

Presbytery of Charlotte Session Records Review Checklist

Church Name _____ **Year(s) Covered by Minutes** _____

Recorded Item	Reference	Included Y/N	Reviewer's Comments
Date, time, place of each meeting, and stated, called or special meeting	G-3.0203		
Meeting at least quarterly	G-3-0203		
Names of ruling elders present	G-3.0104		
Quorum present	G.3.0203		
Name of moderator	G-3.0203		
Opened and closed each meeting with prayer	G-3.0203		
Attestation and signature of the Clerk on all Session Minutes	G-3.0107		
Minutes approved by Session	G-3.0204		
Financial report at each meeting or regularly	G-3.0205		
Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to home bound members.	G-3.0201b		
Approval of the Sacrament of Baptism.	G-3.0201b		
Commissioner(s) to Presbytery meetings elected by session	G-3.0202a		
Report of Commissioner(s) given at next session meeting following each presbytery meeting.	G-3.0302a		

Items to be Recorded Annually in Minutes:

Recorded Item	Reference	Included Y/N	Reviewer's Comments
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Training, examination of newly elected ruling elders and deacons.	G-3.0201c			
Ordination and Installation of ruling elders and deacons	G-3.0201c			
Report of annual review of compensation for pastor and all other staff	G-2.0804			
Session review of annual statistical report to the GA	G-3.0202f			
Annual statistical report included with minutes.	G-3.0204			
Election of Church Treasurer(s) by Session	G-3.0205			
Election of Clerk of Session by Session	G-3.0104			
Session approval of budget.	G-3.0205			
Annual financial review or audit	G-3.0113			
Review of all committees and organizations of the church.	G-3.0201c			
Review of Deacons (if applicable)	G-2.0202			
Provision for education, nurture, and fellowship opportunities	G-3.0201			
Insurance Review - adequate property and liability coverage, including officers	G-3.0112			
Session efforts to restore less active members to active participation, if any	G-3.0204a			
Session composition with regard and how this corresponds to composition of the congregation.	F-1.0403			

Minutes of Congregational Meetings:

Recorded Item	Reference	Included Y/N	Reviewer's Comments
Congregation met at least annually	G-1.0501		
Presentation of Session approved budget in minutes	G-3.0205		
Election of Nominating Committee by congregation	G-2.0401		
Election of elders, deacons, trustees (where applicable).	G-1.0503		
Minutes of all congregational meetings are signed by clerk and moderator	G-1.0505		
Review of compensation of pastor(s) by the congregation.	G-1.0503		
Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-5.0505		

Church Rolls and Registers: *(Clerks, please just note in your minutes that the church rolls are up to date)*

Recorded Item	Reference	Y/N
Roll of Active Members maintained by Session	G-3.0204	
Roll of Baptized Members maintained by Session	G-3.0204	
Roll of Affiliate Members, if any, maintained by Session	G-3.0204	
List of Ruling Elders and Deacons, with ordination date	G-3.0204	
List of Pastors, Associates, with dates of service	G-3.0204	
Record baptisms with date of birth and name of parents.	G-3.0204b	

Minutes and Registers Approved:

() Without Exception - OR -

() With Exception(s): _____

Reviewer's Signature: _____