

REPORT OF REVIEW OF SESSIONAL RECORDS

New Hope Presbytery

| | | | |
|--|----------------------------|-----------|------------------------|
| THE SESSION MINUTES BOOK AND ROLLS/REGISTER OF: | _____ | | |
| | <i>Presbyterian Church</i> | | |
| WERE VIEWED ON: | _____ | _____ | _____ |
| | <i>Date</i> | <i>To</i> | |
| DATED FROM: | _____ | _____ | _____ |
| | | <i>To</i> | <i>(if applicable)</i> |
| PAGES | _____ | _____ | _____ |

I. SESSIONAL MINUTE BOOK:

A. Entries to be recorded at every meeting in accordance with the Book of Order G-9.0302 & G-10.0301:

| | | N/A | YES | NO | GIVE DATE or PAGE # |
|----|--|-----|-----|----|------------------------|
| 1 | Date, time, and place of meeting recorded | | | | |
| 2 | Stated or called meeting (at least 4 stated meetings per year) [G-10.0201] | | | | |
| 3 | Quorum identified as present | | | | |
| 4 | Presence/absence/excuse of elders properly recorded | | | | |
| 5 | Meeting moderated according to Book of Order G-9.032 & Roberts Rules | | | | |
| 6 | Minutes of previous meeting(s) approved | | | | |
| 7 | Motions properly recorded | | | | |
| 8 | Meeting opened & closed with prayer (G-9.0301b) | | | | |
| 9 | All minutes properly signed by clerk/secretary [G-7.0307 & G-9.0302] | | | | |
| 10 | All minutes properly signed by moderator [G-7.0307] | | | | |

B. The following mandatory items should be recorded in the Sessional minutes:

| | | N/A | YES | NO | GIVE DATE or PAGE # |
|----|--|-----|-----|----|------------------------|
| 1 | Provide for Communion (at least quarterly) [W-2.4012 & W-3.3609] | | | | |
| 2 | Approve infant baptisms & instruct parents [W-2.3011 & 2.3012] | | | | |
| 3 | Preparation of children & adults for baptism [G-5.0400] | | | | |
| 4 | Approve officers, teachers, curriculum for church school [W-6.2005 & G-10.0102f] | | | | |
| 5 | Approve appropriate use of church facilities [G-10.0102o] | | | | |
| 6 | Provide oversight & review of worship including responsibility for choir & music leaders [W-1.4004 (a-j) & W-1.4006] | | | | |
| 7 | Full names of members dismissed (with names of children. Specifying if baptized) & congregation to which dismissed [G-10.0102s] | | | | |
| 8 | Marriage requests & performed [G-10.0102o & W-4.9002a & b] | | | | |
| 9 | Record dates of death & deletions to rolls [G-10.302b(8)] | | | | |
| 10 | Election of nominating committee for officers [G-14.0201b] | | | | |
| 11 | Election of Elders/Deacons [G-7.0302 & G-14.0204] | | | | |
| 12 | Election of clerk [G-9.0203b] | | | | |
| 13 | Elders/deacons (instruction, exam, ordain, install) [G-14.0204, 14.0205 & 14.0206] | | | | |
| 14 | Elect commissioners to presbytery (3 meetings yr) [G-10.0102p(1)] | | | | |
| 15 | Reports from commissioners [G-10.0102p(1)] | | | | |
| 16 | Commissioners to other governing body identified [G-10.0102p(2)] | | | | |
| 17 | Disciplinary action properly recorded [D-10.0404] | | | | |

C. Entries to be recorded in the minutes annually:

| | | N/A | YES | NO | GIVE DATE or PAGE # |
|----|--|-----|-----|----|---------------------|
| 1 | Annual congregational meeting called (public notice) [G-7.0302 & 7.0303] | | | | |
| 2 | Annual review of pastor's compensation [G-7.0302a] | | | | |
| 3 | Annual financial audit/review [G-10.0401d] | | | | |
| 4 | Joint annual meeting with Board of Deacons [G-6.0405] | | | | |
| 5 | Annual review of all church registers/rolls [G-5.0502] | | | | |
| 6 | Review & supervise other organizations within the church [G-10.0102m] | | | | |
| 7 | Composition of Session & how corresponds to congregation [10.0301] | | | | |
| 8 | Approve Annual statistical report to Presbytery [G-10.0102p(7)] | | | | |
| 9 | Election of treasurer [G-10.0401] | | | | |
| 10 | Adopt annual budget [G-10.0102i] | | | | |

II. ARE REGISTER/ROLLS CURRENT:

| | | YES | NO | COMMENTS |
|---|---|-----|----|----------|
| 1 | Baptized Members Adult Roll [G-10.0302c (2)(b)] | | | |
| 2 | Baptized Infants (parents names listed) Roll [G-10.302c (2)(a)] | | | |
| 3 | Active Members Roll [G-10.0302a (2)(a)] | | | |
| 4 | Inactive Members Roll [G-10.302a (3)(a)] | | | |
| 5 | Affiliate Members Roll [G-10.302a (4)] | | | |
| 6 | Are transfer/receipt of members recorded [G-10.0302b (1)] | | | |
| 7 | Deaths and deletions recorded [G-10.0302b (8)] | | | |
| 8 | Marriages Roll [G-10.03202c(1)] | | | |
| 9 | Elders/Deacons/Pastors Rolls [G-10.302c (3)(4)(5)] | | | |

III.

| | YES | NO |
|---|-----------------|----|
| Sessional minutes recorded on acid-free paper in a permanent binder | | |
| Registers/Rolls recorded on acid-free paper in a permanent binder | | |
| Does the church have a Mission Statement? | (date) _____ | |

Clerk of Session

Date

RECOMMENDATION OF EXAMINER

_____ Approve

_____ Approve with exceptions noted above

_____ Not approved for following reason(s): _____

Examiner (please print & sign name)

Date

RECOMMENDATION OF COMMITTEE

_____ APPROVE

_____ APPROVE with exceptions noted

_____ NOT APPROVE

Moderator Sessional Records Committee

Date