

Checklist for the Annual Review of Session Records

To the Clerk of Session: Thank you for your important service in maintaining accurate records. The purpose of this list is to aid you and the records reviewer in finding items to be verified in Minutes, Rolls, and Registers. More detail concerning the requirements can be found in the [Session Records Review Instructions](#). Bring your minute book and rolls and registers with you to the Records Review. **Before you come to the Records Review, please insert page numbers where items can be found.** After your books have been reviewed, present the Session Records Committee Review Sheets along with your books to a committee member to be signed.

To the Reviewer: When reviewing the minutes book, check yes or no to indicate whether item is included in minutes. “E” (for Exception) will be next to requirements that must be included because in Book of Order. When reviewing rolls and registers check “OK” as appropriate. Fill in the Session Records Committee Review Sheets (which you will receive at the records review) and give them to the clerk “owner” of the records.

Name of Church: _____ **Period Covered:** _____

The following items must be recorded in minutes.

Every session meeting: Choose a typical month to check.

	Requirement	Page #	Yes	No
1	Date, time, place, moderator, attendance, stated or called, quorum (E for moderator, quorum)			
2	Meeting opened and closed with prayer (E)			
3	Minutes of last meeting approved (by session or by congregation)			
4	Clerk signed minutes			
5	Meetings at least quarterly (E)			

Record in session minutes as applicable:

6	Authorization of the Lord’s Supper (which should be celebrated at least quarterly) (E)			
7	Authorization of administration of Baptism (E)			
8	Annual Review of the Roll of Active Members (E)			
9	Receipt of new members, how received (profession, reaffirmation, transfer) (E)			
10	Deletion or dismissal of members from Active roll, reason for deletion (e.g., death, ceased participating, transfer) (E)			
11	Election of Commissioners to Presbytery (E)			

12	Election and term of Clerk of Session (E)			
13	Election and term of Treasurer (E)			
14	Preparation and examination of elected elders and deacons (E)			
15	Ordination and installation of elders and deacons, with class (E)			
16	Review of minutes or work of the Board of Trustees if separate from session (E)			
17	Review of minutes or work of the Board of Deacons (E)			

Record in session minutes annually:

	Requirement	Page #	Yes	No
18	Confirmation that church has property and liability insurance coverage (E)			
19	Confirmation of annual review of and recommendations for change in terms of call of installed pastors (E)			
20	Confirmation that terms of call/contract with pastoral staff sent to COM Administrator			
21	Confirmation of annual full financial review of all books and records (E)			
22	Copy of membership and financial figures in summary form from Annual Statistical Report (E)			
23	Copy of annual budget or a summary (E)			

The following items must be recorded in Congregational meeting minutes.

24	Date, time, place, moderator, call in order, quorum (E for call and quorum)			
25	Meeting opened and closed with prayer			
26	Minutes of last meeting approved (can be done by session)			
27	Clerk signed minutes			
28	Election and class of elders, deacons, and trustees (if separate from session) (E)			
29	Election of members of Nominating Committee (E)			
30	Approval of terms of call of pastors (for installed pastors) (E)			
31	Record of all other actions taken by congregation (E)			

The following items must be in the Rolls and Registers:

	Requirement	Yes	No	OK
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32	Rolls – Active member, affiliate member, baptized (E)			
33	Registers – baptisms (E)			
34	Registers – deacons, elders, pastors with dates of service (E)			

Other:

	Requirement	Yes	No
35	Does church have a Manual of Administrative Operations? (E)		
36	Does church have a Sexual Misconduct Policy? (E)		
37	Does church have a Child and Youth Protection Policy? (E)		