

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;
please cite up to two (2) examples only for multiple meetings.***

Recorded Item	Reference	Page #'s	Reviewer's Comments
Date, time, place of each meeting, and stated or special meeting; quorum present. Please cite 2 examples only	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		
Report of administration of the Lord's Supper (next meeting).	G-3.0201b		
Approval of the Sacrament of Baptism.	G-3.0201b W-2-3011		
Report of administration of Baptism (next meeting).	G-3.0201b		
Session acceptance of New Members	G-3.0201c		
Session approval of weddings - use of facilities	W-4.0605		

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
Session annual approval for Sacrament of the Lord's Supper (at least quarterly); also to home bound members.	G-3.0201b W-2.4012		
Training, examination of newly elected ruling elders and deacons.	G-3.0201c		
Ordination and Installation of ruling elders and deacons	G-3.0201c		
Action of annual church budget	G-3.0205		
Annual review of compensation for pastor and all other staff	G-2.0804		
Annual statistical report sent to Presbytery; copy in Minutes.	G-3.0202f		
Election of Church Treasurer	G-3.0205		
Election of Clerk of Session	G-3.0104		
Session approval of budget.	G-3.0205		
Full financial review	G-3.0113		
Reports from committees and organizations of the church	G-3.0201c		
Reports from Deacons	G-2.0202		
Evidence / Reports of 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 Boundary Training, 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 review of commitment to inclusiveness and representation in decision making and employment.	G-3.0103		

Minutes of Congregation and Corporation Meetings:

Recorded Item	Reference	Page #'s	Reviewer's Comments
Congregation met at least annually	G-1.0501		
Presentation of Church Budget to Congregation (approval by Session)	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 signed by clerk	G-1.0505		
Presentation and approval of any changes in Terms of Call for pastor(s)	G-1.0503c		
Review of / any actions / changes in Church By-laws	G-1.0201 G-3.0107		
Update of Corporation Certificate with State of IL	G-4.0401		

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 (those baptized but not confirmed)	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): _____