

Northeast Georgia Presbytery Session Records Review Checklist

(Revised June 2026)

CHURCH NAME _____

Period Being Reported. ____/____/____ -- ____/____/____. By: (Clerk's Name) _____

Please complete this form by inserting the appropriate dates and page numbers where this information is found in the minutes.

<i>Congregational Meeting Information:</i>	<i>DATE</i>	<i>PAGE</i>
1. Annual Meeting of the congregation was held on _____		
2. Meeting when intalled pastor(s) Terms of Call were approved		
3. Meeting when members of the Nominating Committee were elected		
4. Meeting(s) when ruling elders and/or deacons were elected		
5. Moderator or Clerk's Signature missing (list all occurrences)		

<i>If applicable:</i>		
6. Called meetings of the congregation regarding property		
7. Pastoral relationship(s) dissolved on: (list dates)		
8. A new pastoral relationship was established on: (list dates)		
9. Any other called congregational meeting: (list dates)		

<i>Session Meeting Information: One-time events</i>		
1. Rolls of the church were reviewed		
2. New officers examined		
3. New officers installed during worship		
4. Session approved the budget (please attach)		
5. Joint meeting with Diaconate (if applicable)		
6. A financial review was completed on:		
7. Approval and attachment of Annual Statistical Report		
8. Session received a candidate under care (if applicable)		
9. Session elected the Clerk to a term of _____ on:		
10. Session elected the Treasurer(s) to a term of _____ on:		

<i>Session Meeting Information: multi-occurrence events</i>		
11. Authorization of Baptisms		
12. Reception of members by profession or reaffirmation of faith		
13. Reception of members by transfer along with name of church		
14. Authorization of Communion (to be observed at least quarterly)		
15. Detailed annual financial reports with expenditure/revenues		
16. Election of commissioners to presbytery meetings		

<i>Session Meeting Information: Miscellaneous</i>	<i>YES</i>	<i>NO</i>
1. Moderator's name appears in the minutes		
2. Quorum declared		
3. Date, hour, and place of meeting is recorded		
4. Names of those present, absent, and excused		
5. Meeting was opened and closed with prayer		
6. Minutes from the previous meeting(s) approved		
7. All action items recorded		
8. Clerk and Moderator have signed the minutes		
<i>Policies required by Book of Order: G-2.0603, G-2.1103, G-3.0106</i>	<i>YES</i>	<i>NO</i>
9. Evidence of a Sexual Misconduct Policy		
10. Evidence of a Harrassment Policy		
11. Evidence of a Youth and Child Protection Policy		
12. Evidence of an Anti-racism Policy		

Clerk of Session Signature

Moderator Signature

Reviewing Clerk Signature