

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.



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

Recorded Item	Reference	Page #'s	Reviewer's Comments
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		

Recorded Item	Reference	Page #'s	Reviewer's Comments
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:

Recorded Item	Reference	Page #'s	Reviewer's Comments
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		

Recorded Item	Reference	Page #'s	Reviewer's Comments
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:

Recorded Item	Reference	Page # 's	Reviewer's Comments
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:

Recorded Item	Reference	Check ?	Reviewer's Comments
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 Use at Session Records Review Meeting

Names of Reviewer : _____

Minutes and Registers Approved:

- () Without Exception
 - () With Comments: _____
 - () With Exception(s): _____
- _____