

# THE PRESBYTERY OF ST. ANDREW

## Presbyterian Church (U.S.A.)

### Annual Review of Session Records – Checklist

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of this list is to aid you and the reader in finding some items to be verified in minutes, rolls, and registers. Please complete this checklist before the review and by including date and page numbers where appropriate. For items that occur regularly (e.g., opening and closing with prayer), the date and page# column may simply give a single representative example. *You do **not** need to list every occurrence of the item.*

If events such as regularly scheduled observances of the Lord's Supper or election of a clerk for more than a one-year term, have been approved by previous sessions and no change has been made, check the "N/A" column, and under "Date and Page #," either note the reference from when the action was last taken (if it is in the same minute book), or write "Prior Action." If the authorization of such events is by rule in the session's *Manual of Administrative Operations*, then write "Manual" in the "Date and Page #" column.

Congregation Name and Town: \_\_\_\_\_

	<b>Requirement</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DATE AND PAGE #</b>
1	Stated meetings were held at least quarterly with the date, time, and place of meeting being recorded. [G-3.0203] [RONR p. 468, ll. 31-31]				
2	Minutes record whether meetings were special (called) or regular (stated), and the purpose for which special meetings were held is stated. [G-3.0203] [RONR p. 468, ll. 28-29]				
3	Meetings were opened and closed with prayer. [G-3.0105]				
4	Minutes record the approval of minutes from the previous meeting either as distributed/read or as corrected. [G-3.0107] [RONR p. 469, ll. 1-8]				
5	Minutes are signed by the clerk for the meeting. [RONR p. 471, ll. 30-34]				
6	The session authorizes all observances of the Lord's Supper, which is celebrated at least quarterly. [W-2.4012]				
7	The session authorizes all baptisms, which are appropriately recorded in minutes, rolls, and registers. [G-3.0204, -1.0401]				
8	Minutes record the reception and dismissal of members and by what method they were received or dismissed (profession, reaffirmation, transfer, removal), and these actions were duly recorded in rolls and registers. [G-3.0201c, G-3.0204a]				
9	Minutes record the approval of all marriages performed in the church's facilities. [W-1.4004e, W-4.9003]				
10	The session reviewed the roll of active members and counseled with those who neglected membership responsibilities. [G-3.0201c]				
11	Names were appropriately deleted from the roll or moved to an informal list of inactive members. [G-3.0204a]				
12	Commissioners to were elected for presbytery meetings, and they report to the session after the meetings. [G-3.0202a]				
13	Special offerings were approved by the session. [G-3.0205]				
14	Those responsible for various congregational funds reported to the session at least annually. [G-3.0205c]				
15	A Treasurer was elected for a specific term. [G-3.0205]				

16	An annual audit or review of financial records was conducted. [G-3.0205, G-3.0113]				
17	New ruling elders and deacons were trained and examined. [G-3.0201c]				
18	The ordination and installation of ruling elders and deacons – and was recorded in minutes, rolls, and registers. [G-3.0201c, G-3.0204]				
19	A Clerk of Session was elected for a specific term. [G-3.0104]				
20	At least one congregational meeting was duly called by the session and held. [G-1.0501, G-1.0502]				
21	A budget was adopted. [G-3.0113]				
22	The work of the deacons was reviewed. [G-2.0202]				
23	Terms of call for all ministers were reviewed at least annually. [G-2.0804]				
24	Property and liability coverage was obtained. [G-3.0112]				
25	The annual statistical report was completed. [G-3.0202f]				
26	Has the session adopted a <i>Manual of Administrative Operations</i> ? [G-3.0106]				

These items must be recorded in **congregational meeting** minutes:

	<b>Requirement</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DATE AND PAGE #</b>
27	Minutes of congregational meetings are signed by the secretary of the meeting. [RONR p. 471, ll. 30-34]				
28	A Nominating Committee was elected. [G-2.0401]				
29	Church members were elected for ordered ministries (Ruling Elders, Deacons) [G-2.0404, G-2.0401]				
30	The congregation approved any decisions to buy, sell, or mortgage real property [G-1.0503d]				
31	All matters related to the calls of installed pastors were approved by the congregation. [G-1.0503c]				
32	Minutes of congregational meetings were approved by either the congregation or an entity designated by the congregation.				
33	An annual Congregational Meeting was held, with public notice given and a quorum established. [G-1.0501]				
34	Articles of Incorporation and Bylaws have been adopted and conform to the Form of Government of the Presbyterian Church (U.S.A.). [G-4.0101 and G-4.0102]				
35	What is your congregational meeting quorum (please list):				
36	What is your congregational meeting notice requirement (e.g., “2 Sundays – hold on 2 <sup>nd</sup> Sunday;” “2 weeks;” or “10 days;”				

REVIEWED BY THE SESSIONAL RECORDS COMMITTEE OF THE PRESBYTERY OF ST. ANDREW:

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

COMMENTS: \_\_\_\_\_

EXCEPTIONS: \_\_\_\_\_

(Use Additional Page If Needed)