



Biennial Session Records Review Worksheet

Years ending: _____

Name & Location of Church: _____

Date of last Review: _____

Instructions:

1. Clerk submitting minutes enters minute book page number(s) where each item can be found in "Page Number(s)" column. *NOTE: If minutes have not been reviewed for several years, an example from each year or every other year will suffice.*
2. At gathering for Peer/Stated Clerk review, the information shared will be confirmed double checked and suggestions made for corrections and/or improvements.
3. The Stated Clerk will then determine if the minutes will be approved without exceptions, approved with exceptions or not approved.
4. Except in cases where minutes are not approved, the Stated Clerk will stamp the official minute book noting the date of approval.

Items	Page Number(s)	Y	N	N/A
1. Date, time, place, moderator, attendance, type of meeting (stated or special called)				
2. Meeting opened and closed with prayer				
3. Additions, corrections, approval of minutes recorded				
4. Record of administration of sacraments (baptisms/communion)				
5. Record of ordinations and installations				
6. New member information accurately recorded				

Items	Page Number(s)	Y	N	N/A
7. Dismissals/transfers accurately recorded				
8. Evidence of election of commissioner to Presbytery				
9. Evidence of report of Presbytery meeting(s) made to Session				
10. Copy of annual (internal or external) financial accounting review or audit included				
11. Copy of approved church budget included				
12. Evidence of Session review of rolls				
13. Copy of annual statistical report included				
14. Record of examination & training of ruling elders and deacons				
15. Record of annual pastor Terms of Call/Contract review by session				
16. Report of pastor's annual study leave included				
17. Session minutes signed in ink by Clerk of Session				
18. Congregational meeting minutes signed in ink by Clerk of Session				
19. Evidence of completion of Sexual Harassment Prevention Training required by NYS for all paid church employees				
20. Copy of the Declaration Page of church's current property/liability insurance inserted into the permanent record book				