

MINUTES REVIEW FORM

Revised 3/2025

YEAR REVIEWED _____ **CHURCH NAME:** _____

Please complete this form by inserting the appropriate dates & page number where this information is found in the minutes.

CONGREGATIONAL MEETING INFORMATION

Annual Meeting of the congregation was held on _____
Meeting where installed pastor(s) terms of call were approved _____
Meeting where members of Nominating Committee were elected _____
Meeting where elders and deacons (if applicable) were elected _____
Moderator and Clerk's signature _____

IF APPLICABLE

Called meetings of the congregation regarding property _____
Pastoral relationship dissolved _____
A new pastoral relationship was established _____
Any other called congregational meetings _____
Changes to the Articles of Incorporation or By-Laws _____

SESSION MEETING INFORMATION: ONE TIME EVENTS

Rolls of the church were reviewed and shown to be up to date _____
New officers were examined _____
New officers were installed in worship _____
Session approved the budget (attach the budget as well) _____
Joint meeting with Deacons (if applicable) _____
A financial review has taken place (see G-3.0113) _____
Approval and attachment of Annual Statistical Report _____
Session took a candidate under care (if applicable) _____
Session elected clerk on (date) for term of _____
Session elected treasurer on (date) for term of _____
Recording the date of your pastor's Boundary Training _____

SESSION MEETING INFORMATION: MAY OCCUR MORE THAN ONCE OR IS ROUTINE. IF ROUTINE, NEED ONLY NOTE IT ONCE.

ITEM	YES	NO	ROUTINE	MONTH
Moderator named	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Quorum declared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Names of present, absent and excused elders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Date, hour and place of meeting is recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Meeting was opened and closed with prayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minutes of last meeting were approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All action items recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clerk's signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

LIST MEETING DATES

Authorization of baptisms: _____
 Reception of members by profession of faith or reaffirmation of faith: _____
 Reception of members by transfer along with name of church: _____
 Authorization of Lord’s Supper: _____
 A detailed financial report with expenditures/revenues: _____
 Election of elder commissioners to presbytery meetings, reports to Session: _____
 Do the minutes show, or have you attached a Session approved sexual misconduct policy and a child/youth protection policy? _____

TO BE COMPLETED BY THE REVIEWER

Items that need to be worked on for next year’s review:

WITH EXCEPTION: _____

WITHOUT EXCEPTION: _____

Date of this review _____

Reviewer’s signature _____

Presbytery Representative’s Signature _____

We recommend that:

- **Your minutes contain a copy of your by-laws as an addendum so that quorum size, how you call a congregational meeting, and your nominating committee process are explained.**
- **A list of all people baptized with date and names of parents if applicable for easy reference regarding future inquires.**
- **CA law requires changes to the Articles of Incorporation and By-Laws to be approved by the corporation.**
- **For the register, in cases where registered ruling elders were ordained prior to membership in this church, register information may be incomplete as to exact names of churches and dates of ordination, but should be accurate about this specific installation.**

A full financial review is NOT the same as the treasurer’s monthly or quarterly report. Such a review is independent eyes on the finances. You may have an internal review of a team not related to the treasurer or the finance committee. We have a template for you to consult if that is helpful.