

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
1. Date, time, place of each meeting, and stated or special meeting; quorum present. (Please cite 2 examples only)	G-3.0203		
2. Meeting at least quarterly.	G-3-0203		
3. Names of ruling elders present.	G-3.0101		
4. Name of moderator	G-3.0203		
5. Opened and closed each meeting with prayer	G-3.0203		
6. Minutes approved by session	G-3.0204		
7. Financial report at each meeting or regularly	G-3.0205		
8. Report of administration of the Lord's Supper (next mtg).	G-3.0201b		
9. Approval of the Sacrament of Baptism.	G-3.0201b W-2-3011		
10. Report of administration of Baptism (next meeting).	G-3.0201b		
11. Session acceptance of New Members	G-3.0201c		
12. Session approval of weddings - use of facilities	W-4.0605		

Recorded Item	Reference	Page #'s	Comments
13. Commissioner(s) to presbytery meetings elected by session	G-3.0202a		
14. Report of Commissioner(s) given at next session meeting following each presbytery meeting.	G-0302a		
15. Signature of Clerk of Session	G-3.0107		

Items to be Recorded or Reviewed Annually in Session Minutes:

Recorded Item	Reference	Page #'s	Comments
16. Session annual approval for Sacrament of the Lord's Supper (at least quarterly); also to home bound members.	G-3.0201b W-2.4012		
17. Training, examination of newly elected ruling elders and deacons.	G-3.0201c		
18. Ordination and Installation of ruling elders and deacons	G-3.0201c		
19.			
20. Annual review of pastor(s) and other staff compensation	G-2.0804		
21. Annual statistical report; copied in Minutes.	G-3.0202f		
22. Election of Ch. Treasurer	G-3.0205		
23. Election of Clerk of Session	G-3.0104		
24. Session approval of budget.	G-3.0205		
25. Full financial review	G-3.0113		
26. Reports from committees and organizations of the church	G-3.0201c		
27. Reports from Deacons	G-2.0202		
28. Reports of education, nurture, and fellowship opportunities	G-3.0201		

Recorded Item	Reference	Page #'s	Comments
29. Development / Review of Manual of Admin. Operations and Personnel Policy	G-3.0106		
30. Development / Review of Boundary Training, Child and Youth Protection Policy.	G-3.0106		
31. Insurance Review - adequate property and liability coverage, including officers	G-3.0112		
32. Session efforts to restore less active members to active participation, if any	G-3.0204		
33. 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	Comments
34. Congregation met at least annually	G-1.0501		
35. Presentation of Church Budget to Congregation (approval by Session)	G-3.0205		
36. Election of Nominating Committee by Congregation	G-2.0401		
37. Election of elders, deacons, (and trustees)	G-1.0503		
38. Minutes of all Congregational meetings signed by clerk	G-1.0505		
39. Presentation and approval of any changes in Terms of Call for pastor(s)	G-1.0503c		
40. Review of / any actions / changes in Church By-laws	G-1.0201 G-3.0107		
41. Update of Corporation Certificate with State of IL	G-4.0401		

Church Rolls and Registers:

Recorded Item	Reference	Check - yes or no	Comments
42. Up to date Roll of Active Members	G-3.0204a		
43. Up to date Roll of Baptized Members (those baptized but not confirmed)	G-3.0204a		
44. Up to date Roll of Affiliate Members, if any	G-3.0204a		
45. Up to date List of Ruling Elders and Deacons, with ordination and installation date	G-3.0204b		
46. Up to date List of Pastors, Associates, with dates of service	G-3.0204b		
47. 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): _____