Peer Session Minutes & Records Review
Presbytery of Mid-Kentucky

This review is not about perfect minutes or catching mistakes. It is an opportunity to support one another, notice what is being done well, and identify places where a clerk or session may need a little clarification or help. Clerks carry an important responsibility in preserving the story and decisions of the church, and this process is meant to strengthen that work, not add pressure to it.

Church:		**Year(s) Reviewed:**	
Clerk:		**Reviewer:**	
Minutes:	☐ Paper ☐ Digital	**Rolls/Registers:**	☐ Paper ☐ Digital

A. Core Records & Meetings

Item	BoO	Yes	No	N/A	Page / Notes
Manual of Administrative Operations	G-3.0106	☐	☐	☐	
Permanent records / safekeeping plan	G-3.0107	☐	☐	☐	
Session meets at least quarterly	G-3.0203	☐	☐	☐	
Minutes approved and permanently kept	G-3.0107	☐	☐	☐	

B. Required Policies

Question for each line: Is this policy adopted and in place?

Item	BoO	Yes	No	N/A	Page / Notes
Sexual Misconduct Policy	G-3.0106	☐	☐	☐	
Harassment Policy	G-3.0106	☐	☐	☐	

Item	BoO	Yes	No	N/A	Page / Notes
Child, Youth & Vulnerable Adult Protection Policy	G-3.0106	☐	☐	☐	
Antiracism Policy	G-3.0106	☐	☐	☐	

C. Required Training

Item	BoO	Yes	No	N/A	Page / Notes
Session members: Boundary Training every 36 months	G-3.0106	☐	☐	☐	
Session members: Child Sexual Abuse Prevention Training every 36 months	G-3.0106	☐	☐	☐	

D. Session Meeting Minutes

Item	BoO	Yes	No	N/A	Page / Notes
Date, time & location / format	G-3.0107	☐	☐	☐	
Moderator & clerk identified	G-3.0104	☐	☐	☐	
Members present / absent / excused	G-3.0107	☐	☐	☐	
Quorum noted	G-3.0203	☐	☐	☐	
Opened & closed with prayer	G-3.0105	☐	☐	☐	
Previous minutes approved	G-3.0107	☐	☐	☐	

Item	BoO	Yes	No	N/A	Page / Notes
Motions / actions clearly recorded	G-3.0107	☐	☐	☐	

E. Sacraments

Use N/A when no baptism occurred during the review period.

Item	BoO	Yes	No	N/A	Page / Notes
Baptism authorized, when applicable	G-3.0201	☐	☐	☐	
Baptisms entered in register	G-3.0204b	☐	☐	☐	
Lord's Supper authorized / regularly celebrated	G-3.0201	☐	☐	☐	

F. Membership & Officers

Item	BoO	Yes	No	N/A	Page / Notes
Membership roll reviewed	G-3.0201	☐	☐	☐	
New members received by session	G-1.0402	☐	☐	☐	
Inactive-member removals follow required process	G-3.0204a	☐	☐	☐	
New elders/deacons trained & examined	G-2.0402	☐	☐	☐	
Ordinations / installations recorded	G-2.0403	☐	☐	☐	
Clerk elected	G-3.0104	☐	☐	☐	

G. Finance & Administration

Item	BoO	Yes	No	N/A	Page / Notes
Treasurer elected	G-3.0205	☐	☐	☐	
Financial reports received	G-3.0205	☐	☐	☐	
Annual budget approved	G-3.0205	☐	☐	☐	
Annual financial review / audit	G-3.0113	☐	☐	☐	
Insurance reviewed	G-3.0112	☐	☐	☐	
Pastoral compensation reviewed	G-2.0804	☐	☐	☐	

H. Presbytery & Congregational Meetings

Item	BoO	Yes	No	N/A	Page / Notes
Presbytery commissioner(s) elected / appointed	G-3.0202	☐	☐	☐	
Commissioner report(s) received	G-3.0302	☐	☐	☐	
Annual statistical report completed	G-3.0202	☐	☐	☐	
Annual congregational meeting held	G-1.0501	☐	☐	☐	
Nominating committee elected	G-2.0401	☐	☐	☐	
Elders / deacons elected, as applicable	G-2.0401	☐	☐	☐	
Congregational meeting minutes complete	G-1.0506	☐	☐	☐	

I. Rolls & Registers

Item	BoO	Yes	No	N/A	Page / Notes
Baptized members roll	G-3.0204a	☐	☐	☐	
Active members roll	G-3.0204a	☐	☐	☐	
Affiliate members roll, if applicable	G-3.0204a	☐	☐	☐	
Baptism register	G-3.0204b	☐	☐	☐	
Ruling elder / deacon register	G-3.0204b	☐	☐	☐	
Installed pastor register	G-3.0204b	☐	☐	☐	

J. Review Summary

Follow-up / notes:

Item	Notes / Next Step

Need help? Clerks and sessions are always welcome to contact the Presbytery Stated Clerk for questions, clarification, or support. Rev. Jenny Edlin; jenny@midkentuckypresbytery.org