

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 church not recorded (each occurrence, maximum 4)	1	
B2	Names of elders present, excused, and absent not recorded (each occurrence, maximum 5)	1	
B3	Meeting not regularly opened or closed with prayer	1	
B4	Minutes of previous meetings not approved (each occurrence, maximum 6)	1	
B5	Session minutes not signed by clerk or congregational minutes not signed by clerk and moderator	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 joint meeting with deacons (if applicable)	1	
C6	No record of election of commissioners to Presbytery	5	
C7	No record of reports of Presbytery Commissioners to the Session	1	
C8	Congregational meeting not called by session (each occurrence, maximum 6)	2	
C9	Congregational meeting minutes not included (each occurrence, maximum 6)	1	
C10	No record quorum was present at congregational meeting (each occurrence, maximum 4)	1	
C12	No record of annual election of church treasurer by session	4	
C13	Annual budget not established by session	6	
C14	No annual review of adequacy of compensation of staff	1	
C15	No record of annual financial review	5	
C16-17	Record of authorization or performance of communion missing (each occurrence, maximum 6)	1	
C18-19	Record of authorization or performance of baptism missing (each occurrence, maximum 6)	1	
C19	Information on baptism incomplete (each occurrence, maximum 5)	1	
C20-21	Inadequate information on reception or dismissal of members (each occurrence, maximum 5)	1	
	Score = 100 – Total _____	Total	

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