

- Y N 3. Was a church nominating committee elected? [G-14.0201b]
- Y N NA 4. Were reports received from all church organizations? [G-7.0302]
- Y N NA 5. Were the pastoral compensation/terms of call reviewed? [G-7.0302]
- Y N NA 6. Are the specific terms of call recorded in the minutes? [G-7.0302]
- Y N NA 7. Are there complete records of property transactions? [G-7.0304(4)]
- Y N NA 8. Are all actions appropriate to the congregation? [G-7.0304]
- Y N 9. Are minutes of congregational meetings included? [G-7.0307]
- Y N 10. Are minutes of congregational meetings attested by the Clerk as well as the Moderator? [G-7.0307]

**Part I: REGISTERS**

- Y N 1. Are Four Membership rolls maintained? [G-10.0302a(1)-(4)]  
(Baptized, Active, Affiliate, Inactive member rolls)
- Y N 2. Is a register of Baptisms maintained? [G-10.0302c(2)]
- Y N 3. Is a register of Marriages maintained? [G-10.0302c(1)]
- Y N 4. Is a register of Elders maintained, including ordination date and term?  
[G-10.0302c(3)a]
- Y N NA 5. Is a register of Deacons maintained, including ordination date and term?  
[G-0.0302c(4)]
- Y N 6. Is a register of Pastors maintained, including Commissioned Lay Pastors and Interim Pastors, and the dates of service? [G-10.0302c(5)]
- Y N 7. Are deaths recorded, with dates? [G-10.0302b(8)]

**Reviewer:** Please check the appropriate choice below, indicating the result of the review and sign below. Note any exceptions, commendations, and/or connections to the greater church in writing, either on the checklist or on the back of this page.

\_\_\_\_\_ APPROVAL WITHOUT EXCEPTION

\_\_\_\_\_ \*APPROVAL WITH MINOR EXCEPTION[S]: \_\_\_\_\_

\_\_\_\_\_ \*DISAPPROVAL WITH CAUSE/MAJOR EXCEPTION: \_\_\_\_\_

\* Note in writing by letter/number

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Reviewer: \_\_\_\_\_ Date of Review \_\_\_\_\_

Y N 6. Was there a report of the Commissioner following each Presbytery meeting?

**Part D: WORSHIP: Is there a report or other evidence of:**

Y N 1. Session's review and supervision of worship? [G-10.0102d]

Y N 2. Session approval of any baptisms? [W-2.3011;2.3012]

Y N 3. Session approval of Lord's Supper? [W-2.4012]

Y N 4. Distribution of Lord's Supper at least quarterly? [W-2.4012; 2.4009-10]

Y N 5. Ordination/installation of elders and deacons? [G-10.0102 (l)]

**Part E: FINANCIAL RESPONSIBILITY**

Y N 1. Is there Annual election of the Treasurer? [G-10.0401]

Y N 2. Is there a record of distribution of offerings? [G-10.0102h,i]

Y N 3. Is the Annual budget approved and recorded? [G-10.0102i]

Y N 4. Is there annual reporting of finances of each organization of the church, i.e. Deacons, PW, Youth Groups, etc? [G-10.0401d]

Y N 5. Is there evidence of an annual financial review by a public accountant or a committee of members versed in accounting procedures? [G-10.0401d]

Y N 6. Are there periodic financial reports to Session? [G-10.0401c]

Y N 7. Is there evidence of adequate insurance (i.e. copy of certificate of insurance as an attachment)?

Y N 8. Is there any evidence of investments or planned giving to provide for future needs of the church?

**Part F: ADMINISTRATION**

Y N 1. Does the congregation relate with other parts of Church? [G 10.0102p]

Y N 2. Is there a record of any ecumenical relationships? [G-10.0102q]

Y N 3. Is there Instruction/Examination of elders and deacons? [G-10.0102(l)]

Y N 4. Is there an annual review of the membership rolls?

Y N 5. Is there a record of outgoing and incoming transfer of members? [G-10.0102s]

Y N 6. Is the annual General Assembly Statistical Report recorded in the minutes?

Y N NA 7. Does Session review staff compensation annually? [G-10.0102n]

Y N NA 8. Does Session review non-ordained staff annually? [G-10.0102n]

Y N NA 9. Is there record of management of properties? [G-10.0102o]

Y N NA 10. Is there approval of non-church use of facilities? [G-10.0102o]

Y N NA 11. If bylaws or incorporation verification are dealt with – are these recorded in full in the minutes or copied into the minutes as an attachment?

**Part G: SUPERVISION AND LEADERSHIP**

Y N 1. Is there Session leadership in congregational life? [G-10.0102c,d,e,f,g,h,j,k]

Y N 2. Is there record of leadership in church program? [G-10.0102b-g]

Y N NA 3. Is there an annual review of all church organizations? [G-10.0102m]

Y N NA 4. Is there provision of, and review of, Christian education? [G-10.0102f]

Y N NA 5. Is there a record of promotion of mission/spirituality? [G-10.0102j]

Y N NA 6. If the church has a Board of Deacons, is there a joint Board meeting between the Session and Deacons?

**Part H: CONGREGATIONAL MEETINGS**

Y N 1. Has an annual congregational meeting been held? [G-7.0302]

Y N 2. Is there a record of annual election of officers, including names of all persons elected? [G-6.0107; G-7.0302]

# PRESBYTERY OF NORTHERN NEW YORK SESSION RECORDS REVIEW – CHECKLIST

Church \_\_\_\_\_ Year being Reviewed \_\_\_\_\_

**INSTRUCTIONS:** Circle Y for “Yes” or N for “No” or NA for “Not Applicable”  
Page number references may be placed on the left of an item for ease of locating items.

**Reviewer: please note the following:**

- 1) **Exceptions** – either minor or major.
- 2) **Commendations** – such as a style of record keeping, policy, or program that you would commend to other clerks or churches for their consideration.
- 3) **Connections to the greater church** – locally, regionally, or worldwide.

## **Part A: PROCEDURES**

- Y N 1. Has Session held stated meetings at least quarterly? [G-10.0201]  
Are the following items noted for every meeting of Session, including special meetings?
- Y N 2. All minutes are legible and understandable.
- Y N a. Meeting convened by Moderator (with full name) [G-9.0202; 7.0306]
- Y N b. Date, time, and place of meetings noted.
- Y N c. Meetings opened with prayer. [G-9.0301b]
- Y N d. Meetings closed with prayer. [G-9.0301]
- Y N e. Full names of elders present, excused, absent.
- Y N f. Minutes of previous meeting approved or otherwise dealt with.
- Y N 3. All minutes are signed by the Clerk of Session or Clerk Pro Tem.
- Y N 4. All actions of Session are fully recorded in a manner that can be understood by someone not attending the meeting.

## **Part B: MAINTAINING THE RECORD BOOK**

- Y N 1. All pages of the record book are numbered sequentially?
- Y N 2. All information is printed or bound into the book. (There is to be no loose or inserted material and no “Scotch Tape.”)
- Y N 3. Any corrections are made according to "approved practice" (i.e. with pen and cross referenced by page number – NO “White Out”)?
- Y N 4. Any unused parts of pages are to have an X drawn in the blank space
- Y N 5. Is there a record of the prior year's review of Minutes by Presbytery? [G-11.0103x]
- Y N NA 6. If applicable, is there a record of Presbytery exemptions? [G-14.0202a,b]

**SESSION RESPONSIBILITIES:** Session and the congregation have specific responsibilities for the life of the church and its administration. The remainder of the checklist deals with the record of the manner in which Session has carried out its duties.

## **Part C: MEMBERSHIP AND PASTORAL CARE:**

- Y N NA 1. Have any new members been received by Session? Is their status noted (profession, reaffirmation, or letter of transfer)? [G-10.0102b]
- Y N 2. Has Session reviewed & acted on member rolls annually? [G-10.0302a]
- Y N NA 3. Has a Pastor's report been presented at each meeting?
- Y N 4. Was the Clerk of Session elected by Session annually?
- Y N 5. Were Commissioners to Presbytery elected? [G-10.0102p]