

# SESSION RECORDS REVIEW FORM

## PRESBYTERY OF COASTAL CAROLINA 2017

Name of Church: \_\_\_\_\_ City: \_\_\_\_\_ Year Being Reviewed: \_\_\_\_\_

Please answer the following questions by checking **Yes** or **No** and bring your completed checklist with the Session's minutes to the review.

SESSION MINUTES		Clerk's Notes or Remarks	Clerk's Attestation		Reviewer's Notations
			Yes	No	
1.	Who is the moderator(s) of the session?				
2.	What constitutes a quorum for the session? (please answer with a number)				
3.	Do the minutes state that each meeting opened & closed with prayer? (G-3.0105)				
4.	Do the minutes list all persons in attendance showing a quorum present for each meeting? (G-3.0203)				
5.	Did session hold stated meetings at least quarterly? (G-3.0203) If not, please explain on the back of this form.				
6.	Do the session minutes reflect "a full & accurate record of its proceedings?" (G-3.0107) If not, please explain on the back.				
7.	Were all elders notified of called meetings per your church's Manual of Operations?				
8.	At called meetings, was the business transacted limited to items specifically listed in the call for the meeting? (G-3.0203)				
9.	After election by the congregation, did the session instruct, examine, ordain, & install officers? (G-2.0402)				
<b>Finances:</b>					
10.	Did the session prepare and adopt a budget? (G-3.0205) What is the date it was adopted?				
11.	Are periodic reports of all financial transactions made to the session? (G-3.0205c)				
12.	When did session provide for a full financial review of all financial books & records? (G-3.0113) This should be done once a year.				
13.	Did the session receive and act upon the request for shared mission support of Presbytery and per capita giving to Synod and General Assembly?				
14.	Did the session review the installed minister's terms of call and propose for congregational action (G-1.0501) such changes as the session deems appropriate. (G-2.0804)				
15.	If your pastor is a Commissioned Ruling Elder, Supply Pastor or Temporary Supply, has the session reviewed their compensation and reported any adjustments the COM?				
<b>Correspondence &amp; Presbytery</b>					
16.	Were commissioners to full Presbytery meetings elected? (G-3.0202)				
17.	Were commissioners elected to the Community Gathering (Commission) of your community?				
18.	Did session receive reports from commissioners about the presbytery meeting and community gatherings? (G-3.0202a)				
<b>Rolls &amp; Registers</b>					
19.	Are rolls kept of baptized members, active members & affiliate members? (G-3.0204a)				

20.	When was the active membership roll reviewed?				
21.	If persons were removed from active membership, are their names listed in the minutes?				
22.	Are the register of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary up-to-date? (G-3.0204b)				
	<b>G-3.0202 Relations with Other Councils</b> Sessions have a particular responsibility to participate in the life of the whole church through participation in other councils. It is of particular importance that sessions do the following:				
23.	Did the session consider nominating to presbytery ruling elders from the congregation who may be considered.... to serve on committees or commissions, bearing in mind principles of inclusiveness and fair representation in the decision making of the church (F-1.0403);				
24.	Receive communications from presbytery and see that the guidance and communication of presbytery, synod, and General Assembly are considered, and that any binding actions were observed and carried out;				
25.	Did the session welcome representatives of the presbytery on the occasions of their visits; (For example the COM liaison or the Mission Coordinator or General Presbyter) <i>On what date(s):</i>				
26.	Did the session propose to the presbytery, or through it to the synod and General Assembly, such measures as may be of common concern to the mission of the church; ( <i>This is rare</i> )				
27.	Did the clerk send to presbytery and General Assembly requested statistics and other information according to the requirements of those bodies, as well as voluntary financial contributions?				
	<b>Policies</b>				
28.	Does the church have a Manual of Administrative Operations? (G-3.0106)				
29.	Where is the Manual kept?				
30.	When was the Manual last reviewed and updated?				
31.	Does the Manual of Administrative Operations:				
A	Define the definition of a quorum for Congregational Meetings? (G-1.0501)				
B	Prescribe the " <i>minimum notification</i> " for Congregational Meetings? (G-1.0502)				
C	Define the length of the term of office for the Clerk of Session? (G-3.0104)				
D	Define the length of the term of office for the Treasurer? (G-3.0205)				
E	Establish a procedure to assure that all offerings shall be counted & recorded by at least two duly appointed persons or by one fidelity bonded person? (G-3.0205a)				
F	Is this counting procedure being implemented as stated in your Manual?				
G	Are the financial books & records open at reasonable times to all persons authorized by the session?(G-30205b)				
H	Are committees of the session listed in the manual & their duties described along with who is eligible to serve, how many members are appointed & the length of service? (G-3.0109)				
I	Does the session have a sexual misconduct policy? (G-3.0106)				
J	Does the session have a child and youth protection policy? (G-3.0106)				

<b>CONGREGATIONAL MEETING MINUTES</b>		Yes	No
32.	Did the congregation hold an annual meeting, was a quorum determined to be present? (G-1.0501)		
33.	Did the congregation provide for election of a Nominating Committee? (G-2.0401)		
34.	Did the congregation elect church officers? (G-2.0401)		
35.	Did the congregation act upon the recommended changes to the installed pastor(s) terms of call (compensation)? (This does not apply to CRE, SS or TS pastors)		
36.	Is the congregation exempt from rotating officers? (until what date?)		
37.	Who approves the Congregational Minutes? ___ the congregation ___ the session		
38.	Is the congregation incorporated? (G-4.0101) If yes – approx. date:		
39.	Who is designated as trustees of the Corporation? (G-4.0102) ___The Session ___A Separate Body		
<b>PRESBYTERY'S RECOMMENDATIONS</b>		Yes	No
40.	Are "called" & "stated" meetings of the session so indicated in the minutes?		
41.	Are all of the minutes of session meetings signed by the Clerk of Session?		
42.	Do the minutes of session reflect the approval of the Annual Statistical Report?		
43.	Are called & annual meetings of the congregation so indicated?		
44.	Are the minutes of congregational meetings signed by the Secretary(Clerk) & the Moderator?		
45.	Are the pages numbered in the minute book and blank pages crossed out?		
46.	Is the name of the church on the front of the session records book?		

Name of Present Clerk of Session: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Clerk: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Email Address of the Clerk: \_\_\_\_\_

Signature of Clerk Completing this Form: \_\_\_\_\_

**FOR USE BY SESSIONAL RECORDS COMMITTEE ONLY – DO NOT WRITE BELOW THIS LINE**

<b>EXAMINER:</b>		<b>DATE OF REVIEW:</b>	
Signature of examiner:		Year being reviewed:	

<b>APPROVED</b>	<input type="checkbox"/>	<b>APPROVED WITH EXCEPTION</b>	<input type="checkbox"/>	<b>DISAPPROVED</b>	<input type="checkbox"/>
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