

Presbytery of Minnesota Valleys-Session Records Review Form

Church name \_\_\_\_\_ Year (s) Covered by Minutes \_\_\_\_\_

Page # in minutes to be filled in by Clerk  
of Session BEFORE the Review

Included Y/N and Comments to be completed  
by reviewer during the Presbytery Review

<u>Recorded Item</u>	<u>Reference</u>	<u>Page #</u>	<input type="checkbox"/>	<u>Included Yes/No</u>	<u>Reviewer's Comments (use extra paper, if needed)</u>
Date, time, place of each meeting and stated/special meeting	G-3.0203		<input type="checkbox"/>		
Meeting at least quarterly	G-3.0203		<input type="checkbox"/>		
Names of Ruling Elders present	G-3.0101		<input type="checkbox"/>		
Name of moderator	G-3.0203		<input type="checkbox"/>		
Opened/Closed with prayer	G-3.0203		<input type="checkbox"/>		
Minutes approved by Session	G-3.0204		<input type="checkbox"/>		
Financial report at each meeting or regularly	G-3.0205		<input type="checkbox"/>		
Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to homebound members	G-3.0201b W.2.4012		<input type="checkbox"/>		
Report of celebration of the Lord's Supper	G-3.0201		<input type="checkbox"/>		
Report of homebound/sick members receiving communion and names of who served it	W-2.4012		<input type="checkbox"/>		
Approval of the Sacrament of Baptism	G-3.0201b W-2.3011		<input type="checkbox"/>		
Report of the celebration of baptism	G-3.0201		<input type="checkbox"/>		
Presbytery meeting commissioners elected by session	G-3.0202		<input type="checkbox"/>		
Report of Presbytery Commissioners at meeting following each Presbytery meeting	G-3.0302		<input type="checkbox"/>		
Membership changes recorded in accordance with the Book of Order	G-3.0204		<input type="checkbox"/>		
Signature of Clerk of Session	G-3.0107		<input type="checkbox"/>		

**Items to be included ANNUALLY in Minutes:**

<u>Recorded Item</u>	<u>Reference</u>	<u>Page #</u>	<u>Included Yes/No</u>	<u>Reviewer's Comments (use extra paper, if needed)</u>
Training, examination of newly elected ruling elders and deacons	G-3.0201c			
Review of Session Responsibilities	G-3.02			
Ordination/Installation of ruling elders and deacons	G-3.0201			
Report of annual review of compensation for pastor and all other staff	G-2.0804			
Session approval of annual General Assembly statistical report and inclusion in the minutes	G-3.0103 G-3.0204			
Session composition with regard to racial ethnic members, women, men, age groups, disabilities and how this corresponds to composition of the congregation	F-1.0403			
Election of treasurer by Session	G-3.0205			
Election of Clerk of Session by Session	G-3.0104			
Session approval of budget	G-3.0205			
Full financial review or audit	G-3.0113			
Insurance Review-adequate property and liability coverage	G-3.0112			
Review of all committees and organizations of the church	G-3.0201c			
Review of Deacons	G-2.0202			
Provision for education, nurture and fellowship opportunities	G-3.0201			

### Minutes of Congregational Meetings

<u>Recorded Item</u>	<u>Reference</u>	<u>Page #</u>	<u>Included Yes/No</u>	<u>Reviewer's Comments (use extra paper, if needed)</u>
Congregation met at least annually	G-1.0501			
Presentation of Session approved budget in minutes	G-3.0205			
Election of Nominating Committee by congregation	G-2.0401			
Election of ruling elders and deacons	G-1.0503			
Review of pastor's compensation	G-1.0503			
Pastor's compensation included in minutes	G-5.0505			
Minutes signed by clerk of session	G-1.0505			

### Church Rolls and Registers

<u>Recorded Item</u>	<u>Reference</u>	<u>Page #</u>	<u>Included Yes/No</u>	<u>Reviewer's Comments (use extra paper, if needed)</u>
Roll of active members	G-3.0204			
Roll of baptized members	G-3.0204			
Roll of affiliate members	G-3.0204			
Register of Ruling Elders and deacons with ordination date	G-3.0204			
Register of Pastors/Associate Pastors with dates of service	G-3.0204			
Record of baptisms with date and place of birth and name of parents	G-3.0204			

### Other items

<u>Recorded Item</u>	<u>Reference</u>	<u>Page #</u>	<u>Included Yes/No</u>	<u>Reviewer's Comments (use extra paper, if needed)</u>
Manual of Operations/Standing Rules/By-laws	G-3.0106			
Sexual Misconduct Policy	G-3.0106			

**Confer with your Session to identify one experience that could be celebrated by the Presbytery and printed in the ValleyBridge i.e. a mission project/event, a church celebration/occasion:**

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**The Presbytery of Minnesota Valleys is here to serve your Session. Would you like a visit?**

\_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No**

**Further information:**

**Session Record Review Signature Page**

Clerk of Session who prepared this review form \_\_\_\_\_

Date \_\_\_\_\_

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Name of Reviewer \_\_\_\_\_

Date \_\_\_\_\_

Minutes, Rolls, Registers and other items Approved:

Without Exception

With Exception(s) \_\_\_\_\_

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Signature of Session Records committee person/Stated Clerk:

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*A copy of this form will be placed in the church's file in the Presbytery office; the original will stay with the church.*

**Thank you very much for your work on this review!**