

## SCORING OF SESSION MINUTES

#	Error	Point Value	Points Lost
	No examination form submitted with minutes	4	
A1	Minute pages not numbered	5	
A2	Blank spaces not crossed out	1	
B1	Date, time, and name of congregation not recorded (each occurrence, maximum 4)	1	
B2	Names of elders present, excused, and absent not recorded (each occurrence, maximum 5)	1	
B3	Was a quorum present?	1	
B4	Meeting not regularly opened or closed with prayer	1	
B5	Minutes of previous meetings not approved (each occurrence, maximum 6)	1	
B6, C10	Session minutes or congregational meeting minutes not signed by clerk	1	
C1	No statement of composition of session compared to the congregation	1	
C2	Summary of annual report to General Assembly not included	4	
C3	No record of completion of a period of study and preparation for elders and deacons	1	
C4	No record of election, ordination, or installation of officers	6	
C5	No record of election of commissioners to Presbytery	5	
C6	No record of reports of Presbytery Commissioners to the Session	2	
C7	Congregational meeting not called by session (each occurrence, maximum 6)	2	
C8	Congregational meeting minutes not included (each occurrence, maximum 6)	1	
C9	No record quorum was present at session or congregational meeting (each occurrence, maximum 4)	1	
C11	No record of annual election of congregational treasurer by session	4	
C12	Annual budget not established by session	6	
C13	No record of annual financial review	5	
C14	Record of authorization of communion missing (each occurrence, maximum 6)	1	
C15	Record of authorization or performance of baptism missing (each occurrence, maximum 6)	1	
C16	Information on baptism incomplete (each occurrence, maximum 5)	1	
C17-18	Inadequate information on reception or dismissal of members (each occurrence, maximum 5)	1	
	<b>Score = 100 – Total _____</b>	<b>Total</b>	

(100-70 = "Received and Approved;" 70-50 = "R- and Approved with Exceptions"; 0-50 = "R- and Reviewed")