

SALEM PRESBYTERY CHECKLIST FOR REVIEW OF SESSION RECORDS

CHURCH NAME _____

YEAR _____

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
1. Were Session meetings opened and closed with prayer? (G-3.0105)	_____	_____	_____
2. Were Session minutes read and approved? (G-3.0105)	_____	_____	_____
3. Were minutes signed by Clerk?	_____	_____	_____
4. Are the names of the Moderator and Elders present, absent or excused recorded for each meeting? (G-3.0104)	_____	_____	_____
5. Are date, time, and place of each meeting recorded?	_____	_____	_____
6. Is the type of meeting listed for each meeting recorded, stated or called?	_____	_____	_____
* 7. Was there a quorum each time business was transacted?	_____	_____	_____
8. Was the Sacrament of the Lord's Supper recorded as observed or scheduled at least quarterly during the past year?	_____	_____	_____
9. Were the minutes of congregational meetings included in the records of the Session?	_____	_____	_____
10. Were all meetings constitutionally moderated? (G-3.0201)	_____	_____	_____
* 11. Did the Session meet at least quarterly? (G-3.0203)	_____	_____	_____
12. Was a joint meeting of the Session and Diaconate held at least once during the year? (G-2.0202) [If there is a Diaconate]	_____	_____	_____
13. Was the compensation of the Pastor and other full-time employees reviewed during the year?	_____	_____	_____
14. Was a commissioner(s) elected to attend meetings of Presbytery? (G-3.0202a)	_____	_____	_____
15. Was a report received concerning the attended presbytery meeting?	_____	_____	_____
16. Do the minutes indicate the approval of an annual budget by the Session? (G-3.0205)	_____	_____	_____
17. Is the Annual Statistical Report (approved by the Session) included in the session minutes?	_____	_____	_____
18. Did the Session review the records of the Board of Deacons during the past year? (G-2.0202) [If there is a Diaconate]	_____	_____	_____
19. Is the church incorporated? (G-4.0101)	_____	_____	_____
* 20. Was an annual meeting of the corporation held, the president officiating?	_____	_____	_____
21. Did the Session receive regular reports from the Church Treasurer? (G-3.0205).	_____	_____	_____
22. Does the Session include women and men?	_____	_____	_____
* 23. Did the Session have the books and records relating to finances audited during the year? (G-3.0113)	_____	_____	_____
24. Has the Session developed and supervised the church school and educational program of the church? (G-3.0201)	_____	_____	_____
25. Were congregational meetings properly called by the session, by the presbytery, or by the session when requested in writing by one fourth of the active members on the roll of the congregation? Adequate public notice of all congregational meetings shall be given. (G-1.0501)	_____	_____	_____
26. Was an annual meeting of the congregation held? (G-1.0501)	_____	_____	_____
27. Were minutes of congregational meetings properly attested by the Clerk?	_____	_____	_____
28. Was a quorum present at the congregational meeting? (G-1.0501)	_____	_____	_____
29. Was each meeting conducted by a properly appointed Moderator? (G-1.0504)	_____	_____	_____
30. Was a representative Nominating Committee elected by the congregation? (G-2.0401)	_____	_____	_____
31. Are the following membership rolls maintained? (G-3.0204a) Baptized Active Affiliate	_____	_____	_____
32. Are the following Registers maintained? (G-3.0204b) "There shall be registers of baptisms authorized by the session, of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary."	_____	_____	_____
33. Do the Minutes of the Session reflect membership changes, ie, baptisms, marriages, receptions, dismissals, transfers, deletions? (G-3.0204)	_____	_____	_____
34. Has the session reviewed the rolls of members in the past year?	_____	_____	_____

CLERK OF SESSION _____

REVIEWER _____

DATE _____