

The Presbytery of the Pacific  
SESSION RECORDS CHECKLIST FOR ANNUAL REVIEW  
(Revised December 2011)

**AT REVIEW TIME, THE COMPLETED CHECKLIST MUST BE PRESENTED;  
OTHERWISE THE MINUTES BOOK AND REGISTERS MAY NOT BE REVIEWED**

CHURCH \_\_\_\_\_ REVIEW DATE \_\_\_\_\_

REVIEWER'S  
NAME & CHURCH \_\_\_\_\_

This checklist serves as a guide for the preparation of minutes of meetings of the session and of the congregation, of church registers, and as a basis for Presbytery's annual review of church records. [G-9.0407d]

To complete this checklist, start on **PAGE 2** and in the column marked Page(s) enter the applicable page number(s). For items which appear multiple times, such as the signing of the minutes, you may list just one applicable page. When an item is not applicable to your church, enter NA in lieu of a page number. **Do not enter anything in the Yes and No columns:** the reviewer will do that.

The purpose of the minutes is to preserve the official record of the actions of the session and congregation. The purpose of the annual review is not only to verify compliance with Presbyterian polity, but to provide guidance on how minutes might be improved.

**GENERAL REQUIREMENTS FOR SESSION MINUTES**

Item	[The reviewer will check two instances at random]	Yes	No
1a	Minutes are entered in a permanent book, on consecutively numbered pages, and with no unreasonable gaps or spaces which are not crossed out on the pages. ( <i>"Permanent book" can be bound by year with comb binding or book binding.</i> )		
1b	Corrections and marginal notes, when unavoidable, are initialed by the clerk.		
1c	Date, time and place of each meeting.		
1d	Name of presiding moderator for each meeting.		
1e	Attendance rolls indicating those present, excused and absent.		
1f	Statement that a quorum was or was not present.		
1g	Minutes of stated meetings should indicate approval of the minutes of previous meeting(s) as presented or as corrected.		
1h	Minutes record all items approved or adopted by the session (either in the body of the minutes or as an attachment).		
1i	Minutes are signed by the clerk of session or a temporary clerk appointed for a particular meeting.		

**GENERAL REQUIREMENTS FOR SESSION MINUTES – Continued**

Item	[The reviewer will examine the page(s) indicated in the Page(s) column]	Pages(s)	Yes	No
2	Names of members received, including method (profession of faith, reaffirmation of faith, or certificate of transfer), then recorded in the church Register. [G-5.0101b]			
3	Names of members removed and for what reason, then recorded in the church Register. [G-10.0302b]. For transfers, the record to indicate to which church. [G-10.0102s]			
4	Record of marriages performed by ministerial staff, including all marriages performed on church property and any marriage of members of the church. [G-10.0302c(1)]			
5	Record of election of commissioners and alternate(s) to Presbytery meetings and receipt of their reports. [G-10.0102p(1)]			
6	Record of session authorization of baptisms to be performed, and subsequent report of the baptisms performed. <b>Baptisms are recorded in Session minutes and Register.</b> [W-2.3012d; G-10.0302c(2)]			
7	Record of session vote to call meetings of the congregation. [G-7.0303]			

**TO BE RECORDED ANNUALLY IN SESSION MINUTES**

Item	[The reviewer will examine the page(s) indicated in the Page(s) column]	Pages(s)	Yes	No
8	Record of election of clerk of session and term of office (must be an elder but not necessarily currently on session) [G-9.0203b]			
9	Record of annual election of church treasurer. [G-10.0401]			
10	Record of appointment of at least two elders to the nominating committee of the congregation, one of whom shall be on session and serve as moderator of the committee. [G-14.0223]			
11	Record of a joint meeting of Session and the Board of Deacons, if there is a Board of Deacons. [G-6.0405]			
12	Record of review by session of the adequacy of compensation of the pastor(s) and of any changes in the Terms of the Call. [G-7.0302]			
13	Record of review by session of the adequacy of compensation of non-pastoral church employees. [G-10.0102n]			
14	Record of the adoption of the church budget. [G-10. 0102i]			
15	Record that session minutes, and church registers were reviewed last year by the Presbytery [G-10.0301; G-11.0103x], and the results were reported to the session and recorded in the minutes, including what corrective actions have been taken. [G-9.0410]			

**TO BE RECORDED ANNUALLY IN SESSION MINUTES -- Continued**

Item	[The reviewer will examine the page(s) indicated in the Page(s) column]	Pages(s)	Yes	No
16	Record that a financial review (audit) of church finances was carried out for the preceding year. [G-10.0401d]			
17	Evidence of insurance coverage for property, liability and for worker's compensation. [G-10.0102o] <b>PLEASE PROVIDE A COPY OF POLICY DECLARATION PAGE, AND INCLUDE IN MINUTES.</b>			
18	Approval of the dates for observing the Lord's Supper (not less than quarterly). [W-2.4012]			
19	Confirmation of the choice and appointment of persons serving in the church's educational programs and all child and youth ministry leaders, teachers, sponsors, and volunteer workers. [G-10.0102f; W-6.2006]			
20	Record of periods of study and preparation for newly elected elders and deacons and their examination before ordination. [G-14.0240]			
21	Record of session's action to install (and ordain if required) newly elected and examined officers. [G-10.0102i]			

**TO BE RECORDED IN CONGREGATIONAL MEETING MINUTES**

Item	[The reviewer will examine the page(s) indicated in the Page(s) column]	Pages(s)	Yes	No
22	That proper notice was given for the meeting: [G-7.0303b] (a) for annual or called meeting, two Sundays (b) to elect a pastor or associate pastor, 10 days including two Sundays (c) the purpose was included in the call for the meeting			
23	That a quorum of those eligible to vote (at least one-tenth of the members on the active roll) was or was not present. [G-7.0305]			
24	That the minutes are signed by the clerk and attested by the moderator and entered into the session's minutes book. If the minutes are not approved at the meeting, they shall be approved by the session. [G-7.0307]			
25	That the budget (previously approved by the session) was presented for information. [G-7.0302a; G-10.0102i]			
26	That approval of the Terms of the Call of the pastor(s) was voted on by the congregation. [G-7.0302; G-7.0304; G-14.0534]			
27	That opportunity was provided for nominations from the floor whenever church officers were being elected. [G-14.0232]			

**REGISTERS AND ROLLS, WITH MINUTES BOOK PAGE REFERENCE**

Item	[The reviewer will examine the page(s) indicated in the Page(s) column]	Pages(s)	Yes	No
28	Does the Register of Marriages include information first recorded in the session minutes?			
29	Does the Register of Baptisms include the full name, parents' names, and the date of birth of those baptized? [G-10.0302c(2)(a) and (b)]			
30	Do the Register of Elders and the Register of Deacons show the name of the church in which each was ordained, the date of ordination, terms of service, and record of removals? [G-10.0302c(3); G-10.0302c(4)]			
31	Does the Register of Pastors list the pastors, co-pastors, associate pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service? [G-10.0302c(5)]			
32	Does the session maintain an Active Members Roll? The number of members on this roll shall be reported to the General Assembly annually. [G-10.0302a.(2)(a)]			
33	Does the session maintain an Inactive Members Roll [G-10.0302a(3)(a)]			

**TO BE COMPLETED BY THE EXAMINER  
WITH COPIES RETAINED BY THE CHURCH AND THE PRESBYTERY**

Records of church \_\_\_\_\_

Name and phone of clerk/alternate \_\_\_\_\_

Date examined \_\_\_\_\_ Exceptions on items \_\_\_\_\_

Date and page of the minutes when previous review performed \_\_\_\_\_ p. \_\_\_\_\_

Name and phone of examiner \_\_\_\_\_

Comments by examiner \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_