

Mission Presbytery – Review of Session Minutes

1. **Submit a COPY** of your Session & Congregation minutes for the previous year – do not submit the original minutes – the copies will not be returned. You may submit them as a pdf to statedclerk@missionpby.org, mail to the Stated Clerk at the Presbytery office or bring them to a regional session minutes review.
2. **Fill in the blanks on this form** with the page number or the date/dates of the meetings as appropriate and **submit it** with the minutes.
3. To check citations, i.e. G-0.000, refer to the *Book of Order 2017-2019*.
4. **Upon receipt of the Session minutes evaluation sheet or letter**, report results at the next Session and attached the page to those minutes.

This review is for _____ Presbyterian Church of _____ for the calendar year _____.

1. Last time minutes were reviewed and reported to the Session? _____

2. Meetings of the congregation (G-1.0501; G-1.0503)

	date called by Session	date of meeting
a. for its annual business meeting	_____	_____
b. for electing nominating committee	_____	_____
c. for electing elders and deacons	_____	_____
d. to review the pastor's call	_____	_____
e. other purpose (G-1.0503)	_____	_____
please specify:	_____	

3. Date Annual Session Statistical Report reviewed and approved by Session. _____

4. Date the church's financial records reviewed as per G-3.0113. _____

5. Do the minutes of each meeting record the following? (Answer Yes or No)

	Session	Congregation
a. Date, time, and place of meeting	_____	_____
b. Names of those present	_____	_____
c. Quorum	_____	_____
d. Kind of meeting (stated or called)	_____	_____
e. Purpose declared at called meeting	_____	_____
f. Meetings opened and closed with prayer	_____	_____
g. Minutes of prior meetings approved	_____	_____
h. Moderator and Clerk sign minutes	_____	_____

6. Observance of the Lord's Supper? (W-2.4012a)

- a. When approved? (This may be a standing policy.) _____
- b. Where recorded that the Lord's Supper was observed _____

- c. When provided communion to those isolated from the community's worship (W-3.3616e) _____
7. The sacrament of baptism (W-2.3011a)
- a. Dates Session authorized the sacrament? _____
- b. Where recored that it was observed? _____
8. Changes in rolls.
- a. Date reception of new members was approved. _____
- b. Record of members transferring. _____
- c. Record of deaths. _____
- d. Record of removal from active member _____
- e. Record of significant life events:
- Births _____
- Marriages _____
9. Election of Congregation (Elder) Nominating Committee. _____
10. Election of Ruling Elders to Presbytery meetings?(G-3.0202)
- a. When elected? _____
- b. When made Presbytery report to the Session? _____
11. Ordination/Installation of Elders and Deacons (if applicable)
- a. The period of study and preparation? (G-2.0402) _____
- b. Date examined (G-2.0402) _____
- c. Date of installation/ordination _____
12. Election of the Treasurer for the year (G-3.0205) _____
13. Election of the Clerk of Session (if the clerk is elected for a term longer than a year, please specify the length of the term and when elected to it) _____
14. Evaluation/review of pastoral staff. (G-2.0504) _____
13. Review of committees' work. _____
15. Manuals and Policies (please answer Yes or No)
- a. Church By-Laws _____
- b. Church Manual of Operations _____
- c. Child and Youth Safety Policy _____
- d. Insurance Policy _____

Form and minutes submitted by: _____

Name

Email address