

THE PRESBYTERY OF CAYUGA-SYRACUSE SESSION RECORDS REVIEW (check sheet)

Church: _____

Name of Clerk of Session: _____

Name of Reviewer and Church: _____

Date of Examination: _____

Examined for a period of _____ to _____ (month/year)

Page Number of last certification of review: _____

From the *Book of Order*:

G-3.0204 – Minutes of the Session shall be subject to the provisions of G-3.0107. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees.

G-3.0204a – There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402, and G-1.0403.

Clerk of Session – please complete this checklist and bring (or send) it along with your Session Minutes and Church Register. Indicating the appropriate section (for register) or page numbers for minutes book) will make it easy for the reviewer to check that the records meet these formal requirements.

Check list of Church Rolls and Register

	See G-3.0204 for a complete description of requirements.	Section	
		Yes	Missing
1.	Records updates for marriages, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriage performed on church property.		
2.	Records updates for baptisms: include full name of those baptized, date and place of birth, and full name of parents.		
3.	Records updates for ruling elders, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals.		
4.	Records updates of deacons, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals.		
5.	Records updates of pastors, co-pastors, associate pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service.		
6.	Records full name of members received, date of Session action, manner of reception, and church from which received.		
7.	Records full name of members dismissed or removed, date of Session action and the church to which dismissed.		
8.	Records full name of those on the Affiliate Membership roll with date of Session action.		
9.	Records death of members		

Checklist of Session Minutes

		Page(s)	
		Yes	Missing
10.	Records Session met at least quarterly. G-3.0203		
11.	Records election of Treasurer. G-3.0205		
12.	Records election of Clerk of Session. G-3.0104		
13.	Records joint annual meeting of Session and Deacons. (No longer required, but a good idea)		
14.	Records administration of Communion including name of elder if administered away from church. W-2.4010		
15.	Records the annual review of the adequacy of compensation for the pastor. G-1.0503c		
16.	Records the composition of Session with regard to racial ethnic members, women, men and age groups and how this corresponds to composition of congregation. G-3.0201		
17.	Includes annual statistical information submitted to General Assembly. G-3.0202f		
18.	Records examination and instruction of newly-elected officers. G-2.0402		
19.	Records ordination and installation of elders and deacons. G-3.0107		
20.	Records name of commissioner(s) to Presbytery, and the subsequent reports to session. G-3.0202a		
21.	Records the reception and dismissal of members. G-3.0201		
22.	Records the review of membership rolls with action taken. G-3.0201		
23.	Record of minutes of congregational meetings included with clerk's signature. G-1.0505		
24.	Records approval of baptisms and confirmation of such at next regular meeting. W-2.3011		
25.	Records review of property and liability insurance G-3.0112		
26.	Records approval of annual budget with full information reported to the congregation. G-3.0205		
27.	Records annual full financial review or audit of church financial record. G-3.0205c		

In accordance with G-3.0106 in *The Book of Order*, has Session adopted a *sexual misconduct policy*?

Date of Adoption:

Has the policy been fully implemented?

In accordance with G-3.0106 in *The Book of Order*, has Session adopted a *child and youth protection policy*?

Date of Adoption:

Has the policy been fully implemented?

In accordance with New York State law, the Session adopted a *sexual harassment prevention policy* on _____ (date), and conducted training on _____ (date).

Has an inventory of the types and scope of the congregation's records along with a determination of the length of retention time been established? If not, is there a plan to have this created?

Where are records kept that are used frequently, infrequently, and no longer

used? If some records are stored electronically, what backup procedures are

being used? How are permanent congregational records being preserved?

(see next page...)

The following is to be completed by the Reviewer at Record Review Event

Name of church: _____

Reviewed records from: _____ to: _____

Do ALL minutes indicate:	Yes	No	Follow Up
a. Neatness	_____	_____	_____
b. Page numbers	_____	_____	_____
c. Name of church	_____	_____	_____
d. Whether meeting was stated or special (G-3.0203)	_____	_____	_____
e. Date, time, and location of meeting	_____	_____	_____
f. That quorum was present	_____	_____	_____
g. Ruling elders & moderator named as present/absent	_____	_____	_____
h. Name of who presided	_____	_____	_____
i. Approval of previous meeting's minutes with corrections	_____	_____	_____
j. Prayer at beginning and ending of meetings	_____	_____	_____
k. Clerk or moderator's signature	_____	_____	_____

It is recommended that the minutes and register be approved **without exception**.

Signed: _____
Reviewer

OR

It is recommended that minutes and register be approved **with the exceptions listed**:

Signed: _____
Reviewer

OR

It is recommended that the minutes and register **not be approved**.

Signed: _____
Reviewer

Comments / Recommendations / Commendations (use back of sheet if necessary):

The Clerk of Session should bring this sheet back at the next Records Review to show that any exceptions have been corrected.

Following the completion of this review a copy should be placed with the Session records and a copy kept for the Records and Overtures Work Group.