

Presbytery of Transylvania

Check Sheet for Sessional Records

NAME OF CHURCH: _____ LOCATION: _____
Date on which Minutes were last approved by Presbytery: _____
Number of page where Presbytery stamp of approval is found: _____

This check sheet is designed to help the Judicial Business Committee of the Presbytery in reviewing the minutes of the session. Please complete the check sheet as indicated. Place it in the book at the page where the most recent Presbytery stamp of approval is to be found, and bring or send the book to the meeting of the Presbytery designated for presentation of your records. The number in parentheses following a statement or a question corresponds to a certain paragraph in the paper "Standards for Session Records".

Please check each item "Yes" or "No." If the answer is "Yes," supply the page number(s) where the item can be found. If the answer is "No," there is a space provided to include a relevant page number if applicable.

General Matters

- | | | |
|---|------------------------------|-----------------------------|
| 1. Does the name of the church appear on the outside of the book? (1) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are the pages of the book numbered consecutively? (2) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Did the Session meet at least quarterly during the year? (3) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Yes Page | No Page |
| 4. Are the date, time and place of each meeting recorded? (4) | ___ ___ | ___ ___ |
| 5. Is the type of meeting listed for each meeting? (5) | ___ ___ | ___ ___ |
| 6. Were all meetings opened with prayer? (6) | ___ ___ | ___ ___ |
| 7. Were all meetings closed with prayer? (6) | ___ ___ | ___ ___ |
| 8. Are there recorded for each meeting the full name of the moderator, of elders present, absent and excused? (7) | ___ ___ | ___ ___ |
| 9. Were all meetings constitutionally moderated? (12) | ___ ___ | ___ ___ |
| 10. Was there a quorum at each meeting where business was transacted? (9) | ___ ___ | ___ ___ |
| 11. Were all minutes approved? (8) | ___ ___ | ___ ___ |
| 12. Are all minutes signed by clerk or moderator? (10) | ___ ___ | ___ ___ |
| 13. Do the minutes present a professional appearance? (11) | ___ ___ | ___ ___ |
| 14. Are reports and other communications copied into the minutes rather than inserted between pages? (11) | ___ ___ | ___ ___ |
| 15. Was the Sacrament of the Lord's Supper recorded as observed at least once during the year? (22) | ___ ___ | ___ ___ |
| 16. Was the pastor's compensation reviewed before the adoption of the church budget? (20) | ___ ___ | ___ ___ |
| 16a. Check here if there was no pastor when the budget was adopted <input type="checkbox"/> | | |
| 17. Did the Session appoint one or more administrative commissions during the year? (not required) | ___ ___ | ___ |

	Yes Page	No Page
Relation to Presbytery		
18. Was a commissioner elected to presbytery meetings? (28)	— —	—
19. Was a report received on Presbytery meetings? (28)	— —	—
Review and Control		
20. Does the Church have a Board of Deacons? __ Yes __ No		
21. If question 20 is yes, did the Session have a joint meeting with the Board of Deacons during the year? (15)	— —	— —
22. If question 20 is yes, did the Session review the records of the Board of Deacons during the year? (15)	— —	— —
23. Does the Church have a Board of Trustees? __ Yes __ No		
24. If question 23 is yes, did the Session review the records of the Trustees during the year? (15)	— —	—
25. Did the Session review the records or receive a report from all the organizations of the church during the year? (15)	— —	—
26. Did the Session review the roll of members? (18)	— —	—
27. Did the Session receive an audit report? (16)	— —	—
Reports		
28. Was the annual report to the General Assembly approved and copied into the minutes? (17)	— —	—
Elections		
29. Did the Session elect a church treasurer? (39)	— —	—
30. Were church officers elected by the congregation? (39)	— —	—
31. Do the minutes show that the Session conferred with newly elected officers and examined them? (29)	— —	—
32. Is there a statement in the minutes concerning the composition of the Session and how this corresponds to the composition of the congregation? (19)	— —	—
Care and Discipline		
33. Was the Session involved in any cases of judicial process during the past year?	— —	—
34. List pages on which baptisms and membership changes (receptions, dismissals, transfers) were recorded?	_____	
Congregational Meetings		
35. Are minutes of Congregational meetings included in the Session Minutes Book? (34)	— —	—
36. Was there an annual meeting of the congregation? (33)	— —	—
37. Were the requirements for congregational meetings set forth in Standards 33-41 met?	— —	—