

PRESBYTERY OF MISSOURI RIVER VALLEY

Annual Review of Session Records

Review of SESSION MINUTES _____

Name of Church, city, state

Date last reviewed _____

	REQUIREMENT/REFERENCE	OK	COMMENTS
1	Regular and special meetings of session: Date, time, and place listed (<i>Robert's Rules of Order Newly Revised [RRONR]</i> , p.451 ff)		
2	Meeting opened and closed with prayer (<i>Book of Order: Form of Government</i> [G-9.0301b])		
3	Moderator present (G-10.0103)		
4	Quorum (list elders present or absent with notice) (G-10.0202)		
5	Minutes of previous meetings acted on (RRONR, pp. 456-458)		
6	Pastor's or Clerk's report: baptisms (birth dates and names) Lord's Supper (date and time; include communion given to shut-ins) weddings (place, date, names) funerals (place, date, name)		
7	Follow Robert's Rules of Order (G-9.0302) in recording session actions and business		
8	Minutes include lists of: New members (full names listed) Members transferred (names and church to which dismissed – (G-10.0302b(1)) Members removed or deleted from rolls (citing <i>Book of Order</i> provision – G-10.0302b)		
9	Annual review of deacons minutes and of trustee minutes (if your church has a separate board of trustees – G-10.0102 m)		
10	Annual review of financial records (G-10.0401d)		
11	Annual review of salaries of pastor(s) and all church employees (G-7.0302, 10.0102 n)		
12	Minutes signed by Clerk (RRONR, p. 454)		

	REQUIREMENT/REFERENCE	OK	COMMENTS
13	Congregational meetings (G-7.0300): Constitutionally called Quorum present Attested by Clerk and Moderator		
14	General condition of minutes (typed, no erasures or insertions, pages numbered, etc.). [Note: It is strongly recommended that acid-free paper be used for preservation purposes.]		
15	Job descriptions for church employees (If not in minutes, where?)		
16	Goals/objectives for the year; annual review of implementation (Presbytery action 3/21/81)		
17	Composition of session (race, sex, age, and how this corresponds to make-up of congregation – G-10.0301)		
18	Study/preparation and examination of newly elected elders and deacons (G-14.0205)		
19	Property and liability insurance summary of coverages (G-10.0102o). (If not in minutes, where?)		

20. Is your church currently incorporated under state law? If so, where are the Articles of Incorporation kept?

Note location: _____

Reviewer's recommendations:

_____ APPROVED (every item above marked "OK")

_____ APPROVED WITH EXCEPTIONS (noted above)

_____ NOT APPROVED

REVIEWED BY (name): _____ Date: _____

ATTESTED BY: _____ Chair, Records Section