

## **Presbytery of Charlotte Session Records Review Checklist**

**Church Name** \_\_\_\_\_ **Year(s) Covered by Minutes** \_\_\_\_\_

<b>Recorded Item</b>	<b>Reference</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
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		(Do not need a copy of the financial report just a notation that a report was made)
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:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
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 church staff	G-2.0804		
Session review of annual statistical report to the GA	G-3.0202f		
Copy of 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 Deacons (if applicable)	G-2.0202		
Insurance Review - adequate property and liability coverage, including officers	G-3.0112		

***Minutes of Congregational Meetings:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
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		

***Minutes Approved:***

( ) Without Exception - OR -

( ) With Exception(s): \_\_\_\_\_

**Reviewer's Signature:** \_\_\_\_\_