

Mission Presbytery – Review of Session Minutes

- ❖ **Submit a COPY** of your Session & Congregation minutes for the previous year – do not submit the original minutes – the copies will not be returned. You may submit them as a pdf to statedclerk@missionpby.org, or mail them to the Stated Clerk at the Presbytery office.
- ❖ **Fill in the blanks on this form** with the page number or the date/dates of the meetings as appropriate and **submit it** with the minutes.
- ❖ To check citations, i.e. G-0.0000, refer to the *Book of Order 2019-2021*. NOTE: This Book of Order has been extended through 2023. Since the 2020 General Assembly did not deal with any changes to the Book of Order, the 2019-2021 book still applies.
- ❖ **Upon receipt of the Session minutes evaluation sheet or letter**, report results at the next Session and attached the page to those minutes.

This review is for _____ Presbyterian Church of
_____ for the calendar year _____.

1. Last time minutes were reviewed _____
Date that the results of the review were reported to the Session? _____
2. Meetings of the congregation (G-1.0501; G-1.0503)

	date called by Session	date of meeting
a. for its annual business meeting	_____	_____
b. for electing nominating committee	_____	_____
c. for electing elders and deacons	_____	_____
d. approve changes in the pastor's call	_____	_____
e. other purpose (G-1.0503)	_____	_____

please specify: _____
3. Date Annual Session Statistical Report reviewed and approved by Session.

4. Date of annual financial records review. (G-3.0113) _____
5. Date the annual budget was approved by the Session. _____

6. Do the minutes of each meeting record the following? (Answer Yes or No)

	Session	Congregation
a. Date, time, and place of meeting	_____	_____
b. Names of those present	_____	_____
c. Quorum	_____	_____
d. Kind of meeting (stated or called)	_____	_____
e. Purpose declared at called meeting	_____	_____
f. Meetings opened and closed with prayer	_____	_____
g. Minutes of prior meetings approved	_____	_____
h. Moderator and Clerk sign minutes	_____	_____

7. Observance of the Lord's Supper? (W-2.0303; W-3.0410; G-3.0201b)

a. When approved? (This may be a standing policy.) _____

b. Where recorded that the Lord's Supper was observed

c. When provided communion to those isolated from the community's worship (W-3.0414)

8. The sacrament of baptism (W-3.0403)

a. Dates Session authorized the sacrament?

b. Where recorded that it was observed?

9. Changes in rolls.

a. Annual review of membership rolls. (G-3.0201c) _____

b. Date reception of new members was approved. _____

c. Record of members transferring. _____

d. Record of deaths. _____

e. Record of removal from active membership _____

f. Record of significant life events:

Births _____

Marriages _____

10. Election of Congregation (Elder) Nominating Committee. _____

11. Election of Ruling Elders to Presbytery meetings?(G-3.0202)

When elected? _____

When Presbytery report was made to the Session? _____

12. Ordination/Installation of Elders and Deacons (if applicable)

- a. The period of study and preparation? (G-2.0402) _____
- b. Date examined (G-2.0402) _____
- c. Date of installation/ordination _____

13. Election of the Treasurer for the year (G-3.0205) _____

14. Election of the Clerk of Session (if the clerk is elected for a term longer than a year, please specify the length of the term and when elected to it)

15. Evaluation/review of pastoral staff. (G-2.0804) _____

16. Review of committees' work. _____

17. Manuals and Policies (please answer Yes or No)

- a. Church By-Laws _____
- b. Church Manual of Operations _____
- c. Child and Youth Safety Policy _____
- d. Insurance Policy _____

Form and minutes submitted by: _____

Name

Email address: _____