

PRESBYTERY OF NORTHERN NEW YORK SESSION RECORDS REVIEW – CHECKLIST

Church _____ Year being Reviewed _____

INSTRUCTIONS: Circle **Y** for “Yes” or **N** for “No” or **NA** for “Not Applicable”

Page number references may be placed on the left of an item for ease of locating items.

Reviewer: please note the following:

- 1) **Exceptions** – either minor or major.
- 2) **Commendations** – such as a style of record keeping, policy, or program that you would commend to other clerks or churches for their consideration.
- 3) **Connections to the greater church** – locally, regionally, or worldwide.

Part A: PROCEDURES

Y N 1. Has Session held stated meetings at least quarterly? [G-3.0203]

Are the following items noted for every meeting of Session, including special meetings?

Y N 2. All minutes are legible and understandable.

Y N a. Meeting convened by Moderator (with full name) [G-3.0104]

Y N b. Date, time, and place of meetings noted [RRO]

Y N c. Meetings opened with prayer. [G-3.0105]

Y N d. Meetings closed with prayer. [G-3.0105]

Y N e. Full names of elders present, excused, absent. [RRO]

Y N f. Minutes of previous meeting approved or otherwise dealt with. [RRO]

Y N 3. All minutes are signed by the Clerk of Session or Clerk Pro Tem. [RRO]

Y N 4. All actions of Session are fully recorded. [RRO]

Y N 5. Are there approved sexual misconduct and ‘Child Protection Policies [G-3.0106]

Part B: MAINTAINING THE RECORD BOOK

Y N 1. All pages of the record book are numbered sequentially? [RRO]

Y N 2. All information is printed or bound into the book. (There is to be no loose or inserted material and no “Scotch Tape.”) [RRO]

Y N 3. Any corrections are made according to "approved practice" [ROO] (i.e. with pen and cross referenced by page number – NO “White Out”)?

Y N 4. Any unused parts of pages are to have an X drawn in the blank space [ROO]

Y N 5. Is there a record of the prior year's review of Minutes by Presbytery? [G-3.0108a]

Y N NA 6. If applicable, is there a record of Presbytery exemptions? [G-2.0404]

SESSION RESPONSIBILITIES: Session and the congregation have specific responsibilities for the life of the church and its administration. The remainder of the checklist deals with the record of the manner in which Session has carried out its duties.

Part C: MEMBERSHIP AND PASTORAL CARE:

- Y N NA 1. Have any new members been received by Session? Is their status noted (profession, reaffirmation, or letter of transfer)? [G-1.0303]
- Y N 2. Was the Clerk of Session elected by Session for a specified term? [G-3.0104]
- Y N 5. Were Commissioners to Presbytery elected? [G-3.0202]

Part D: WORSHIP: Is there a report or other evidence of:

- Y N 1. Session's review and supervision of worship? [G-3.0201a]
- Y N 2. Session approval of any baptisms? [W-2.3011; 2.3012]
- Y N 3. Session approval of Lord's Supper? [W-2.4012]
- Y N 4. Distribution of Lord's Supper at least quarterly? [W-2.4012; 2.4009-10]
- Y N 5. Ordination/installation of elders and deacons? [G-2.0402]]

Part E: FINANCIAL RESPONSIBILITY

- Y N 1. Is there election of the Treasurer for a specified term? [G-3.0203]
- Y N 2. Is the Annual budget approved and recorded? [G-3.0205]
- Y N 3. Is there annual reporting of finances of each organization of the church, i.e. Deacons, PW, Youth Groups, etc? [G-3.0205]
- Y N 4. Is there evidence of an annual financial review by a public accountant or a committee of members versed in accounting procedures? [G-3.0113]
- Y N 5. Are there periodic financial reports to Session? [G-3.0205]
- Y N 6. Is there evidence of adequate insurance (i.e. copy of certificate of insurance as an attachment)? [G-3.0112]

Part F: ADMINISTRATION

- Y N 1. Does the session relate with higher councils? [G-3.0202]
- Y N 2. Is there a record of any ecumenical relationships? [G-5.0101]
- Y N 3. Is there Instruction/Examination of elders and deacons? [G-2.0402]
- Y N 4. Is there a record of outgoing and incoming transfer of members? [G-3.0204a]
- Y N 5. Is the annual General Assembly Statistical Report recorded in the minutes? [G-3.0202f]
- Y N NA 6. Is there record of the use of property for mission [G-4.0201]
- Y N NA 7. If bylaws or incorporation verification are dealt with – are these recorded in full in the minutes or copied into the minutes as an attachment?

Part G: SUPERVISION AND LEADERSHIP

- Y N 1. Does the session provide that the Word of God may be truly preached and heard? [G-3.0201a]
- Y N 2. Does the session provide that the sacraments may be rightly administered and received? [G-3.0102b]
- Y N NA 3. Does the session nurture the covenant community of disciples of Christ? [G-3.0201c]

Part H: CONGREGATIONAL MEETINGS

- Y N 1. Has an annual congregational meeting been held? [G-1.0501]
- Y N 2. Is there a record of annual election of officers, including names of all persons elected? [G-2.0401]
- Y N 3. Was a church nominating committee elected? [G-2.0401]
- Y N NA 4. Were the pastoral compensation/terms of call reviewed? [G-1.0203c]
- Y N NA 5. Are the specific terms of call recorded in the minutes? [G-3.0107; 3.0204]
- Y N NA 6. Are there complete records of property transactions? [G-4.0206]
- Y N NA 8. Are all actions appropriate to the congregation? [G-1.0503]
- Y N 9. Are minutes of congregational meetings included? [G-1.0503]

Part I: REGISTERS

- Y N 1. Are three Membership rolls maintained? [G-3.0204a]
(Baptized, Active, Affiliate, member rolls)
- Y N 2. Is a register of Baptisms maintained? [G-3.0204b]
- Y N 3. Is a register of Elders maintained, including ordination date and term? [G-3.0204b]
- Y N NA 4. Is a register of Deacons maintained, including ordination date and term? [G-3.0204b]
- Y N 5. Is a register of Pastors maintained, including Commissioned Lay Pastors and Interim Pastors, and the dates of service? [G-3.0204b]

Reviewer: Please check the appropriate choice below, indicating the result of the review and sign below. Note any exceptions, commendations, and/or connections to the greater church in writing, either on the checklist or on the back of this page.

_____ APPROVAL WITHOUT EXCEPTION

_____ *APPROVAL WITH MINOR EXCEPTION[S]: _____

_____ *DISAPPROVAL WITH CAUSE/MAJOR EXCEPTION: _____

* Note in writing by letter/number

Rev. 02/11/09

Reviewer: _____ Date of Review _____