

PREPARATION CHECKLIST
for
ANNUAL REVIEW OF SESSION RECORDS

Year:

Date of Review:

Church:

Clerk of session:

Moderator of Session:

Checklist of Items for Records Review

- ___ Minutes Book(s); current volume (and most recent if opening new Book.)
- ___ Church Register (Members, Baptisms, Marriages, etc.)
- ___ The following (if not in Minutes Book) By-Laws; Annual Report; Financial Review; Session Annual Statistical Report; Proof of Insurance; Incorporation Papers.
- ___ Current Book of Order (suggested)

Go through your Minute Book and Register/Roll and provide the page number(s) where one or more samples of each can be found.

- ___ 1. Record of Session's election of the Clerk of Session. (G-9.0203.b)
- ___ 2 The annual election of the treasurer by the Session. (G-10.0401) {unless otherwise provided for in the By-Laws}
- ___ 3. Appointment of persons (or fidelity bonded person) to count and record offerings (**Copy** of "Full Financial Review" acceptable) (G-10.0401b)
- ___ 4. Record of Session's election of Commissioner(s) [*and alternates*] to Presbytery and the receiving of their reports. (G-10.0102p(1))
- ___ 5. Election of committee responsible for providing a Full Financial Review (G-10.0401c., d.).
- ___ 6. ***Copy** of (or information from) "SESSION ANNUAL STATISTICAL REPORT" to GA (G-10.0102p(7)) as reported to Session.
- ___ 7. *REPORT* of the training of newly elected officers, inquiry into their faithfulness in fulfilling their responsibilities, and programs for continuing education and mutual growth of all Session members. (G-14.0205 and G-10.0102k)
- ___ 8. Annual Meeting of the Congregation was held, minutes signed by both moderator and clerk (G-7.0307).
- ___ 9. Record of congregation election of Elders (and, if applicable, Deacons and Trustees) and the Congregation Nominating Committee.(G-14.0201-0204 and G-7.0401).
- 10. Pastor's Compensation:
 - ___ a. Session reviewed the adequacy of (each) minister's compensation. (G-7.0302; G-10.0102n; G-14.0501b; G-14.0506e)
 - ___ b. The congregation approved any changes in terms of call.

- _____ 11. {If Applicable} Designation of housing allowance(s) (percentage or amount).
- _____ 12. Report of Session action to authorize the Sacrament of the Lord's Supper and records of its observance. (G-10.0102d; W-2.4009 ff, esp. 4012)
- _____ 13. "Binder/proof of insurance form"; or **Copy** of property, liability, and officers and directors insurance; **or** certified statement of existence. (G-10.0102o)
- _____ 14. {If Applicable} Election of Officers of the Corporation (G-7.0401).

ADMINISTRATIVE REVIEW

- _____ 16. The most recent approval of your Session minutes by the presbytery. (G-10.0301; G-11.0103x)
- _____ 17. Minutes of all Congregational and Corporation *{if applicable}* meetings, signed by Moderator and Clerk of Session. (G-10.0301 & G-7.0307 & G-7.0403c)
- _____ 18. Minutes of all Session meetings signed by the Clerk of Session (Robert's Rules of Order).

CORPORATE AND FINANCIAL

- _____ 19. A **copy** of the current version of bylaws [In front of Minute book] (G-7.0401, 7.0202b, 7.0401) {Civil and/or congregational}
- _____ 20. Provision by the Session for the annual review of the adequacy of compensation for **all non-installed** staff/employees. (G-10.0102n) [Annual Report]
- _____ 21. Periodic (preferably more than annually) *REPORT* to Session of income and expense for each fund in the church (G-10.0102i and G-10.0401c).
- _____ 22. Periodic reports to congregation of Session's decisions about budgets, benevolences, ordering of finances and any indebtedness, including loan principal amount outstanding (if any), and to whom owed. [Annual Report/*REPORTS*] (G-10.0102i; G-8:0501 & 2)
- _____ 23. Listing of any congregational endowments and evidence of their proper management to conform to restrictions. (G-10.0102h&m; G-7.0402) [Annual Report]
- _____ 24. Record of the permanent storage of all minutes and records (where stored; what stored; when). *{preferably in front with By-Laws}* (G-9.0406)

CHURCH OFFICERS & SACRAMENTS

- _____ 25. Record of Session's annual meeting with the Deacons and Trustees and evidence of Session's ongoing supervision of their work. (G-10.0102m; G-7.0401&2)
- _____ 26. Report of Session action authorizing baptism(s) and record(s) of its administration. (G-10.0302a (1); 10.0102b&d; W-2.3011 & 2.3012)

SUBMIT THIS REVIEW FORM / SIGNED BY BOTH THE CLERK OF SESSION AND THE MODERATOR. THIS FORM GOES TO THE STATED CLERK OF PRESBYTERY.