ANNUAL PRESBYTERY REVIEW OF SESSION MINUTES AND CHURCH RECORDS

CLERKS: Place Page Nu	Please	REVIEWERS: ease Mark The Appropriate Blank			
Record	ling So	ession Minutes:		<u>YES</u>	<u>NO</u>
	1.	Are minutes kept in Presbyterian-approved Session minutes book?	i		
	2.	Are the minutes typed, printed, or written in a legible hand?			
	3.	Are minutes free of interlineations, footnotes, and inserts?			
	4.	Are both sides of the numbered pages used fully?			
A. <u>Annual Re</u>	quire	ments For Session Minutes			
	5.	Is there a record of the Session having approved the annual report that is sent to Presbytery for General Assembly? Is it recorded that there has been an annual full financial			
	6.	review? Were the results of the annual review of Session minutes an church records reported to Session after the review, with	d		
	7.	exceptions noted? Do the minutes show that the compensation for each pastor	or		
	8.	CRE was recorded?			
	9.	Elders, instructed, examined, ordained/installed			
B. <u>Occasiona</u>	al Req	uirements For Session Minutes (at least after every third	<u>year)</u>		
	10.	Do the minutes show property and liability insurance coverage	ge?		
	11.	a. On what date was the church treasurer last elected?			
		b. For what term of service?			
	12.	a. On what date was the Clerk of Session last elected?			
		b. For what term of service?			
	13.	Do the minutes show that the manual of administrative operations has been reviewed?			
	14.	Do the minutes show that the sexual misconduct policy has been reviewed?			

C. Items On a Regular Basis

We are providing two copies of this page to record a full year of meetings.

	Date of Meeting							
			1				1	
		Page Number						
Date, time, 15. and place of meeting								
16. Type of meeting								
Special meeting's 17. purpose stated								
Full names of those 18. present, absent, excused								
19. Meeting opened with prayer								
20. Approval of previous minutes								
Financial summary 21. since last meeting								
Approval and celebration 22. of Lord's Supper								
Approval and celebration 23. of Baptism, names								
Reports adding or 24. deleting members								
Reports from presbytery 25. commissioners								
26. Meeting closed with prayer								
27. Clerk's signature								

*** Please list the date of each meeting across the top and the page numbers for each item under each date column ***

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<u> Page #</u>		<u>Yes</u>	<u>No</u>
D. <u>Recordin</u>	g Congregational Minutes		
28.	Do the minutes show the meeting to be either the annual meeting or a special meeting?		
29.	Do the minutes report a quorum present?		
30.	Are the minutes signed by the secretary?		
31.	If a special Congregational Meeting, do the minutes record the purpose for which the special Meeting was called?		
32.	Is the church currently the recipient of a loan from General Assembly, Synod, or Presbytery, AND, if so, are the facts of current obligations included in the annual congregational meeting?		
E. <u>Keeping</u>	The Church Register		
33.	Is the Church Register kept in a Presbyterian-approved book?		
34.	Are the records in the Register current?		
35.	Do matters contained in the <i>Register</i> agree with the relevant matters recorded in the Session minutes?		
36.	Are the following rolls included and properly recorded?		
	a. Chronological Roll of Members		
	b. Alphabetical Roll of Members		
	c. Roll of Affiliate Members		
	d. Baptized Members' Roll		
	e. Register of Baptisms		<u> </u>
	f. Register of Installed Pastors		
	g. Elders and Deacons Register		

Comments and Exceptions

urch (Name AND City)	
erk	
viewer	
te and Location	

		<u>Initials</u>		
<u>ltem #</u>	Comment or Exceptions	<u>Clerk</u>	<u>Reviewer</u>	

Presbytery of Lake Huron

Session Minutes

- ____ Approved
- Approved With Exceptions
- Not Approved

Church Registers

- ____ Approved
- Approved With Exceptions
 Not Approved