

# REPORT OF REVIEW OF SESSIONAL RECORDS

*New Hope Presbytery*

<b>THE SESSION MINUTES BOOK AND ROLLS/REGISTER OF:</b>	_____		
	<i>Presbyterian Church</i>		
<b>WERE VIEWED ON:</b>	_____	_____	
	<i>Date</i>		
<b>DATED FROM:</b>	_____	<i>To</i>	_____
<b>PAGES</b>	_____	<i>To</i>	<i>(if applicable)</i>

**I. SESSIONAL MINUTE BOOK**

**A. Entries to be recorded at every meeting in accordance with the Book of Order G-3.0105 and G-3.0107**

		N/A	YES	NO	GIVE DATE or PAGE #
1	Date, time, and place of meeting recorded				
2	Stated or called meeting (at least 4 stated meetings per year) [G-3.0203]				
3	Quorum identified as present				
4	Presence/absence/excuse of elders properly recorded				
5	Meeting moderated according to Book of Order and Roberts Rules [G-3.0105]				
6	Minutes of previous meeting(s) approved				
7	Motions properly recorded				
8	Meeting opened and closed with prayer [G-3.0105]				
9	All minutes properly signed by clerk/secretary [G-3.0105]				
10	All minutes properly signed by moderator [G-3.0105]				

**B. The following mandatory items should be recorded in the sessional minutes**

		N/A	YES	NO	GIVE DATE or PAGE #
1	Provide for Communion (at least quarterly) [W-2.4012 and W-3.3609]				
2	Approve infant baptisms and instruct parents [W-2.3011 and W-2.3012]				
3	Preparation of children and adults for baptism [W-6.2001a]				
4	Approve officers, teachers, curriculum for church school [W-6.2005 and G-3.0201c]				
5	Approve appropriate use of church facilities [G-3.0201c, G-3.0112, and G-4.0201]				
6	Provide oversight and review of worship including responsibility for choir and music leaders [W-1.4004 (a-j) and W-1.4006]				
7	Full names of members dismissed from rolls (including children) [G-3.0204a]				
8	Marriage requests and performed [W-4.9002a and b]				
9	Record deaths and deletions to roll [G-3.0204]				
10	Election of nominating committee for officers [G-2.0401]				
11	Election of elders/deacons [G-1.0503a, G-2.0102, and G-2.0401]				
12	Election of clerk [G-3.0104]				
13	Elders/deacons (instruction, exam, ordain, install) [G-2.0402, and G-2.0403]				
14	Elect commissioners to presbytery (3 meetings per year) [G-2.0301 and G-3.0202a]				
15	Reports from commissioners [G-3.0202a]				
16	Commissioners to other governing body identified [G-3.0202b and G-3.0301]				
17	Disciplinary action properly recorded [D-10.0404]				

**C. Entries to be recorded in the minutes annually**

		N/A	YES	NO	GIVE DATE or PAGE #
1	Annual congregational meeting called (public notice) [G-1.0501 and G-1.0502]				
2	Annual review of pastor's compensation [G-1.0503c and G-2.0804]				
3	Annual financial audit/review [G-3.0113]				
4	Annual review of all church registers/rolls [G-3.0201c]				
5	Review and supervise other organizations within the church [G-3.0201c]				
6	Composition of session and how corresponds to congregation [G-3.0103]				
7	Approve annual statistical report to presbytery [G-3.0202f]				
8	Election of treasurer [G-3.0205]				
9	Adopt annual budget [G-3.0113 and G-3.0205]				

**II. ARE REGISTER/ROLLS CURRENT?**

		YES	NO	COMMENTS
1	Baptized members roll [G-1.0401 and G-3.0204a]			
2	Active members roll [G-1.0402 and G-3.0204a]			
3	Affiliate members roll [G-1.0403 and G-3.0204a]			
4	Are inactive members being tracked? [G-3.0201c and 3.0204a]			
5	Are transfer/receipt of members recorded? [G-1.0303b]			
6	Deaths and deletions recorded [G-3.0204a]			
7	Elders/deacons/pastors rolls [G-3.0204b]			

**III.**

	YES	NO
Sessional minutes recorded on acid-free paper in a permanent binder		
Registers/rolls recorded on acid-free paper in a permanent binder		
Does the church have a mission statement?	(date) _____	

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

**RECOMMENDATION OF EXAMINER**

\_\_\_\_\_ Approve      \_\_\_\_\_ Approve with exceptions noted above

\_\_\_\_\_ Not approved for following reason(s): \_\_\_\_\_

\_\_\_\_\_  
Examiner (please print and sign name)

\_\_\_\_\_  
Date

**RECOMMENDATION OF COMMITTEE**

\_\_\_\_\_ APPROVE

\_\_\_\_\_ APPROVE with exceptions noted

\_\_\_\_\_ NOT APPROVE

\_\_\_\_\_  
Moderator Sessional Records Committee

\_\_\_\_\_  
Date