

Church Name: \_\_\_\_\_ City: \_\_\_\_\_

## Palmetto Presbytery Sessional Records Review Check List

This check list is designed to help the Presbytery to fulfill its constitutional responsibility to review the records of the various Sessions within its boundaries. It is also designed to assist clerks in doing their job well. Answer questions by checking **Yes** or **No**, please provide page numbers.

	The Session's Minutes	Yes	No	Page # / Comment
1	Was each meeting opened & closed with prayer? <span style="float: right;">BCO 12-9</span>			
2	Was the date, time and place of the meetings recorded? <span style="float: right;">RRO</span>			
3	Was there a record that a quorum was present? <span style="float: right;">BCO12-1</span>			
4	Is there a record of the names of those present or absent? <span style="float: right;">RRO</span>			
5	Is there a record of guests and an invitation to seat non-members? <span style="float: right;">RRO</span>			
6	When the pastor (moderator) was absent, is there a record of replacement? <span style="float: right;">BCO 12-2</span>			
7	When stated clerk was absent is there record of replacement? <span style="float: right;">RRO</span>			
8	Is there a signature of the moderator and clerk at the end of the minutes? <span style="float: right;">RRO</span>			
9	Are the pages consecutively numbered? <span style="float: right;">RRO</span>			
10	Are executive session minutes properly handled? <span style="float: right;">RAO 16-3</span>			
<b>The Session's Administrative Responsibilities</b>				
11	The Session held at least Quarterly meetings during the calendar year? <span style="float: right;">BCO 12-6</span>			
12	Minutes of previous meeting are approved by Session? <span style="float: right;">RRO</span>			
13	If judicial case before the Session: record of full proceedings as required? <span style="float: right;">BCO RoD</span>			
14	Is there a record of election of RE commissioner(s) to Presbytery meetings?(Jan, Apr, Jul, Oct) <span style="float: right;">BCO 13-1</span>			
15	Is there a record of reports to Session by commissioners to Presbytery?			
16	Is there a record of election of commissioner(s) to General Assembly (June)? <span style="float: right;">BCO 14-2</span>			
17	Is there a record of report to Session by commissioner(s) to Gen. Assembly?			
18	Is there a record of joint Session & Deacon meeting at least quarterly? <span style="float: right;">BCO 9-4</span>			
19	Did the session review the minutes of the Deacons at least annually? <span style="float: right;">BCO 9-4, 12-5</span>			
20	Is there record of approval of the annual statistical report by March meeting? Copy in book <span style="float: right;">BCO 12-5</span>			
21	Is there a record of the TE's terms of call and declaration of housing allowance?			
22	Is there a record of the approved budget? Copy in book <span style="float: right;">BCO 12-5</span>			
<b>The Session's Membership Rolls</b> <span style="float: right;">BCO 12-8</span>				
23	When new members are enrolled, is there a record of how received? <span style="float: right;">BCO 12-5; 6; 57</span>			
24	When members are dismissed, is there a record of name & location of the church to which they were transferred? <span style="float: right;">BCO 12-8</span>			
25	Is there a record of baptisms, communing, non-communing members, deaths and dismissions of church members? <span style="float: right;">BCO 12-8</span>			
<b>The Session's Responsibilities for Worship</b>				
26	Is there a record of stated times the Lord's Supper was observed? <span style="float: right;">BCO 58-1</span>			
27	Has the Session ensured that the Word is preached only by qualified men? <span style="float: right;">BCO 12-5e; 53-6</span>			
28	Has the Session overseen the admission of persons to Sealing ordinances? <span style="float: right;">BCO 57-4,6</span>			
<b>The Session's Responsibilities for Meetings of the Congregation</b>				
29	Did the Session call the congregational meetings as required? <span style="float: right;">BCO 12-5d</span>			
30	Was there record of the Call and Purpose of each congregational meeting? <span style="float: right;">BCO 25</span>			
31	Was there a record of officers elected, date to be installed?			
32	Is there a record of examination of officer candidates by the Session?			
33	Where there minutes of ordination/installation services as called meetings of the Session in the presence of the congregation for the officers elected by the congregation?			
<b>Presbytery's Recommendations</b>				
34	Does the name of the church appear on the outside of the front cover?			
35	Does a copy of 'Guidelines for keeping Session Minutes' included?			
36	Are the pages properly bound and not in danger of being misplaced?			
37	Has the clerk avoided placing loose items or sheets in the book?			
38	Were the proceedings accurately recorded? (avoiding editorializing)			
39	Is the annual statistical report included?			
40	Other Items:			
Stated Clerk:		Print name please		Contact Phone:
Examiner:				Date of Review:
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Notations <input type="checkbox"/> Approved with Exception of Form (violations of RRO, or basic form)				
<input type="checkbox"/> Approved with Exception of Substance (violations of Scripture or serious irregularities from the Constitution)				