

# WINNEBAGO PRESBYTERY      SESSION RECORDS REVIEW CHECKLIST

Date of Review \_\_\_\_\_

Church \_\_\_\_\_ Clerk \_\_\_\_\_

Part A: PROCEDURES (Circle Y for yes or N for no. Write page number references on the right where a reviewer can find the item in your minutes.

- Y      N      1. Has Session held stated meetings at least quarterly? [G-10.0201]  
Are each of the following items noted for every meeting, including special meetings?
- Y      N      2. All minutes are legible, understandable, complete records of meetings.  
Y      N      a. Meeting convened by Moderator. [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. Meeting 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 legible, understandable, and complete records of meetings.  
Y      N      4. All minutes are signed by the Clerk of Session or Clerk Pro Tem.  
Y      N      5. 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 mechanically numbered.  
Y      N      2. All information is printed or bound into the book. (There is to be no loose or inserted material.)  
Y      N      3. All corrections are made according to "approved practice". (See Commentary B. 3.)  
Y      N      4. All unused parts of pages are lined out.  
Y      N      5. Is there a record of the prior year's review of Minutes by Presbytery?  
[ G-11.0103x] \_\_\_\_\_  
Y      N      6. 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      1. Has the Session received all new members? Is their status (profession, reaffirmation, or letter of transfer) noted? [G-10.0102b] \_\_\_\_\_  
Y      N      2. Has the Session reviewed and acted on member rolls? [G-10.0302a] \_\_\_\_\_  
Y      N      3. Has a Pastor's report been presented at each 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 baptisms? [W-2.3011;2.3012] \_\_\_\_\_  
Y      N      3. Session approval of Lord's Supper? [W-2.4012] \_\_\_\_\_  
Y      N      4. Distribution of the Lord's Supper at least quarterly? [W-2.4012; 2.4009-10] \_\_\_\_\_

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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, ie. 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] \_\_\_\_\_

## Part F: ADMINISTRATION

- Y      N      1. Does Session review staff compensation annually? [G-10.0102n] \_\_\_\_\_  
Y      N      2. Does Session review non-ordained staff annually? [G-10.0102n] \_\_\_\_\_  
Y      N      3. Is there record of management of properties? [G-10.0102o] \_\_\_\_\_  
Y      N      4. Is there approval of non-church use of facilities? [G-10.0102o] \_\_\_\_\_  
Y      N      5. Does the congregation relate with other parts of the Church? [G 10.0102p] \_\_\_\_  
Y      N      6. Is there a record of any ecumenical relationships? [G-10.0102q] \_\_\_\_\_  
Y      N      7. Is there Instruction/Examination of elders and deacons? [G-10.0102(l)] \_\_\_\_\_  
Y      N      8. Is there a record of outgoing and incoming transfer of members? [G-10.0102s] \_\_\_\_\_

## Part G: SUPERVISION AND LEADERSHIP

- Y      N      1. Is there record of leadership in church program? [G-10.0102b-g] \_\_\_\_\_  
Y      N      2. Is there an annual review of all church organizations? [G-10.0102m] \_\_\_\_\_  
Y      N      3. Is there provision of, and review of, Christian education? [G-10.0102f] \_\_\_\_\_  
Y      N      4. Is there Session leadership in congregational life? [G-10.0102c,d,e,f,g,h,j,k] \_  
Y      N      5. Is there a record of promotion of mission/spirituality? [G-10.0102j] \_\_\_\_\_

## 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] \_\_\_\_\_  
Y      N      3. Was a church nominating committee elected? [G-14.0201b] \_\_\_\_\_  
Y      N      4. Were reports received from all church organizations? [G-7.0302] \_\_\_\_\_  
Y      N      5. Were the pastoral compensation/terms of call reviewed? [G-7.0302] \_\_\_\_\_  
Y      N      6. Are the specific terms of call recorded in the minutes? [G-7.0302] \_\_\_\_\_  
Y      N      7. Are there complete records of property transactions? [G-7.0304(4)] \_\_\_\_\_  
Y      N      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] \_\_\_\_\_

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Part I: REGISTERS

- |   |   |  |
|---|---|--|
| Y | N | 1. Are Four Membership rolls maintained? [G-10.0302a(1)-(4)] _____                                   |
| 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?<br>[G-10.0302c(3)]a _____ |
| Y | N | 5. Is a register of Deacons maintained, including ordination date and term?<br>[G-0.0302c(4)] _____  |
| Y | N | 6. Is a register of Pastors maintained, including dates of service?<br>[G-10.0302c(5)] _____         |
| Y | N | 7. Are deaths recorded, with dates? [G-10.0302b(8)] _____  |

The reviewer will check the appropriate choice below, indicating the result of the review and sign below. Note any exceptions in writing, either on the checklist or on a separate sheet of paper as necessary.

Forward the checklist and documentation of exceptions to the chairperson of the Session Records Review Committee. Session Records Review Committee and the Stated Clerk of Presbytery will sign to acknowledge that the results of the review have been recorded.

- \_\_\_\_\_ APPROVAL WITHOUT EXCEPTION:
- \_\_\_\_\_ APPROVAL WITH MINOR EXCEPTION[S]\*: \_\_\_\_\_
- \_\_\_\_\_ DISAPPROVAL WITH CAUSE/MAJOR EXCEPTION\*: \_\_\_\_\_

\_\_\_\_\_  
\*[note in writing by letter/number]

Reviewer name and church: \_\_\_\_\_ Date: \_\_\_\_\_

For Session Records Review Committee: \_\_\_\_\_ Date \_\_\_\_\_

Stated Clerk: \_\_\_\_\_ Date: \_\_\_\_\_