Presbytery of Susquehanna Valley **[#14A]**
SESSION MINUTE REVIEW FORM **2016**

Church Name_____
Date Range of minutes are being reviewed from: ___/___/_____to: ___/____/____

Instructions: The Clerk of Session should fill out the dates and page numbers on the items below prior to the review.

The Reviewer should circle or write notes on any of the items not found or incomplete during the review time (use the back or a separate sheet if necessary)

Section I:
1. Each congregation is to maintain the membership rolls (active, affiliate, baptized), baptismal roll, deaths, pastors, elders, deacons (if applicable). This register of the rolls of the church was updated on (date) _____.
2. The Annual Meeting of the Congregation was held on _____.

At this meeting, the following transpired: (indicate **yes** or **no**)
_____ Review 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 below 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 the budget in your minutes)
7. The session elected the treasurer on _____ for a term of _____.
8. The session elected the clerk on _____ for a term of _____
9. The church has had financial review (G-3.0113) with the findings reported to the session on _____.
10. The Annual Statistical Report has been included in the minutes . *yes or no page*_____

Section II:
Please take an average month and check if the following information has been recorded in the session minutes. (month looked at _____)
1. The 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 are recorded *yes or no*
8. Clerk has signed the minutes *yes or no*

Section III:
The following items should be contained in the minutes if applicable:
1. The Session has authorized baptisms on _____.

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2. The Session has authorized the observance of the Lord's Supper at least quarterly: *Yes or no*
Indicate the dates _____

3. The Session received new members:

By letter of transfer on: _____

By reaffirmation of faith on: _____

4. The minutes contain a detailed financial report within the year. *yes or no*

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, sale, were discussed and voted on:

_____.

Section V:
The annual meeting of the corporation was held on _____. (this meeting can be the same as the annual meeting of the congregation.)

*** The Current Form of Government (cFOG) allows congregations to set their quorums for congregational meetings and for sessions. Also, announcements of those meetings are to be determined as well. These are to be in the By-Laws of the church.
_____ Check if your church needs help with the re-writing of by-laws

Because each church now determines the quorums for sessions and congregations, it would be advisable in the beginning of your minutes for a calendar year, to state: the quorum for a session meeting is _____ people/percentage of the session
The quorum for a congregational meeting is _____ percentage of active members.

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TO BE COMPLETED BY THE REVIEWER (separate sheet can be used to write comments)**::**
Items that are particularly well done or commendable:

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

_____

The minutes of _____Church were reviewed and approved as:
circle one -- *without exception* *with exception*

Date: _____

Reviewer's Signature: _____

Presbytery Representative's Signature: _____