



Session Records Review for Years ending: 12/31/2019, 12/31/2020, 12/31/2021 & 12/31/2022

Name & Location of Church: _____

Date of last Review: _____

Instructions:

1. Clerk submitting minutes enters minute book page number(s) where each item can be found in "Page Number(s)" column. *NOTE: Since minutes have not been reviewed for several years, an example from each year or every other year will suffice.*
2. At gathering for Peer/Stated Clerk review, the information shared will be confirmed double checked and suggestions made for corrections and/or improvements.
3. The Stated Clerk will then determine if the minutes will be approved without exceptions, approved with exceptions or not approved.
4. Except in cases where minutes are not approved, the Stated Clerk will stamp the official minute book noting the date of approval.

ITEM	PAGE NUMBER(S)	Y	N	NA
1. Date, time, place, moderator, attendance, type of meeting				
2. Meeting opened and closed with prayer				
3. Additions, corrections, approval of minutes recorded				
4. Record of administration of sacraments (baptisms/communion)				
5. Record of ordinations and installations				
6. New member information accurately recorded				

7. Dismissals/transfers accurately recorded				
8. Evidence of election of commissioner to Presbytery				
9. Evidence of report of Presbytery meeting(s) made to Session				
10. Copy of annual (internal or external) financial accounting or audit included				
11. Copy of approved church budget included				
12. Evidence of Session review of rolls				
13. Copy of annual statistical report included				
14. Record of examination & training of ruling elders and deacons				
15. Records of annual pastor salary review and Session record review/including note of exceptions and commendations				
16. Report of pastor's annual study leave included				
17. Session minutes signed by Clerk of Session				
18. Congregational meeting minutes signed by moderator and Clerk of Session				
19. Evidence of completion of sexual harassment training required by NYS by all church employees				
20. Copy of the Declaration Page of church's current property/liability insurance (This must be submitted along with the minutes.)				

COMMENTS AND COMMENDATIONS: