

**CLERK'S WORKSHEET – SESSION RECORDS REVIEW  
PRESBYTERY OF NEWTON**

Revised 2/10/2004

**Name of Church** \_\_\_\_\_ **Clerk** \_\_\_\_\_

Session minutes for the year \_\_\_\_\_, pages \_\_\_\_\_ to \_\_\_\_\_, are presented for review.

**Clerk of Session:** In submitting your church's records for examination, please use lines (where indicated) to show page number(s) where information is located. **Please include this completed form with your minutes and register when submitted for examination.** Thank you for assisting us in this procedure.

- |    |  |         |        |
|----|--|---------|--------|
| 1. | Time and place of each meeting reported?         | ___ Yes | ___ No |
| 2. | Name of moderator and quorum recorded?           | ___ Yes | ___ No |
| 3. | Elders present, excused, absent recorded?        | ___ Yes | ___ No |
| 4. | Each meeting opened and closed with prayer?      | ___ Yes | ___ No |
| 5. | Session meets at least once a quarter?           | ___ Yes | ___ No |
| 6. | Minutes of previous meeting(s) approved?         | ___ Yes | ___ No |
| 7. | All Session minutes signed by Clerk or Moderator | ___ Yes | ___ No |
| 8. | Erasures, footnotes, blank pages are avoided     | ___ Yes | ___ No |
| 9. | The Church Register is kept current              | ___ Yes | ___ No |

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- |       |     |   |
|-------|-----|---|
| _____ | 10. | Commissioners are elected to Presbytery meetings (G10.0102p(1))   |
| _____ | 11. | Presbytery commissioners report to the Session (G10.0102p.(1))  |
| _____ | 12. | Dates for celebration of the Lord's Supper established by Session (W2.4012)   |
| _____ | 13. | Report of administration of the Lord's Supper (next meeting)  |
| _____ | 14. | Approval of the Sacrament of Baptism (W2.3011)  |
| _____ | 15. | Report of administration of Baptism (next mtg.) Report child's name, parent's names and date of birth (G10.0302c(2)(a)) |

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- \_\_\_\_\_ 16. The reception of new members is recorded, giving full names, and noting the manner of reception (W4.2003-2004)  
If no receptions, check here\_\_\_\_\_
- \_\_\_\_\_ 17. All dismissals & other deletions from church rolls are acted upon by the Session with full information recorded (G10.0302)  
If no dismissals, check here\_\_\_\_\_.
- \_\_\_\_\_ 18. All congregation minutes are signed by Moderator and Clerk of Session
- \_\_\_\_\_ 19. Special meetings of session and congregation specify purpose meeting was called

**Annual Constitutional Requirements**

- \_\_\_\_\_ 20. Annual election of the treasurer is noted (G10.0201)
- \_\_\_\_\_ 21. Session approved annual church budget (G10.0102i)
- \_\_\_\_\_ 22. A full financial review/audit of all records is reported (G10.0401d)
- \_\_\_\_\_ 23. Annual review of compensation for pastor (G10.0102n)
- \_\_\_\_\_ 24. Annual review of compensation for staff, including all employees
- \_\_\_\_\_ 25. Training, examination of newly elected elders and deacons (G10.0102-1)
- \_\_\_\_\_ 26. Ordination and Installation of new officers noted
- \_\_\_\_\_ 27. The composition of the session with regard to age and disability groups and how this corresponds to the composition of the congregation is reported. (G10.0301) This can be fulfilled by adding the Annual Statistical Report to the minutes.
- \_\_\_\_\_ 28. Church membership roll is reviewed by the Session (G5.0502 & G10.0302)
- \_\_\_\_\_ 29. Annual joint meeting with Deacons (G6-0405)
- \_\_\_\_\_ 30. Annual Congregational Meeting (G7.0302a)
- \_\_\_\_\_ 31. Annual Corporation meeting signed by President and Secretary
- \_\_\_\_\_ 32. Insurance review – adequate property & liability coverage (G10.0102o)
- \_\_\_\_\_ 33. Annual reports reviewed from all organizations (D3.0101a)

**Session Records Review form**

- \_\_\_\_\_ 34. Oversight of Church School, approval of educational leaders & materials (G10.0102e & W6.2005)
- \_\_\_\_\_ 35. Annual statistical report reviewed by Session & bound with minutes
- \_\_\_\_\_ 36. Some highlights of our church's mission, ministry, program are: Please make any comments regarding your church here and on the reverse side.

**Note: If authority for any of the items above has been given to another committee or Team in the church, please note here:** \_\_\_\_\_

\_\_\_\_\_

**The Committee recommends that:**

- \_\_\_\_\_ minutes be approved without exception
- \_\_\_\_\_ minutes be approved with exceptions noted above.
- \_\_\_\_\_ minutes be disapproved for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Session Records read:** \_\_\_\_\_ (Date)

**By:** \_\_\_\_\_ (Name)