

**PMRV**  
**ANNUAL REVIEW OF SESSION RECORDS AND ROLLS**

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Name of Church, City, State

Requirements/References: Roberts Rules of Order Newly Revised (RRONR) 48.4  
Book of Order (BoO) Form of Government (FOG)

**1. Session Meetings:**

- A. Name of Church (session)
- B. Regular, Special, Electronic
- C. Date, time, place listed
- D. Meeting opened and closed with prayer (BofO FOG – G-3.0105)
- E. Moderator present BofO G-3.0104
- F. Quorum (list of those present/absent) G-3.0203
- G. RRONR G-3.0105
- H. Minutes from previous meeting acted on
- I. Report of celebration of Lord's Supper since last meeting
- J. Receipt of report(s) from treasurer.
- K. All actions whether passed or failed; copies of any reports adopted by session.

**2. As Needed:**

- AA. Baptisms (birth date and names) G-3.0204
- BB. Authorization of the Lord's Supper W-2.4012
- CC. Action to Receive New Members (full name) and how received
- DD. Members transferred (names and church to which dismissed)
- EE. Members removed or deleted from rolls G-3.0204a
- FF. Marriages since last meeting
- GG. Deaths since last meeting
- HH. Ordination/Installation of New elders/deacons
- II. Record of New pastor
- JJ. Election of Commissioners to presbytery and receipt of commissioners report.
- KK. Approval of Special offerings
- LL. Approve Staff Job Descriptions – initially and any subsequent changes
- MM. Direct the work of the Board of Deacons
- NN. Direct the work of the Board of Trustees
- OO. Direct the work of all Congregational Organizations

### **3. Yearly:**

- AAA List of reports received by session from trustees, deacons and other committees.
- BBB Annual Joint meetings with deacons & Trustees G-3.02
- CCC Annual Review of Terms of Call G-2.0804
- DDD Annual Review of Insurance  
(note insurance coverage – property, liability, Worker’s Compensation)
- EEE Annual study/preparation & examination of new elders/deacons G-2.0402
- FFF Election of Clerk of Session for a specific term
- GGG Election of Treasurer for a specific term
- HHH Annual review of compensation and personnel documentation such as all actions taken to hire, compensate, evaluate, discipline or terminate non-ordained staff.
- III Establish a budget annually
- JJJ Review Rolls and Registers annually
- KKK Report of Presbytery review of session minutes and records.

### **4. Congregational Meetings G-3.0204**

- aa. Action to call a congregational meeting
- bb. Date, time, place of meeting, regular or called, Quorum Present G-1.0501
- cc. Election of Nominating Committee
- dd. Election of ruling elders, deacons, trustees
- ee. Calling a pastor or dissolving pastoral relationship
- ff. Actions to buy, sell, or mortgage property
- gg. Record of Presbytery approval to sell, encumber, or lease property...
- hh. Approval of Minutes reviewed by session/congregation
- ii. Attested by Clerk and Moderator, signed by clerk

### **5. Required Documents - Adoption/Implementation/Review of Policies**

- A. Manual of Administrative Operations (Including By-Laws)
- B. Sexual Misconduct Policy
- C. Child, Youth and Vulnerable Adult Protection Policy
- D. Proof of current property and liability insurance
- E. Medical and Family Leave Policy
- F. Anti-Harassment Policy
- G. Anti-Racism Policy
- H. Boundary Training for Session (3 year cycle)
- I. Articles of Incorporation

### **6. General Condition of Records**

### **7. Preservation of Records – Digitalization**

### **8. Clerk Signature**