

Suggestions for Review of Sessional Records

Name of Church: _____

Reader and Church: _____

To assist in the review of Session Records for the Sessional Records Committee of Monmouth Presbytery, the following has been prepared as a guideline to:

- Determine the adequacy of minutes over the period from **Jan -- to Dec--**
- Point out weaknesses or errors in the keeping of minutes;
- Point out omissions required by the Book of Order;
- Suggest methods for improvements, where needed;
- Prepare commendations to be shared with the Presbytery;
- Complete this checklist **BEFORE** the meeting and bring it with you to the meeting. Fill in the page number from your minutes book of one or more instances where the item can be found. Leave the "Yes" and "No" columns blank, they will be filled in by the reviewer. You may add comments to an item if desired. The information in the parentheses are references to where the requirement is specified. See the end of this table for the definition of terms.
- If you have any questions about any part of this process, contact the Stated Clerk for help.

	Page	Yes	No	Comments
Record the date, time and place of each meeting; the names of the Moderator, Elders present, Elders excused, Elders absent, and type of meeting, i.e. stated, called or congregational meeting				
Record that each meeting was opened and closed with prayer				
Record the approval and/or corrections of the minutes of the last meeting				
Record only that which is vital to the transactions of the meeting				
The details of discussion, plans which have not been adopted, suggestions which have not been followed, motions that have lost – should never be recorded except by special order of the Session, which order shall be recorded.				
When a previous action of Session is referred to, the page(s) on which it may be found should be noted.				
Do not insert in the records written or printed matter on separate sheets of paper. Avoid erasures and footnotes				

	Page	Yes	No	Comments
Record the administration of the Lord's Supper at the next regular Session meeting.				
Record the Baptism of adults and infants at the next regular Session meeting. Include the maiden name of the mother of infant/child.				
Record the full name of applicants for church membership. In the case of married females, include maiden name and Wife or Widow of ... In the case of minors, include son or daughter of ... Record how received into membership: Letter of Transfer, Reaffirmation of Faith, Confirmation.				
Record the full name of the church to which a Letter of Transfer is granted, and the full name of the person dismissed with the date of dismissal.				
Record the name(s) of the Elder(s) appointed as commissioner(s) to General Assembly, Synod or Presbytery; also a report of their attendance following meeting.				
The minutes of each meeting are to be signed by the Clerk or Moderator. Congregational meetings are signed by <u>both</u> .				
Record annually the Annual Statistical Report regarding membership and the corresponding makeup of the Session.				
The minutes shall annually show the action of the Session regarding the review of the Pastor(s) salary.				
Record the full Budget approved by the Session				
Annually indicate the review of minutes of deacons, trustees and other organizations				
Draw a diagonal line across any part of unused pages and initial				
Report of Presbytery's review of Sessional Records and comments				

	Page	Yes	No	Comments
Full report of Treasurer's books by Financial Review				
Annual review of rolls and actions				
Training and examination of Elder and Deacon nominees				
Church Rolls: cross check Session minutes and the Register for the following.				
Baptisms				
Members Received				
Members Transferred				
Members transferred to inactive				
Weddings				
Ordinations				