

2024 Annual Review of Session Records (G-3.0108a)

Church Name:

Period of Review 01/01/24-12/31/24

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)*.

Once form is complete it will be signed by the Stated Clerk, please copy for your records.

SESSION AND CONGREGATIONAL MINUTES

Item	Requirement	Page #	Req. Met		Please list any exceptions/questions
			Y	N	
1. SESSION MEETINGS: Every Meeting					
A.	Name of Church (Session)				
B.	Regular, Special, Electronic				
C.	Date, time & place of each meeting				
D.	Meeting opened/closed with prayer				
E.	Moderator present				
F.	Full names of elders, moderator, others invited by session, recorded as present, excused, or absent. Quorum attested (G-3.0203)				
G.	Roberts Rules of Order Newly Revised Followed				
H.	Approval of minutes of previous meeting, corrected if necessary, signed by clerk				
I.	Report of celebration of Lord's Supper since last meeting				
J.	Receipt of report(s) from Treasurer (G-3.0205)				
K.	All actions whether passed or failed; copies of any reports adopted by session				

Item	Requirement	Page #			Please list any exceptions/questions
2.	AS NEEDED:				
AA.	Authorization of all baptisms (W-3.0403); record of instruction and counseling with parents (W-3.0403); birthdate, name (G-3.0204)				
BB.	Authorization for celebration of the Lord’s Supper (W-3.0410)				
CC.	Actions to receive new members and how received (G-3.0201c)				
DD.	Actions to dismiss members (G-3.0201c) (also in Rolls & Registers)				
EE.	Members removed or deleted from rolls				
FF.	Marriages since last meeting (also in Rolls & Registers)				
GG.	Deaths since last meeting (also in Rolls & Registers)				
HH.	The ordination and installation of elders & deacons (also in Rolls & Registers)				
II.	Record of New Pastor (also in Rolls & Registers)				
JJ	Election of Commissioners to presbytery and receipt of commissioners’ report (G-3.0202a)				
KK.	Approval of any special offerings (G-3.0205)				
LL.	Approve Staff Job Descriptions – initially and any subsequent changes (G-3.0201c)				
MM.	Direct the work of the Board of Deacons (G-2.0202, G-3.0201c)				
NN.	Direct the work of the Board of Trustees (if separate from the Session) (G-4.0101, G-3.0201c)				
OO.	“Direct the work of all Congregational Organizations” (G3.0201c)				

Item	Requirement	Page #			Please list any exceptions/questions
3.	YEARLY				
AAA	List of reports received by session from Trustees, Deacons, other Committees.				
BBB	Annual Joint meeting with deacons & Trustees				
CCC	Annual review of pastor's Terms of Call (G-1.0503c) (Also Cong meeting)				
DDD	Annual Review of Insurance (note insurance coverage – property, liability, worker's compensation)				
EEE	Annual Study/preparation & examination of new elders/deacons				
FFF	Election of a Clerk of Session for a specific term (G-3.0104)				
GGG	Election of a Treasurer for a term determined by Session (G-3.0205)				
HHH	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.				
III.	Establishing a budget (annually) (G-3.0201)				
JJJ.	Review of Rolls & Registers (annually) (G-3.0201c, G-3.0204)				
KKK.	Report of Presbytery review of session minutes & records				

4. CONGREGATIONAL MEETING(S)					
aa.	Action to call a Congregational Meeting (G-1.0502)				
bb.	Date, time & place of meeting; regular or called), Quorum attestation				
cc.	Election of Nominating Committee (G-2.0404)				
dd.	Election of Ruling Elders, Deacons, and Trustees (G-1.0503a)				
ee.	Calling a pastor or dissolving pastoral relationship (G-1.0503b&c)				
ff.	Actions to buy, sell, or mortgage property (G-1.0503d)				
gg.	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.				
hh.	Approval of Minutes by congregation or session (if permitted in bylaws)				
ii.	Signed by the Clerk (and the Moderator if required by bylaws)				

5. 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 , Youth and Vulnerable Adult Protection Policy (G-3.0106)	
Proof of current Property and Liability Insurance (G-3.0112)	
Medical and Family Leave Policy	
Anti Harassment Policy	
Anti Racism Policy	
Boundary Training for Elders (36 month cycle)	
Articles of Incorporation (where is a copy kept)	

ROLLS AND REGISTERS

Registers (G-3.0204b)	Requirement for Entries	Pg. Ref. in Minutes	Req. Met		Exceptions/Questions
			Y	N	
Pastors (TE)	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 (RE)	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 and parents' full names if infant				
Marriages	Full name of each person; date and place of wedding; officiating clergy; license number, date & place of issue				
Deaths	Full name, date of death, residence, officiant, place of burial				
Rolls (G3.0204a)					
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)				
General	Condition, current, storage, concise, legible, clear digitization				

Date of Review ___/___/___ Clerk of session _____
 Date of Receipt ___/___/___ PMRV Stated Clerk _____

YOUR RECOMMENDATION: ___ Approved Without Exception ___ Approved with Exceptions Noted ___ Not Approved
 COMMENTS: