

REVIEW OF SESSION RECORDS

New York City Presbytery

| | | | | |
|--------------------------|------|----|------|----|
| THE SESSION MINUTES OF : | | | | |
| | | | | |
| D A T E S: | From | To | From | To |
| P A G E S: | | | | |

I. SESSION MINUTES (Please submit your minutes together with this check sheet; mark each item below.)

A. These entries shall be recorded for every meeting [see Book of Order G-3.0105 and G-3.0107]:

| | | N/A | YES | NO | * Date / Page |
|---|--|-----|-----|----|---------------|
| 1 | Date, time, place of meeting and type of meeting (stated or called) | | | | |
| 2 | Note: Session meeting to be held at least quarterly [G-3.00203] | | | | |
| 2 | Declaration of a quorum | | | | |
| 3 | Attendance /absence / excuse for ruling elders (all names listed) | | | | |
| 4 | Moderator present; if absent, appropriate authorization for substitute to moderate | | | | |
| 5 | Minutes of previous meeting(s) approved | | | | |
| 6 | Motions properly recorded to indicate in full the decisions reached | | | | |
| 7 | Meeting opened and closed with prayer | | | | |
| 8 | All minutes signed by Clerk of Session (or the <i>pro tem</i> clerk, if clerk is absent) | | | | |
| 9 | Congregational meeting minutes also signed by moderator | | | | |

B. The following items shall be recorded in the Session minutes each time they occur:

| | | | | | |
|----|---|--|--|--|--|
| 1 | Lord's Supper authorized, celebrated [G-3.0201b, W-2.4012, W-3 .3609] | | | | |
| 2 | Approval of baptisms and instruction [W-2.3011, W-2.3012, W-6.2001a] | | | | |
| 3 | Reception of new members (by transfer, profession or reaffirmation of faith) [G-1.0303] | | | | |
| 4 | Approval of congregational programs for nurture/education and fellowship [W-6.2005 and G-3.0201c] | | | | |
| 5 | Approval for use /lease of church facilities [G-3.0201c, G-3.01 12, G-4.0201]; approval to sell, mortgage, encumber real property or acquire real property; presbytery approval received as required [G-4.0206] | | | | |
| 6 | Oversight of worship and music [G-3.0201a, W-1.4004 (a-i), W-11.40061] | | | | |
| 7 | Marriages performed [W-4.9002a, b] | | | | |
| 8 | Counseling those who have neglected responsibilities of membership; seeking to restore members to active participation [G-3.0204a, G-3.0201c] | | | | |
| 9 | Removal of members from roll, incl. child (deaths, transfers, deletions); removal for non-participation after two years or more, with written notice to member [G-3.0204] | | | | |
| 10 | Election of nominating committee by congregation [G-2.0401] | | | | |
| 11 | Election of elders/deacons [G- I .0503a, G-2.0 I 02, G-2.0401]; name those ending terms | | | | |
| 12 | Election of Clerk of Session by the Session [G-3.0104] | | | | |
| 13 | Elders/deacons instructed, examined, ordained, installed [G-2.0402, G-2.0403] | | | | |
| 14 | Election of commissioner(s) to presbytery; regular reports to Session [G-2.0301, G-3.0202a] | | | | |
| 15 | Disciplinary action(s) properly recorded, if any [D-10.0404] | | | | |
| 16 | Include minutes of joint meetings with Deacons or Trustees [G-3.0204] | | | | |
| 17 | Include minutes of congregational/corporation meetings [G-3.0204] | | | | |

* List each date or page if there are 3 or fewer occurrences. If more, list first occurrence; your YES indicates you have checked to be sure that the minutes/records correctly include the item for each occurrence thereafter.

C. These entries shall be recorded in the Session and/or congregational meeting minutes annually:

| | | N/A | YES | NO | * Date / Page |
|---|--|-----|-----|----|---------------|
| 1 | Annual congregational meeting called by public notice [G-1.0501, G-1.0502] | | | | |
| 2 | Annual review of pastor's compensation, with terms of call approved by congregation [G-1.0503c, G-2.0804]; review of staff compensation [G-3.0201c] | | | | |
| 3 | Annual financial audit/review [G-3.0113]; review of property and liability insurance [G-3.0112] | | | | |
| 4 | Adoption of annual budget by Session [G-3.0113, G-3.0205], to be included in minutes in full (Recommendation: that it be shared with the congregation); determination of benevolences; authorization of special offerings [G-3.0205] | | | | |
| 5 | Review and supervision of all organizations within the church (including Trustees, if you have them) [G-3.0201c] | | | | |
| 6 | Preparation and approval of manual of operations [G-3.01016] | | | | |
| 7 | Approval of annual statistical report to Presbytery/GA [G-3.0202f] | | | | |
| 8 | Election of treasurer for a term set by the Session [G-3.0205] | | | | |
| 9 | Annual review of all church registers/rolls [G-3.0201c] | | | | |

II. YOUR REGISTERS / ROLLS: ARE THEY UP TO DATE? (Do not send these but please do mark your answers.)

| | | YES | NO | COMMENTS |
|---|--|-----|----|----------|
| 1 | Register of baptisms [G-3.0204b] | | | |
| 2 | Baptized members roll [G-1.0401, G-3.0204a] | | | |
| 3 | Active members roll [G-1.040s, G-3.0204a] | | | |
| 4 | Affiliate members roll [G-1.0403, G-3.0204a] | | | |
| 5 | Transfer/reception of members recorded [G-1.0303b] | | | |
| 6 | Deaths and deletions recorded [G-3.0204a] | | | |
| 7 | Elders/deacons and pastors registers [G-3.0204b] | | | |

III. ARE ALL YOUR MINUTES AND RECORDS PROPERLY ARCHIVED?

| | | | |
|--|--|--|--|
| Session minutes recorded on acid-free paper and kept in a permanent binder | | | |
| Registers/rolls recorded on acid-free paper in a permanent binder | | | |
| Have you considered sending older minutes/records to the Presbyterian Historical Society? [G-3.0107] | | | |

Clerk of Session (Both printed name and signature)

Date of submission

RECOMMENDATION OF EXAMINER

_____. Approve _____ Not approve for following reason(s): _____

Read by examiner

Date

RECOMMENDATION OF COMMITTEE

___ APPROVE
___ NOT APPROVE

COMMENTS:

Chair, Session Records Review Committee

Date