

Clerks: Please complete **BEFORE** coming to Record Review

**PRESBYTERY OF PROSPECT HILL  
SESSION RECORDS REVIEW  
CHECKLIST FOR REVIEW OF MINUTES**

CHURCH'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

I. If there are actions taken by the Session, or any item in the minutes about which you have reservations or questions, or if you want to make a comment about anything, please do so below, including the page number and the date of the meeting.

II. A few clues for reports:

1. If previous actions are referred to in minutes, designate where they are recorded.
2. Be sure to number all pages. Fill the entire page and avoid erasures.
3. It is permissible to include any pertinent printed report (i.e. list of church school teachers, annual statistical report, annual financial audit, etc.)

\*III. The following should appear in the minutes:

A. Minutes of each meeting: (List only one example – page number)

1. Date, hour, and place of meeting PAGE NUMBERS \_\_\_\_\_
2. Name of Moderator presiding PAGE NUMBERS \_\_\_\_\_
3. Elders of Session present, absent, excused PAGE NUMBERS \_\_\_\_\_
4. Others present PAGE NUMBERS \_\_\_\_\_
5. Opened and closed with prayer PAGE NUMBERS \_\_\_\_\_
6. Meeting designated as regular or special PAGE NUMBERS \_\_\_\_\_
7. Minutes of previous meeting read and approved PAGE NUMBERS \_\_\_\_\_
8. Pages of book numbered in sequence PAGE NUMBERS \_\_\_\_\_
9. Regular treasurer financial reports PAGE NUMBERS \_\_\_\_\_
10. Names of elders appointed presbytery commissioners, period of appointment, and at end of term, record of attendance PAGE NUMBERS \_\_\_\_\_

+ B. The Lord's Supper:

1. Dates authorized by the Session? PAGE NUMBERS \_\_\_\_\_
2. Fact of observance noted in Session minutes PAGE NUMBERS \_\_\_\_\_

+ C. The Sacrament of Baptism:

1. Have baptisms been authorized by the Session? PAGE NUMBERS \_\_\_\_\_
2. Are names of those baptized (and if children, names of parents also) fully recorded? PAGE NUMBERS \_\_\_\_\_

+ D. Are marriages and deaths properly recorded? PAGE NUMBERS \_\_\_\_\_

E. Reception of new members:

1. Has session met with and counseled applicants? PAGE NUMBERS \_\_\_\_\_
2. Do minutes show basis for reception, i.e. Confession of Faith, Reaffirmation of Faith, or transfer of letter? PAGE NUMBERS \_\_\_\_\_
3. Do the minutes and the register record the full legal name of each new member? PAGE NUMBERS \_\_\_\_\_
4. If reception is by letter, is church name and city of the church from which received recorded? PAGE NUMBERS \_\_\_\_\_
5. If those being received have baptized children, are their names, birth dates, place of birth and place of baptism shown? PAGE NUMBERS \_\_\_\_\_

\* List representative examples

+ Required by *Book of Order*

- †IV. The following items require annual action by the Session:
- A. Is the Session's annual statistical report to the General Assembly set forth in the minutes? PAGE NUMBERS \_\_\_\_\_
  - B. Has the Session established the annual budget? PAGE NUMBERS \_\_\_\_\_
  - C. Have the financial records of the various funds been independently reviewed? PAGE NUMBERS \_\_\_\_\_
  - D. Did the Session review with the pastor and all other staff their compensation for the coming year? PAGE NUMBERS \_\_\_\_\_
  - E. Were the membership rolls reviewed? PAGE NUMBERS \_\_\_\_\_
  - F. Did the minutes state the composition of the Session with regard to racial ethnic members, women, men, and age groups and how this corresponds to the composition of the congregation? (G-10.0301) PAGE NUMBERS \_\_\_\_\_
  - G. Is there a record of instruction for newly elected officers of the congregation? PAGE NUMBERS \_\_\_\_\_
  - H. Insurance review, including all coverage, insurance company, and agency PAGE NUMBERS \_\_\_\_\_
  - I. Biannual Iowa/Nebraska incorporation renewal date and action PAGE NUMBERS \_\_\_\_\_
  - J. Date of joint meeting with Session and Deacons PAGE NUMBERS \_\_\_\_\_

- †V. The following items need to be spot checked to see if the session is recording them properly:
- A. Removal of names from the membership rolls:
    - 1. When members are transferred to another congregation, do the minutes show full name and address of the church to which they are transferred and the full individual names of the members being transferred? PAGE NUMBERS \_\_\_\_\_
    - 2. When members are transferred from the active roll to the inactive roll, do the minutes show what prior action the Session has taken concerning those persons, and the reasons why their roll status is being changed? PAGE NUMBERS \_\_\_\_\_
  - B. Do the minutes indicate review and approval by the Session of the Christian Education program and curriculum of the church? PAGE NUMBERS \_\_\_\_\_
    - 1. Has there been training provided for those asked to teach in Sunday School? PAGE NUMBERS \_\_\_\_\_
  - C. Does the Session appoint commissioners to the meeting of Presbytery and listen to their report at their next meeting? PAGE NUMBERS \_\_\_\_\_
  - D. Do the records show that the Session sets the dates for regular and special meetings of the congregation? PAGE NUMBERS \_\_\_\_\_

- VI. Recommendation: (Committee Action Only)
- A. APPROVED WITHOUT EXCEPTION YES \_\_\_ NO \_\_\_
  - B. APPROVED WITH EXCEPTION YES \_\_\_ NO \_\_\_
  - C. COMMENTS AND CORRECTIVE MEASURES (List below)

Records examined by: \_\_\_\_\_

Examination date and place: \_\_\_\_\_

**NOTES**

CLERKS: Please complete checklist **BEFORE** coming to the Record Review

**PRESBYTERY OF PROSPECT HILL  
REVIEW OF CHURCH REGISTER**

CHURCH'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**+** IN PREPARATION:

1. List full name of applicants for church membership. With married females, list the maiden name and the husband's name.
2. In case of children, list son or daughter of \_\_\_\_\_.
3. With letter of transfer, note from which church the member is being dismissed to your church.
4. When a member is dismissed or transferred, note the date and full name of the person and the church to which dismissed.

CHECKLIST:

- I. Church Membership Roll:
- A. Is the chronological register in good order? YES OR NO \_\_\_\_\_
- B. Test check the chronological register with the alphabetical index.  
Do they properly agree? YES OR NO \_\_\_\_\_
- +** C. When names have been removed from active member rolls how do Minutes of Session meetings show conformity to the *Book of Order* (G-10.0302b)? PAGE NUMBERS \_\_\_\_\_
- D. With membership transfers from and to other churches, how is the other church definitely identified? PAGE NUMBERS \_\_\_\_\_
- \*+** II. Other Registers:
- A. Adult baptisms: Full name and date of baptism fully recorded  
PAGE NUMBERS \_\_\_\_\_
- B. Child baptisms: Full name of child, date of birth, place of birth, date of baptism and full names of both parents recorded  
PAGE NUMBERS \_\_\_\_\_
- C. Marriages: Full names of both parties and date of ceremony  
PAGE NUMBERS \_\_\_\_\_
- D. Death: Date of death and place of burial set forth  
PAGE NUMBERS \_\_\_\_\_
- If member, fact of death been noted in the membership roll  
PAGE NUMBERS \_\_\_\_\_
- III. Please note that some registers have provision for additional information beyond that noted above. Have such places been filled in? PAGE NUMBERS \_\_\_\_\_

If there are any entries in the Register to which you take exception, or comments you wish to make, please do so below or on the reverse side. (Please be specific when referring to the Register.)

Register Examined by \_\_\_\_\_

Examination Date and Place: \_\_\_\_\_

**\*** Page numbers in Minutes

**+** Required by *Book of Order*

Revised 3/09