Is the name of the Church on the outside of the Session Records Book?	_____	_____
2. Is a standard session records book used with pages numbered consecutively and written on both sides?	_____	_____
3. Is the book free from erasures, footnotes, white out or insertions between lines with blank spaces of more than two inches crossed out.?	_____	_____
 <u>B. For Each Meeting</u>		
1. Do the records include the date, time and place of all meetings (Session and Congregation)?	_____	_____
2. Is the name of the Moderator recorded and the names of Elders present, absent and excused listed for each meeting?	_____	_____
3. Are meetings opened and closed with prayer? (G-9.0301 b)	_____	_____
4. Are the minutes from the previous meeting(s) read and approved? (G-9.0302)	_____	_____
5. Are minutes of session meetings signed by the moderator and/or clerk and the minutes of the congregational meetings signed by both? (G-7.0307)	_____	_____
 <u>C. Required Minutes Entries</u>		
1. Statement of the composition of session compared to congregation. (G-10.0301)	_____	_____
2. Summary report of the session's annual report to General Assembly. (G-10.0102 p 7)	_____	_____
3. Completion of study, preparation and examination of new elders and deacons.(G-14.0240)	_____	_____
4. Record of the election, ordination and/or installation of elders and deacons.(G-10.0102 l)	_____	_____
5. Annual joint meeting of elders and deacons. (G-6.0405)	_____	_____
6. Election of commissioners to presbytery. (G-10.0102 p 1)	_____	_____
7. Reports of Presbytery Commissioners to session. (G-10.0102 p 1)	_____	_____
8. Stated and special congregational meetings called by session or presbytery. (G-7.0303)	_____	_____
9. Quorum present at all congregational meetings. (G7.0305)	_____	_____
10. Annual election of church treasurer. (G-10.0400)	_____	_____

11. Establishment of annual budget by session. *(G-10.0102 i)* _____
12. Annual review of the adequacy of compensation of all staff, including the pastor. *(G-10.0102n)* _____
13. Annual financial review of books. *(G-10.0401 d)* _____
14. Record of session reviewing all church boards, committees and organizations annual statistical and treasurers reports. *(G-9.0407 a G-10.0301)* _____
15. Management of property including insurance. *G10.0102 o)* _____
16. Sacrament of the Lord's Supper celebrated at least quarterly. *(W-2.4012)* _____
17. Prior authorization for the celebration of communion. *(W-2.4012)* _____
18. Record of dates and locations communion was served including number of participants. _____
19. Prior authorization for baptism. *(G-10.302 a 1)* _____
20. Record of date baptism performed with parents' full names, including mother's maiden name and date and place of the birth of the one baptized. *(G-10.0302 a 1)* _____
21. Session action to receive members by profession of faith, reaffirmation of faith or certificate of transfer with full names including maiden names. *(G-100.302 2 G-10.102 b)* _____
22. Session action to remove, or transfer members to inactive rolls with full name including maiden names. *(G-10.0302)* _____
23. When a previous action of session is referred to, the records include the date of the previous action with a notation in the original record if a decision is made/reversed. _____
24. Report of findings of review of session minutes _____

D. Recommended Minutes Entries

1. Record of monthly membership of church _____
2. Record of monthly attendance at Worship _____
3. Record of monthly attendance at Sunday School. _____

Signature of Clerk of Session _____

Date _____

*Eastminster Presbytery
Revised*

*2009
2011*