



## 2020 & 2021 Annual Review of Session Records (G-3.0108a)

Church Name: \_\_\_\_\_

Period of Review \_\_\_\_\_ to \_\_\_\_\_

Clerk of Session: Please indicate in the third column the page number in Session Minutes where record of action can be found, (maximum of 3 references per each year).

This completed form is to be in your books when they are presented for review.

### SESSION AND CONGREGATIONAL MINUTES

Item	Requirement	Page No.	Req. Met		Exceptions/Questions (for Reviewer Only)
			Y	N	
<b>SESSION MEETINGS: Every Meeting</b>					
1	Date, time & place of each meeting; regular or special (w/purpose)				
2	Full names of elders, moderator, others invited by session, recorded as present, excused, or absent. Quorum attested (G-3.0203)				
3	Meeting opened/closed with prayer (G-3.0105)				
4	Approval of minutes of previous meeting, corrected if necessary, signed by clerk				
5	List of reports received by session from Trustees, Deacons, other committees				
6	All actions whether passed or failed; copies of any reports adopted by session				
7	Report of celebration of Lord's Supper since last meeting				
8	Authorization of all baptisms (W-3.0403); record of instruction and counseling with parents (W-3.0403)				
9	Actions to receive new members and how received (G-3.0201c)				
10	Actions to dismiss members (G-3.0201c) (also in Rolls & Registers)				
11	Marriages since last meeting (also in Rolls & Registers)				
12	Deaths since last meeting (also in Rolls & Registers)				

13	Election of Commissioners to presbytery and receipt of commissioners' report (G-3.0201)				
14	Receipt of report(s) from Treasurer (G-3.0205)				
<b>SESSION MEETINGS: Annual or Occasional Actions</b>					
15	Authorization for celebration of the Lord's Supper (W-3.0410)				
16	Approval of any special offerings (G-3.0205)				
17	The examination of new elders & deacons after training (G-3.0201)				
18	The ordination and installation of elders & deacons (also in Rolls & Registers)				
19	Ongoing training of Ruling Elders and other Officers (G-3.0201c)				
20	Approve Staff Job Descriptions – initially and any subsequent changes (G-3.0201c)				
21	Election of a Clerk of Session for a specific term (G-3.0104)				
22	Election of a Treasurer for a term determined by Session (G-3,0205)				
23	Establishing a budget (annually) (G-3.0201)				
24	Annual review of compensation of staff (G-3.0201) & personnel documentation such as all actions taken to hire, compensate, evaluate, discipline, or terminate non-ordained staff.				
25	Review of Rolls & Registers (annually) (G-3.0201c, G-3.0204)				
26	Direct the work of the Board of Deacons (G-2.0202, G-3.0201c)				
27	Direct the work of the Board of Trustees (if separate from the Session) (G-4.0101, G-3.0201c)				
28	"Direct the work of all Congregational Organizations" (G3.0201c)				
29	Annual Audit or Review of Financial Records (G-3.0205)				
30	Approval of Annual GA statistical report (G-3.0201)				

31	Report of Presbytery review of session minutes & records				
32	Action to call a Congregational Meeting (G-1.0502)				
<b>CONGREGATIONAL MEETING(S)</b>					
33	Date, time & place of meeting; regular or called), Quorum attestation				
34	Date, time, and place of the annual corporate meeting (required by the State of Indiana)				
35	Election of Nominating Committee (G-2.0404)				
36	Election of Ruling Elders, Deacons, and Trustees (G-1.0503a)				
37	Annual review of pastor's Terms of Call (G-1.0503c)				
38	Calling a pastor or dissolving pastoral relationship (G-1.0503b&c)				
39	Actions to buy, sell, or mortgage property (G-1.0503d)				
40	Record of Presbytery approval to sell, encumber, or lease property (G-4.0206) or as required by the Presbytery's Policy on Congregational Building and Property Expenses.				
41	Approval of Minutes by congregation or session (if permitted in bylaws)				
42	Signed by the Clerk (and the Moderator if required by bylaws)				

### ROLLS AND REGISTERS

Registers (G-3.0204b)	Requirement for Entries	Pg. Ref. in Minutes	Req. Met		Exceptions/Questions (for Reviewer Only)
			Y	N	
Pastors	Names of Pastors, Co-pastors, Designated & Associate, Temporary including Interim & Covenant, and Certified Christian Educators w/ dates of service (G-2.0504, G-2.11, G-3.0204b)				
Ruling Elders	Place & date of ordination, terms of active service				
Deacons	Place & date of ordination, terms of active service				

Trustees (if separate from session)	Date of election and terms of service				
Baptisms	Date, date of birth, parents' full names				
Marriages	Full name of each person; date and place of wedding; officiating clergy; license number, date & place of issue				
<b>Rolls (G3.0204a)</b>					
Baptized Members	Baptized but not made a profession of faith (G-1.0401)				
Active Members	Baptized adults in both a chronological and an alphabetical roll (w/ref. to chronological roll) Date of reception, dismissal/removal, & death (G-1.0402)				
Affiliate Members	Date of session action (G-1.0403)				
Other Rolls & Registers	Actions on any other rolls and/or registers that the session has decided to keep (G-3.0204a-b)				

### REQUIRED DOCUMENTS

Document	Date last reviewed/approved
Manual of Administrative Operations (Including By-laws) (G-3.0106)	
Sexual Misconduct Prevention & Response Policy (G-3.0106)	
Child and Youth Protection Policy (G-3.0106)	
Proof of current Property and Liability Insurance (G-3.0112)	

Date of Review \_\_\_/\_\_\_/\_\_\_      Reviewer \_\_\_\_\_

Church/Ministry of Reviewer \_\_\_\_\_

YOUR RECOMMENDATION:    \_\_\_ Approved Without Exception    \_\_\_ Approved with Exceptions Noted    \_\_\_ Not Approved

COMMENTS: