

## Session Records Review- Hudson River Presbytery

Name and Location of Church\_\_\_\_\_

Period covered (from date of last stamp in book through 12/31/17)\_\_\_\_\_

**NOTE: Clerk is to enter minute book page number(s) where each item will be found in Page Number(s) column and then bring completed form with minutes book to Hudson River University on March 17.**

ITEM	PAGE NUMBER(S)	Y	N	NA
<b>1 Date, time, place, moderator, attendance, type of meeting</b>				
<b>2 Meeting opened and closed with prayer</b>				
<b>3 Additions, corrections, approval of minutes recorded</b>				
<b>4 Record of administration of sacraments (baptisms/communion)</b>				
<b>5 Record of ordinations and installations</b>				
<b>6 New member information accurately recorded</b>				
<b>7 Dismissals/transfers accurately recorded</b>				
<b>8 Evidence of election of commissioner to Presbytery</b>				
<b>9 Evidence of report of Presbytery commission to Session</b>				
<b>10 Copy of annual (internal or external) financial accounting/ audit included</b>				
<b>11 Copy of approved church budget included</b>				
<b>12 Evidence of Session review of rolls</b>				
<b>13 Copy of annual statistical report included</b>				
<b>14 Record of examination &amp; training of ruling elders and deacons</b>				
<b>15 Record of annual pastor salary review</b>				
<b>16 Report of Session record review/including note of exceptions and commendations</b>				
<b>17 Report of pastor's annual study leave included</b>				
<b>18 Session minutes signed by Clerk of Session</b>				
<b>19 Congregational meeting minutes signed by moderator and Clerk of Session</b>				
<b>20 Roll book is up-to-date</b>				

Reviewer's Name\_\_\_\_\_

Reviewer's Church Name & Location\_\_\_\_\_

Reviewer recommendation: approve without exception\_\_\_\_ approve with exception\_\_\_\_

Reviewer is to write **specific commendations** on back of this page