

**Northeast Georgia Presbytery
SESSION MINUTES REVIEW FORM**

Date _____ Year for Which These Minutes Are Being Reviewed _____

Church Name _____

Section 1:

Note: Pages in the permanent book of minutes should be numbered consecutively. In the blank spaces at the left of each item below, please list page number(s) where the referenced items may be found.

_____ 1. Each congregation is to maintain complete membership rolls (active, affiliate, baptized), baptismal roll, deaths, pastors, elders, deacons (if applicable). The register of rolls of the church was updated on _____.

_____ 2. The Annual Meeting of the Congregation was held on _____.

At this meeting, the following items were accomplished: (check if yes).

_____ Reviewed and approved Terms of Call for pastor

_____ Elected members of the Nominating Committee

_____ Elected New elders and deacons (if applicable)

If the election of the Nominating Committee or new elders did not occur at the annual meeting, please indicate when this occurred: _____

_____ 3. New Officers were examined by the Session on _____

_____ 4. New Officers were ordained/installed during worship on _____

_____ 5. If you have deacons, you held a joint meeting with the session on _____

_____ 6. The session established the annual budget on _____
(Please attach a copy of this annual budget in your minutes.)

_____ 7. The session elected a treasurer on _____ for a term of _____

_____ 8. The session elected the clerk on _____ for a term of _____

_____ 9. The church had a financial review (G-3.0113) with the findings reported to the session on _____.

_____ 10. The Annual Statistical report has been attached to the minutes (yes or no) _____.

Section II:

Please check to see if the following information has been recorded in the session minutes:

- _____ 1. Each meeting was opened and closed with prayer (yes or no) _____
- _____ 2. Date, hour, and place of the meeting was recorded (yes or no) _____
- _____ 3. Name of the moderator is given (yes or no) _____
- _____ 4. A quorum* was declared (yes or no) _____
- _____ 5. Names of those absent and excused were listed (yes or no) _____
- _____ 6. The minutes of the last meeting were approved (yes or no) _____
- _____ 7. All action items were recorded (yes or no) _____
- _____ 8. The clerk has signed the minutes (yes or no) _____
- _____ 9. The moderator has signed to attest the minutes (yes or no) _____

Section III:

The following should be contained in the minutes (if applicable):

- _____ 1. The session has authorized baptisms on _____
- _____ 2. The session has authorized the observance of the Lord's Supper at least quarterly (yes or no) _____ Indicate the date(s) _____
- _____ 3. The session received new members:
By Letter of transfer on _____
By Reaffirmation of faith on _____
- _____ 4. The minutes contain a detailed financial report for the year (yes or no) _____
- _____ 5. The session took a candidate under care on _____

Section IV:

Congregational Meetings may contain the following information. ** Please indicate if appropriate:

- _____ 1. A new pastoral relationship was established on _____
- _____ 2. A pastoral relationship was dissolved on _____
- _____ 3. Any matters relating to property issues such as purchase, lease, or sale, were discussed and voted on (date) _____

Section V:

Does your church have a Board of Trustees? (yes or no) _____ If yes, when was the election held? _____

The annual meeting of the corporation was held on _____. (This meeting can be the same as the annual meeting of the congregation.)

Section VI:

Does your congregation have the following policies?

- 1. Sexual Misconduct Policy _____ YES NO
- 2. Harassment Policy _____ YES NO
- 3. Child Protection Policy _____ YES NO
- 4. Antiracism Policy _____ YES NO

Per Book of Order (G-2.0603: G-2.1002: G-2.1103: G-3.0106)

THE ITEMS BELOW ARE TO BE COMPLETED BY THE REVIEWER.

Items to be worked on for next year's review: _____

The minutes of the _____ Presbyterian Church were reviewed and approved:

Without exception _____ (everything is complete)

With Exception _____ (something required is missing from the minutes)

Date: _____ Reviewer's signature _____

*Because each church now determines the quorum for session and congregational meetings, it would be advisable in the beginning of your minutes for a calendar year to state:

The quorum for a session meeting is _____ people or _____ percentage of the session.

**The quorum for a congregational meeting is _____ percentage of active members.

(Quorum requirements for session and congregational meetings should be stated in the congregation's bylaws or other permanent document.)

Revised 01/2024

Return completed form to Rev. Ed Rees, Stated Clerk, via email (statedclerk@negapby.org), or mail to : P.O. Box 365, Bogart, GA 30622.