

PRESBYTERY OF MISSOURI RIVER VALLEY

Annual Review of Session Records

Review of SESSION MINUTES _____

Name of Church, city, state

Date last reviewed _____

	REQUIREMENT/REFERENCE	Pg. #	OK	COMMENTS
1	Regular and special meetings of session: Date, time, and place listed <i>(Robert's Rules of Order Newly Revised (RRONR), p.452)</i>			
2	Meeting opened and closed with prayer <i>(Book of Order: Form of Government) [G-3.0105]</i>			
3	Moderator present [G-3.0104]			
4	Quorum (list elders present or absent with notice) [G-3.0203]			
5	Minutes of previous meetings acted on <i>(RRONR, pp. 456-458)</i>			
6	Included as needed: baptisms (birth dates and names) [G-3.0204] authorization for Lord's Supper [W-2.4012]			
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-3.0204a] Members removed or deleted from rolls (citing <i>reason</i>) [G-3.0204a]			
9	Minutes of joint meetings with deacons and trustees, if any [G-3.0204]			
10	Annual review of financial records [G-3.0113]			
11	Annual review of terms of call [G-2.0804]			
12	Minutes signed by Clerk <i>(RRONR, p. 454)</i>			

	REQUIREMENT/REFERENCE	Pg.#	OK	COMMENTS
13	Congregational meetings [G-3.0204] Constitutionally called [G-1.0502] Quorum present [G-1.0501] Attested by Clerk and Moderator Minutes reviewed by Session			
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	Study/preparation and examination of newly elected elders and deacons [G-2.0402]			
16	Annually: Note coverage for Property and liability insurance [G-3.0112]			

17. 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 Review