

SALEM PRESBYTERY CHECKLIST FOR REVIEW OF SESSIONAL RECORDS

CHURCH NAME _____ YEAR _____

REVIEWED _____ DATE _____

	YES	NO	COMMENT
Minutes - General			
1) Were Session meetings opened and closed with prayer? (G-9.0301)	_____	_____	_____
2) Were Session minutes read and approved? (G-9.0302)	_____	_____	_____
3) Were the minutes signed by the Clerk?	_____	_____	_____
4) Are the names of the Moderator and Elders present, absent, or excused recorded for each meeting? (G-9.0203)	_____	_____	_____
5) Are the date, time, and place of each meeting recorded?	_____	_____	_____
6) Is the type of meeting listed for each recorded meeting? (stated or called)	_____	_____	_____
7) * Was there a quorum each time business was transacted?	_____	_____	_____
8) Were all meetings constitutionally moderated?(G-7.0306/G-10.0103)	_____	_____	_____
9) * Did the Session meet at least quarterly? (G-10.0201)	_____	_____	_____
The Session			
10) Was the compensation of the Pastor and other full-time employees reviewed during the year? (G-10.0102n)	_____	_____	_____
11) Was the Clerk elected by the Session? (G-9.0203b)	_____	_____	_____
12) Do the minutes state the composition of the Session and how it corresponds to the congregation with regard to racial ethnic members, women, men, disabilities, and age groups? (G-10.0301)	_____	_____	_____
13) Does the Session include women and men? (G-6.0105)	_____	_____	_____
14) * Did the Session have the books and records relating to finances audited during the year? (G-10.0401d)	_____	_____	_____
15) * Do the minutes indicate the examination, ordination, and/or installation of officers? (G-14.0205-0206)	_____	_____	_____
16) Has the Session developed and supervised the church school and educational program of the church? (G-10.0102e)	_____	_____	_____
17) Do the minutes indicate the approval of an annual budget by the Session? (G-10.0102h)	_____	_____	_____
18) * Is the Annual Statistical Report (approved by the Session) included in the record? (G-10.0102p7)	_____	_____	_____
19) Was the Sacrament of the Lord's Supper recorded as observed or scheduled at least quarterly during the past year?	_____	_____	_____
20) Was the Church Treasurer elected by the Session? (G-10.0401)	_____	_____	_____
21) Did the Session receive regular reports from the Church Treasurer? (G-10.0401)	_____	_____	_____

	YES	NO	COMMENT
Meeting of Salem Presbytery			
22) Was a commissioner(s) elected to attend meetings of Presbytery? (G-10.0102p1)	_____	_____	_____
23) Was a report received concerning the attended Presbytery meeting?	_____	_____	_____
Church Trustees/Incorporation			
24) Did the Session review the records of the Trustees during the past year? (G-7.0402) {if Trustees separate from the Session}	_____	_____	_____
25) * Is the church incorporated? (G-7.0400)	_____	_____	_____
26) * Was an annual meeting of the corporation held, the president officiating?	_____	_____	_____
Congregational Meetings			
27) * Was an annual meeting of the congregation held? (G-7.0302)	_____	_____	_____
28) Were minutes of congregational meetings properly attested by Moderator and Clerk?	_____	_____	_____
29) Were congregational meetings properly called by the Session, with two Sundays of public notice given prior to the meetings?(G-7.0302a)	_____	_____	_____
30) Were the minutes of congregational meetings included in the records of the Session?	_____	_____	_____
31) * Was a quorum (not less than 1/10 of members, no fewer than three) present at the congregational meeting? (G-7.0305)	_____	_____	_____
32) * Was a representative Nominating Committee elected by the congregation or chosen by organizations within the church named by the Congregation? (G-14.0201b)	_____	_____	_____
33) Do the minutes reflect the annual election of officers? If not, do the records document the request and approval for a waiver of rotation? (G-14.0202b)	_____	_____	_____
Membership Rolls/Registers			
34) Are the following membership rolls maintained? (see G-10.0302)			
a) Baptized members' roll	_____	_____	_____
b) Active members' roll	_____	_____	_____
c) Inactive members' roll	_____	_____	_____
d) Affiliate members' roll	_____	_____	_____
35) Are the following registers maintained? (G-10.0302)			
a) Marriages	_____	_____	_____
b) Baptisms	_____	_____	_____
c) Elders	_____	_____	_____
d) Deacons	_____	_____	_____
e) Pastors	_____	_____	_____
36) Do the minutes of the Session reflect membership changes, ie. Baptisms, marriages, receptions, dismissals, transfers, deletions? (G-10.0302a)	_____	_____	_____

	YES	NO	COMMENT
37) Has the Session reviewed the rolls of members in the past year? (G-5.0502)	_____	_____	_____
Diaconate			
38) Was a joint meeting of the Session and Diaconate held at least once during the year? (G-6.0405) {if there is a Diaconate}	_____	_____	_____
39) Did the Session review the records of the Board of Deacons during the past year? (G-6.0404) {if there is a Diaconate}	_____	_____	_____

* **bold indicates critical matters**

NAME OF TASK GROUP PERSON CONDUCTING REVIEW _____