

**CHECKLIST FOR THE REVIEW OF SESSION MINUTES  
For the Presbytery of Kendall**

The following matters shall be included in the minutes (please indicate page numbers), as applicable:

<u>ANNUALLY</u>	Date/Page number
1) Report of the deaths	
2) Report of the marriages performed in the church.	
3) Authorization of Lord's Supper (dates approved by session)	
4) Call and report of annual congregational meeting.	
5) Presentation and adoption of the annual budget.	
6) Presentation and approval of annual statistical report.	
7) Report of annual financial records review/audit.	
8) Examination, election, training, ordination and installation of elders and deacons.	
9) Review of membership rolls.	
10) Review of adequacy of insurance.	
11) Election of Treasurer.	
12) Election of the Presbytery Commissioner.	
13) Election of nominating committee.	
14) Report the composition of session in relation to composition of congregation.	
15) Report of the joint meeting with the deacons.	
16) Report of review of adequacy of compensation for minister and all staff.	

PERIODIC ACTIONS (Recording of the following actions is required if and when they occur.	Date/Page number
17) Report of presbytery commissioner(s).	
18) Authorization of Baptisms.	
19) Approve/Record changes in membership.	
20) Elect Clerk of Session.	
21) Record actions re: judicial matters.	
22) Call congregational meetings.	
23) The call of a special session meeting, the names of those requesting the call and the statement of purpose.	

<b><u>EACH MEETING</u></b> - please provide two examples	Date/Page number	Date/Page number
24) Name of session, date, beginning & ending time, place held, type of meeting, prayer to open and close.		
25) The roll of members present.		
26) Review of previous minutes.		
27) A statement that a quorum was present, including an indication of the number specified as a quorum in the church bylaws.		
28) Action taken on all motions with clear indication of amendments.		
29) Persons baptized, received or transferred with appropriate information.		
30) The minutes of each meeting shall be signed and attested by either the moderator or stated clerk of the session.		

**GENERAL COMMENTS**

Read by: \_\_\_\_\_

Date: \_\_\_\_\_

## RECORDS REVIEW REPORT - CHURCH REGISTER

### Presbytery of Kendall

Church \_\_\_\_\_

Date \_\_\_\_\_

Note: This form follows the pattern of "THE CHURCH REGISTER OF THE PRESBYTERIAN CHURCH" used by most of the churches in the Presbytery of Kendall. However, other registers are acceptable but should contain the same information.

Required Information	(Please Circle)
1. FRONT PAGE: Filled out showing local church name.	Yes No
2. CHRONOLOGICAL ROLL OF MEMBERS: Names in full, information on how received, baptism, membership status, properly recorded and current?	Yes No
3. ALPHABETICAL INDEX TO MEMBERSHIP ROLL: Number of Chronological Roll and Names in full. (Should include maiden names under proper letter with same number, persons who have moved and returned should be assigned the original number.) Properly recorded and current?	Yes No
4. ROLL OF PASTORS, CO-PASTORS, ASSOCIATE PASTORS, TEMPORARY PASTORS: List complete from organization date to present, along with installation and termination dates. Recorded and current?	Yes No
5. ROLL OF ELDERS: Name, ordination dates, dates of active service. Names of Elders ordained in other churches should be included. Recorded and current?	Yes No
6. ROLL OF DEACONS: (If there is a Board.) Name, ordination dates, dates of active service. Recorded and current?	Yes No
7. ROLL OF TRUSTEES: Names, dates of election. Recorded and current?	Yes No
8. ROLL OF INACTIVE MEMBERS: Being kept and current?	Yes No
9. NON-RESIDENT CHURCH MEMBERS ROLL: Being kept and current?	Yes No
10. BAPTISM RECORDS: Roll being kept and current?                      INFANT:                      ADULT:	Yes No
11. REGISTER OF MARRIAGES: All information (names, places, witnesses, license #, and county, etc.) should be complete. All marriages performed in the Church and/or by the current pastor at other locations should be included. Recorded and current?	Yes No
12. REGISTER OF DEATHS: Being kept and current?	Yes No
<u>General Comments:</u>          <div style="text-align: right;">Read by: _____</div>	