

Session Records Review Form Presbytery of Florida

Name of the Church: _____

Year of records: _____

Clerk of Session's Name: _____

Reader's Name: _____

READERS, please look through the provided minutes to determine if the below items are part of the record. Some should be part of the record for any meeting, while others might happen only a few times, if at all.

	Yes	No
Has the session kept "a full and accurate record of its proceedings"? (G-3.0107) Along with a record of the session's deliberations and decisions, do the minutes indicate such things as dates, times, and locations of meetings? Do they show who was present and who was absent? Do they indicate if the meeting was called or stated? Do they show the approval of minutes and are they signed by the clerk?		
Are the meetings opened and closed with prayer? (G-3.0105)		
Has a quorum been established for each meeting? (G-3.0203)		
Has the session met at least quarterly? (G-3.0203)		
If applicable, do the minutes note when baptisms have been approved? (G-3.0201b; W-2.3011; and W-2.3012)		
Has Communion been observed at least quarterly? (G-3.0201b and W-2.4012)		
Do the minutes note the reception of new members by the session and the removal of old ones from the rolls? (G-3.0201c and G-3.0204a)		
Are commissioners elected for Presbytery meetings, and do they provide reports? (G-3.0202a)		

Session **CLERKS**, the below items typically only occur once a year, although it's certainly possible they might take place more often. Since you know your own minutes better than anyone, please record the page number for each item below in advance of the meeting during which your minutes are to be reviewed. This will allow the person reading your minutes to have more time to learn about the work and ministry of your particular church.

	Page number(s)
Has the session obtained property and liability insurance? (G-3.0112)	
Has the session adopted a Sexual Misconduct Policy and a Child Protection Policy? (G-3.0106)	
Has the session adopted a Manual of Operations? (G-3.0106)	

Have the pastor's (or pastors') terms of call been reviewed by the session? (G-2.0804)	
Has a congregational meeting to approve the pastor's (or pastors') terms of call been held? (G-1.0503 & G-2.0804)	
Have the new elders/deacons been trained, examined by the session, and installed/ordained? (G-2.0402)	
Has an annual budget been adopted by the session? (G-3.0205)	
Has an annual review of the church's financial records been conducted? (G-3.0205c)	
Has the annual statistical report been filled out and approved by the session? (G-3.0104)	
Has the clerk been elected? (G-3.0104) Please note: The Book of Order allows sessions to elect a clerk for a term of service that they deem appropriate, so you might not elect your clerk annually.	
Has the treasurer been elected by the session? (G-3.0205) Please note: The Book of Order allows sessions to elect a treasurer for a term of service that they deem appropriate, so you might elect your clerk annually.	
Has the session conducted an annual review of the membership rolls? (G-3.0201c)	
Has there been an annual meeting of the congregation? (G-1.0501)	
Has a Nominating Committee, or other such committee, been elected? (G-2.0401)	
Is there a current register listing baptisms approved by the session, the church's ruling elders, deacons, installed pastors with dates of service, and any other such records deemed necessary by the session? (G-3.0204b)	

Finally, below is the box for the church roll book. The **READER** will complete this portion during the review session. Therefore, you must remember to bring your Church Roll Book with you. Don't forget!

Session roll book	Yes	No
Is the Active Members list current?		
Is the Baptized Members list current		
Is the Affiliate Members list current?		
Is there a listing of the marriages performed by the minister?		
Is there a listing of the baptisms performed by the minister?		
Is there a listing of the deaths that have occurred in the church?		
Is there a listing for births/adoptions that have occurred within the church?		
Is there a listing for the elders and deacons who have been ordained and installed by the church?		
Is there a listing for all pastors and their dates of service?		

Session Record Approved:

With Exceptional Merit _____ Without Exception _____ With Exception _____

Session Roll Book Approved:

With Exceptional Merit _____ Without Exception _____ With Exception _____

Reader's Name: _____ Date of Review: _____

Additional Comments