

PRESBYTERY OF WESTERN NORTH CAROLINA - SESSION RECORDS REVIEW CHECKLIST

CHURCH NAME _____

YEAR _____

YES NO COMMENT

1	Were Session meetings opened and closed with prayer? (G-3.0105)			
2	Were Session minutes read and approved? (G-3.0105 - per RRO)			
3	Were minutes signed by Clerk? (G-3.0105 - per RRO)			
4	Are the names of the Moderator and Elders presents, absent, or excused recorded for each meeting? (G-3.0104)			
5	Are date, time, and place of each meeting recorded? (G-3.0107)			
6	Is the type of meeting listed for each meeting recorded, stated or called? (G-3.0203)			
7	Was there a quorum each time business was transacted? (G-3.0203)			
8	Was the Sacrament of the Lord's Supper recorded as observed or scheduled at least quarterly during the year? (W-3.0409)			
9	Were minutes of congregational meetings included in Session minutes? (G-3.0204)			
10	Were all meetings constitutionally moderated? (G-3.0201)			
11	Did the Session meet at least quarterly? (G3.0203)			
12	If there is a Diaconate, were minutes of any joint meetings of the Session and Diaconate included in the Session's minutes? (G-2.0202) and (G-3.0204)			
13	Was the compensation of the Pastor and other full-time employees reviewed during the year? (G-2.0804)			
14	Was a commissioner (s) elected to attend meetings of Presbytery? (G-3.0202a)			
15	Was a report received concerning the attended presbytery meeting? (G-3.0202a)			
16	Do the minutes indicate the approval of an annual budget by the Session? (G-3.0205)			
17	Is the Annual Statistical Report (approved by the Session) included in the session minutes? (G-3.0204 a & b)			
18	If there is a Diaconate, did the Session review of records of the Board of Deacons during the past year? (G-2.0202)			
19	Is the church incorporated? (G-4.0101)			
20	Was an annual meeting of the corporation held, the president officiating? (G-4.0101)			
21	Did the Session receive regular reports from the Church Treasurer? (G-3.0205)			
22	Does the Session include women and men? (G-2.0101) (G-2.0401)			
23	Did the Session have a full financial review of the books and records relating to finances during the year? (G-3.0113)			
24	Has the Session developed and supervised the church school and educational program of the church? (G-3.0201c)			
25	Were congregational meetings properly called by the session and was adequate public notice of all congregational meetings given? (G-1.0502)			
26	Was an annual meeting of the congregation held? (G-1.0501)			
27	Were minutes of congregational meetings properly attested by the Clerk? (G-1.0505)			
28	Was a quorum present at the congregational meeting? (G-1.0501)			
29	Was each meeting conducted by a properly appointed Moderator? (G-1.0504)			
30	Was a representative Nominating Committee elected by the congregation? (G-2.0401)			
31	Are the following membership rolls maintained? (G-3.0204a) Baptized Active Affiliate			
32	Are the following Registers maintained? (G-3.0204b) <i>"There shall be registers of baptisms authorized by the session, and such elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary."</i>			
33	Do the Minutes of the Session reflect membership changes, ie, baptisms, marriages, receptions, dismissals, transfers, deletions? (G-3.0204)			
34	Has the session reviewed the rolls of members in the past year? (G-3.0204a)			

CLERK OF SESSION _____

REVIEWER _____

DATE _____