

Session Records Review Sheet
Presbytery of Mid-Kentucky

Church Name:
Year(s) Covered by Minutes _____

What is the medium of official Session minutes? **Paper Digital**

What is the medium of the official rolls and registers? **Paper Digital**

Does the Clerk have a plan for permanent safekeeping of records? (G-3.0107) **Y N**

Does the Session have a Manual of Operations? (G-3.0106) **Y N**

Does the Session have a sexual harassment policy? (G-3.0106) **Y N**

Does the Session have a child protection policy? (G-3.0106) **Y N**

Does the Session meet at least quarterly? (G-3.0203) **Y N**

Do the minutes of each Session meeting and each congregational meeting include:

 Date, time and location **Y N**

 A quorum is met **Y N**

 Approval of previous minutes **Y N**

 Prayer to open and close the meeting (G-3.0105) **Y N**

 Clerk's or Moderator's signature **Y N**

Do the minutes of each Session meeting include those present, absent,
or excused **Y N**

**From the official copy of your records, please provide page numbers
where the record of the corresponding actions can be found:**

Responsibilities of Session – Sacraments

Recorded Item	/ Reference	Page #	/	Reviewer's	Comments
Approval of the Sacrament of Baptism ¹	G-3.0201			Y - N N/A	
Report of administration of Baptism (next meeting) ¹	G-3.0201			Y - N N/A	
Approval for the Lord's Supper (The Lord's Supper should occur at least quarterly)	G-3.0201			Y - N	
Report of administration of the Lord's Supper (next meeting)	G-3.0201			Y - N	

Note 1: N/A if no baptisms were celebrated during the period being reviewed

Responsibilities of Session - Members and Officers

Recorded Item	/ Reference Page #	/	Reviewer's Comments
Preparation of persons for membership ¹	G-1.0402		Y - N N/ A
Review of membership roll	G-3.0201		Y - N
Training and examination of newly elected ruling elders and deacons	G-2.0402		Y - N
Ordination and installation of ruling elders and deacons	G-3.0201		Y - N
Joint meeting with Deacons and/or Trustees ²	G-3.0204		Y - N N/ A
Election of Clerk of Session ³	G-3.0104		Y - N N/ A

Note 1: N/A if no new members were received during the period being reviewed
 Note 2: N/A if there is no Board of Deacons and no Board of Trustees
 Note 3: N/A if the Session's manual of operations specifies a longer term for Clerk of Session than the period being reviewed, and the term did not expire during the period under review

Responsibilities of Session – Finance and Administration

Recorded Item	/ Reference Page #	/	Reviewer's Comments
Election of Church Treasurer(s) ¹	G-3.0205		Y - N N/ A

Review of financial reports	G-3.0205		Y - N	
Review of compensation for pastor and all other staff	G-2.0804		Y - N	
Approval of budget	G-3.0205		Y - N	
Full financial review or audit	G-3.0113		Y - N	
Review of insurance coverage	G-3.0112		Y - N	

Note 1: N/A if the Session's manual of operations specifies a longer term for Treasurer than the period being reviewed, and the term did not expire during the period under review

Responsibilities of Session - Higher Councils

Recorded Item	Reference	Page #		Reviewer's Comments
Election of Commissioner(s) to Presbytery	G-3.0202		Y - N	
Report of Commissioner(s) after each Presbytery meeting	G-3.0302		Y - N	
Creation of annual statistical report	G-3.0202		Y - N	

Responsibilities of the Congregation

Recorded Item	Reference	Page #		Reviewer's Comments
Annual Congregational Meeting Date _____	G-1.0501		Y - N	
Election of Nominating Committee ¹	G-2.0401		Y - N N/ A	
Election of ruling elders and deacons	G-1.0503		Y - N	
Review of compensation of pastor(s) ²	G-1.0503		Y - N N/ A	

Note 1: N/A if the Session's manual of operations specifies a longer term for Nominating Committee members, and no terms expired during the period under review

Note 2: N/A if the congregation had no called/installed pastor during the period under review

Church Rolls and Registers:

Recorded Item	Reference	Page #	Y - N	Reviewer's Comments
Roll of Active and Affiliate Members	G-3.0204 a		Y - N	
Register of baptisms with date and parents' names	G-3.0204 b		Y - N	
Register of Ruling Elders and Deacons with ordination date	G-3.0204 b		Y - N	
Register of installed Teaching Elders with dates of service	G-3.0204 b		Y - N	

Name of Clerk of Session submitting the records

Name of Reviewer _____

Date of Review _____

Minutes and Registers Approved:

() Without Exception - OR -

() With Exception(s), as follows: