

Session Records Review Form Presbytery of Florida

Name of the Church: _____

Year of records _____

Clerk of Session's Name: _____

Reader's Name: _____

Session **READERS**, please examine the minutes and confirm that the following items occur during each meeting:

Those items that frequently occur at session meetings	Yes	No
Do the minutes list the date, hour, location, etc.?		
Are the meetings opened and closed with prayer?		
Is there a declaration of a quorum at the start of each meeting?		
Do the minutes note whether the meeting is called or stated?		
Do the minutes note which elders are present, absent, and/or excused? Do they also note if and when guests are present?		
Are the minutes signed by the clerk? Please note: While most churches have adopted the custom of having their ministers sign the minutes, the only signature actually required is the clerk's.		
Are the minutes from each meeting of the session and congregation approved?		
Do the minutes note when baptisms have been approved?		
Do the minutes note or provide a schedule for when communion is observed?		
Do the minutes note the reception of new members by the session?		
Do the minutes note the transfer or deletion of members from the rolls by the		
Are commissioners elected for Presbytery meetings, and do they provide reports?		

Session **CLERKS**, the following box is for those items that usually occur only once a year, but might take place more often. Please fill out this box in advance of the meeting during which your minutes are to be reviewed. This is necessary to allow the reader sufficient time for reading your minutes.

Items that should occur at least yearly	Page number(s)
Has the church's property and liability insurance been reviewed annually?	
Have the pastor's (or pastors') terms of call been reviewed by the session?	
Has a congregational meeting to approve the pastor's (or pastors') terms of call been held?	
Has the session reviewed staff compensation for all other non-ordained staff?	
Have the new elders/deacons been trained and examined by the session?	

Have the new elders/deacons been installed and ordained?	
If applicable, has the session held a joint meeting with the Board of Deacons?	
Has an annual budget been adopted by the session?	
Has an annual financial audit been conducted?	
Has the annual statistical report been filled out and approved by the session?	
Has the clerk been annually elected? Please note: The Book of Order actually allows sessions to elect a clerk for a term of service that they deem appropriate, so you might not elect your clerk annually.	
Has the treasurer been annually elected by the session?	
Has the session conducted an annual review of the membership rolls?	
Has there been an annual meeting of the congregation?	
Has the Nominating Committee been elected?	

Finally, below is the box for the church roll book. The **READER** will complete this portion during the review session. Therefore, you must remember to bring your Church Roll Book with you. Don't forget!

Session roll book

Yes

No

	Yes	No
Is the Active Members list current?		
Is the Baptized Members list current		
Is the Affiliate Members list current?		
Is the Inactive Members list current?		
Is there a listing of the marriages performed by the minister?		
Is there a listing of the baptisms performed by the minister?		
Is there a listing of the deaths that have occurred in the church?		
Is there a listing for births/adoptions that have occurred within the church?		
Is there a listing for the elders and deacons who have been ordained and installed by the church?		
Is there a listing for all pastors and their dates of service?		

Session Record Approved:

With Exceptional Merit _____ Without Exception _____ With Exception _____

Session Roll Book Approved:

With Exceptional Merit _____ Without Exception _____ With Exception _____

Reader's Name: _____ Date of Review: _____

Additional Comments from the Reader: