

## **Presbytery of Chicago - Session Records Review Sheet**

**Church Name** \_\_\_\_\_

**Year(s) of Minutes** \_\_\_\_\_

**Dear Clerk of Session –**  
**Please complete this review sheet,**  
**writing in page number from Session Minutes**  
**and a check mark for the Rolls & Registers.**  
**Thank you.**

**To Work Group Reviewer -**  
**Please review minutes with yes**  
**or no for each item, and add**  
**comments at needed.**  
**Thank you.**



***Items to be Recorded***  
***in Minutes of a Session meeting:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>		<b>Yes/No</b>	<b>Reviewer's Comments</b>
Date, time, place of each meeting, and stated or special meeting	G-3.0203				
Meeting at least quarterly.	G-3-0203				
Names of ruling elders present.	G-3.0101				
Name of moderator	G-3.0203				
Opened and closed each meeting with prayer	G-3.0203				
Minutes approved by session	G-3.0204				
Financial report at each meeting or regularly	G-3.0205				
Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to home bound members.	G-3.0201b W-2.4012				
Report of administration of the Lord's Supper (next meeting).	G-3.0201				
Approval of the Sacrament of Baptism.	G-3.0201b W-2-3011				
Report of administration of Baptism (next meeting).	G-3.0201				

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Yes/No</b>	<b>Reviewer's Comments</b>
Commissioner(s) to presbytery meetings elected by session	G-3.0202a			
Report of Commissioner(s) given at next session meeting following each presbytery meeting.	G-0302a			
Signature of Clerk of Session	G-3.0107			

***Items to be Recorded or Reviewed Annually in Session Minutes:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Yes/No</b>	<b>Reviewer's Comments</b>
Training, examination of newly elected ruling elders and deacons.	G-3.0201c			
Ordination and Installation of ruling elders and deacons	G-3.0201c			
Report of annual review of compensation for pastor and all other staff	G-2.0804			
Session review of annual statistical report.	G-3.0202f			
Annual statistical report included with minutes.	G-3.0204			
Election of Church Treasurer(s) by Session	G-3.0205			
Election of Clerk of Session by Session	G-3.0104			
Session approval of budget.	G-3.0205			
Full financial review	G-3.0113			
Review of all committees and organizations of the church.	G-3.0201c			
Review of Deacons	G-2.0202			
Provision for education, nurture, and fellowship opportunities	G-3.0201			

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Yes/No</b>	<b>Reviewer's Comments</b>
Development / Review of Manual of Administrative Operations	G-3.0106			
Development / Review of Sexual Misconduct and Child and Youth Protection Policy.	G-3.0106			
Insurance Review - adequate property and liability coverage, including officers	G-3.0112			
Session efforts to restore less active members to active participation, if any	G-3.0204			
Session prompting and reviewing commitment to inclusiveness and representation in decision making and employment practices.	G-3.0103			

***Minutes of Congregational Meetings:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Yes/No</b>	<b>Reviewer's Comments</b>
Congregation met at least annually	G-1.0501			
Presentation of Session approved budget in minutes	G-3.0205			
Election of Nominating Committee by congregation	G-2.0401			
Election of elders, deacons, trustees (where applicable).	G-1.0503			
Minutes of all congregational meetings are signed by clerk	G-1.0505			
Review of compensation of pastor(s) by the congregation.	G-1.0503c			
Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-1.0505			

**Church Rolls and Registers:**

<b>Recorded Item</b>	<b>Reference</b>	<b>Check ?</b>	<b>Yes/No</b>	<b>Reviewer's Comments</b>
Up to date Roll of Active Members	G-3.0204a			
Up to date Roll of Baptized Members	G-3.0204a			
Up to date Roll of Affiliate Members, if any	G-3.0204a			
Up to date List of Ruling Elders and Deacons, with ordination and installation date	G-3.0204b			
Up to date List of Pastors, Associates, with dates of service	G-3.0204b			
Up to date Record of Baptisms with date of birth and name of parents.	G-3.0204a			

Date: \_\_\_\_\_

Name of Clerk of Session or person who prepared this review sheet: \_\_\_\_\_

Email and telephone number: \_\_\_\_\_

***Thank you very much for your work of ministry!***

For Constitutional Procedures Work Group

Names of Reviewer : \_\_\_\_\_

**Minutes and Registers Approved:**

( ) Without Exception

- Or -

( ) With Exception(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_