

Presbytery of Ohio Valley  
**SESSION MINUTES REVIEW FORM**

Church: \_\_\_\_\_ Clerk of Session: \_\_\_\_\_

Moderator of Session: \_\_\_\_\_ Year of Records being Reviewed: \_\_\_\_\_

Reviewing Clerk's printed name: \_\_\_\_\_

The purpose of reviewing Session Minutes IS NOT to find fault with session clerks or to label your church as having missing information. The purpose is to fix those things that needing correction and to educate clerks and sessions on the ecclesiastical and legal documentation requirements of the church and corporation. **After clerk has completed column 2 (referencing page #s of minutes/register where items can be found), please have the session clerk of another church within the Presbytery of Ohio Valley document their confirmation of this review form and your session minutes in last column (of this form).** Complete a **separate form for each year** in which the Minutes and Register are being reviewed.

| <b>Value Ratings of Items</b>                   |
|-------------------------------------------------|
| 1 = Items to correct in future minutes.         |
| 2 = Past items that still need to be completed. |
| 3 = Items needing immediate corrective action.  |

| <b>Items to Review</b><br>(With references to the Book of Order listed with each item.)                                                                                                                                                                                                         | <b>List Page #s where items can be found in Minutes or Register</b> | <b>Value Rating</b> | <b>Review's Conclusion, &amp; Comments</b> (circle correct answer; add comments or explanation to back of page) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------|
| 1. Church Register-- Roll of Active Members is up-to-date (G-03.02).                                                                                                                                                                                                                            | Page #(s):                                                          | 2                   | Yes No Unk                                                                                                      |
| 2. Church Register--Role of Baptized Members up-to-date (G-03.02).                                                                                                                                                                                                                              | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 3. Church Register--Roll of Other Participants, if any, up-to-date (G-03.02).                                                                                                                                                                                                                   | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 4. Church Register--List of Ruling Elders & Deacons, with ordination date up-to-date (G-03.02).                                                                                                                                                                                                 | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 5. Church Register--List of Pastors, Associates, with dates of service up-to-date (G-03.02).                                                                                                                                                                                                    | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 6. Church Register--Record baptisms with date of birth and name of parents up-to-date (G-03.02).                                                                                                                                                                                                | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 7. Church Register--Record of approved marriages up-to-date (G-03.02).                                                                                                                                                                                                                          | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 8. Copy of current Congregation By-Laws.                                                                                                                                                                                                                                                        | Page(s):                                                            | <b>3</b>            | Yes No Unk                                                                                                      |
| 9. All Minutes of Session and Congregational Minutes signed by Clerk of Session and Moderator (G-1.0505). When past Moderator and Clerk are not available to sign, their names remain on minutes with current clerk signing below their name(s) to confirm that these are the official minutes. | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 10. Session Minutes--record Session's annual evaluation of minister(s) and reviews the adequacy of (each) minister's compensation. (G-2.0804).                                                                                                                                                  | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 11. Session Minutes--record Session's approval of any changes to temporary ministers compensation--i.e., stated supply, ecumenical, transitional ministers.                                                                                                                                     | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 12. Congregational Minutes--record congregation's approval of a "called and installed" pastor's changes in terms of call, including pay and benefit changes (G-1.0503).                                                                                                                         | Page(s):                                                            | 2                   | Yes No Unk                                                                                                      |
| 13. Copy of Session approved Sexual Abuse Policy provided with information confirming all needed parties signing it.                                                                                                                                                                            | Page(s):                                                            | <b>3</b>            | Yes No Unk                                                                                                      |
| 14. Documentation of current Indiana status as corporation by confirmation of annual filing of Business Entity Report with Indiana Secretary of State's website: <a href="https://bsd.sos.in.gov/publicbusinesssearch">https://bsd.sos.in.gov/publicbusinesssearch</a>                          | Page(s):                                                            | <b>3</b>            | Yes No Unk                                                                                                      |
| 15. Proof of Insurance provided--i.e., actual policy or "Binder/proof of current insurance (G-3.0112) Also Insurance includes Presbytery of Ohio Valley as an additional insured party."                                                                                                        | Page(s):                                                            | <b>3</b>            | Yes No Unk                                                                                                      |

|                                                                                                                                                                                                                                         |          |          |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|------------|
| 16. Session Minutes or Congregational Meeting Minutes showing recorded election of Officers of the Corporation (G-4.0101).                                                                                                              | Page(s): | <b>3</b> | Yes No Unk |
| 17. Session Minutes record that review of Insurance has been completed— i.e., adequate property and liability coverage, including Officers & Directors coverage.                                                                        | Page(s): | 1        | Yes No Unk |
| 18. Session Minutes—record Session's approval of Annual Budget. (G-3.0205)                                                                                                                                                              | Page(s): | 1        | Yes No Unk |
| 19. Session Minutes—record Session's review of Treasurer's Financial Report-- including report of each Fund—at least annually (G-3.0205)                                                                                                | Page(s): | 1        | Yes No Unk |
| 20. Session Minutes--Evidence of an annual financial review—completed independently from Treasurer. (G-3.0113).                                                                                                                         | Page(s): | 1        | Yes No Unk |
| 21. Session Minutes—record annual review of composition of Session members and whether they adequately represent the congregation--- gender, race, age, etc. (F-1.0403).                                                                | Page(s): | 1        | Yes No Unk |
| 22. Session Minutes—records Session's approval of new members.                                                                                                                                                                          | Page(s): | 1        | Yes No Unk |
| 23. Session Minutes—records Session's annual review of membership roles (G-3.0201 c).                                                                                                                                                   | Page(s): | 1        | Yes No Unk |
| 24. Session Minutes—records Commissioner(s) report to Session after each presbytery meeting. (G-3.0302)                                                                                                                                 | Page(s): | 1        | Yes No Unk |
| 25. Session Minutes--records of Session's election of the Clerk of Session—not required annually. (G-3.0104)                                                                                                                            | Page(s): | 1        | Yes No Unk |
| 26. Session Minutes—records Session's annual election of the treasurer-- unless otherwise provided for in the By-Laws. (G-3.0205)                                                                                                       | Page(s): | 1        | Yes No Unk |
| 27. Session Minutes--record Session's election of Commissioner(s) or alternates to Presbytery meetings. (G-3.0202 a.)                                                                                                                   | Page(s): | 1        | Yes No Unk |
| 28. Session Minutes—record Session's review of "ANNUAL STATISTICAL REPORT." (G-3.0202 f.)                                                                                                                                               | Page(s): | 1        | Yes No Unk |
| 29. Session Minutes—include a copy of "ANNUAL STATISTICAL REPORT." (G-3.0204)                                                                                                                                                           | Page(s): | 1        | Yes No Unk |
| 30. Session Minutes--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-2.0402) | Page(s): | 1        | Yes No Unk |
| 31. Session Minutes--record meetings of Deacons and Trustees, if applicable, and evidence of Session's ongoing supervision of their work. (G-3.0204)                                                                                    | Page(s): | 1        | Yes No Unk |
| 32. Session Minutes--record Session's authorization of Sacrament of the Lord's Supper (at least quarterly) and records of its observance at following Session meeting. (W-3.0410)                                                       | Page(s): | 1        | Yes No Unk |
| 33. Session Minutes— record Session's authorization of baptism(s) and record(s) of its administration at following Session meeting). (G-3.0102 b)                                                                                       | Page(s): | 1        | Yes No Unk |
| 34. Congregational Minutes—record Annual Congregational Meeting. (G-1.0501).                                                                                                                                                            | Page(s): | 1        | Yes No Unk |
| 35. Congregational Minutes--record congregation election of Congregation Nominating Committee, election of Elders to Session, and if applicable, Deacons and Trustees (G-2.0401).                                                       | Page(s): | 1        | Yes No Unk |

I affirm these Minutes have been reviewed and the number of “No”-and-“Unk” responses) were:

Specify the total number of **Value Rating 3s** having a “No” or “Unk”: \_\_\_\_\_

Specify the number of **Value Rating 2s** with “No” or “Unk”: \_\_\_\_\_

Spefivy the number of **Value Rating 1s** having a “No” or “Unk”: \_\_\_\_\_

Note: Minutes are determined to be “WITH EXCEPTION” if is a “No” or “Unk” finding in any items having Value Ratings of **2** or **3** and/or if there is a “No” or “Unk” response in more than five items having a Value Rating of **1**.

Signature of reviewing Clerk \_\_\_\_\_ Date of Review: \_\_\_\_\_.

Reviewing Clerk’s printed name \_\_\_\_\_ Phone #: \_\_\_\_\_.

When complete, Church clerk (of Minutes reviewed) keeps original “Session Minutes Review Form” and sends copy by scanning & emailing to: [joe@presbyteryov.org](mailto:joe@presbyteryov.org) ...Or send paper copy to: **Joe Kimmel, Stated Clerk, Presbytery of Ohio Valley, 1701 E. Second St., Suite 100, Bloomington, IN 47401**

-----Thank you.