

PRESBYTERY OF GREAT RIVERS
ANNUAL REVIEW OF SESSION RECORDS
2011 SESSION RECORDS REPORT FORM

Date: _____

Church: _____

City: _____

Clerk of Session: _____

ENTER PAGE NUMBER OR APPROPRIATE NOTE.

Use **N/A** {"not applicable"} to indicate that a category is not applicable in your situation.

1. _____ {If Applicable this year} Record of Session election of the Clerk of Session. (G-9.0203b)
2. _____ The annual election of the treasurer by the Session. (G-10.0401)
3. _____ A full financial review of all books and records relating to finances once each year by a public accountant or public accounting firm or a committee of members versed in accounting procedures and not related to the Treasurer. (G-10.0401d)
4. _____ Record of Session election of commissioner(s) to Presbytery and the receiving of their reports. (G-10.0102p (1))
5. _____ Copy of "Session Annual Statistical Report" to GA. (G-10.0102p (7)).
6. _____ Report of the training and examination by the Session of newly elected officers, inquiry into their faithfulness in fulfilling their responsibilities, and programs for continuing education and mutual growth of all Session members. (G-14.0240)
7. _____ Annual meeting of the congregation was held. (G-7.0302)
8. _____ Record of congregation election of elders (and, if applicable, deacons and trustees) and the Congregation Nominating Committee. (G-14.0221-0226 and G-7.0401).
9. _____ Pastor Compensation:
 - _____ a. Session reviewed the adequacy of (each) ministers' compensation. (G-7.0302; G-10.0102n; G-14.0501b; G-14.0506e)
 - _____ b. The congregation approved any changes in terms of call. (G-10.0102n)
10. _____ Report of Session action to authorize the Sacrament of the Lord's Supper and records of its observance. (G-10.0102d; W-2.4009; W2.4012)
11. _____ Proof of property and liability insurance coverage to protect the facilities, programs, and officers, including members of the session, staff, board of trustees, and deacons. (G-10.0102o)
12. _____ Minutes of all congregational and corporation {if applicable} meetings, signed by both the moderator and clerk of session. (G-10.0301 & G-7.0307 & G-7.0403c)
13. _____ Minutes of all session meetings signed by the Clerk of Session.
14. _____ All meetings conducted "decently and in order" [properly called, moderator present, quorum, Robert's Rules of Order followed, opened and closed with prayer, etc.] (G-10.0200; G-9.0300; G-7.0300)
15. _____ A copy of the current version of your bylaws. (G-7.0401, G-7.0202b, G-7.0401)
16. _____ Copy of current Illinois Secretary of State certificate of good standing as a corporation. (G-7.0401). (See <http://www.ilsos.gov/corporatellc>)
17. _____ Provision by the Session for the annual review of the adequacy of compensation for all non-Installed staff/employees. (G-10.0102n)

18. _____ Periodic (preferably more than annually) report to Session of income and expense for each fund in the church (G-10.0102i and G-10.0401c).
19. _____ Preparation of annual budget and providing information to the congregation. (G-10.0102i; G-8.0501 & G-8.0502)
20. _____ Reports of stewardship education efforts. (G-10.0102h; W-7.5003)
21. _____ Record of congregational and presbytery approval of all transactions involving real property. (G-8.0501 & G-8.0502)
22. _____ {If Applicable} Record of the permanent storage of all minutes and records (where stored; what stored; when). (G-9.0406)
23. _____ {If applicable} Report of session annual meeting with the deacons (and trustees; if applicable) and evidence of Session's ongoing supervision of their work. (G-10.0102m; G-7.0401&2)
24. _____ Report of session action authorizing baptism(s) and record(s) of its administration. (G-10.0302a (1); 10.0102b&d; W-2.3011)
25. _____ Record of session preparation and reception of new members (G-5.0400) and affiliate members.
26. _____ Letters of transfer, transfers to inactive roll, and deletions from roll; including entering such information into the register/roll book. (G-10.0302; 10.0102s)
27. _____ Report of annual review of the rolls of members (G-5.0502).
28. _____ All marriages in church and by pastors recorded in minutes and register. (G-10.0302c1)
29. _____ The names of all elders, deacons, and pastors recorded in minutes and register. (G-10.0302c).
30. _____ Actions indicating Session's provisions for the orderly worship of God. (G-10.0102d; W-1.1000; see esp. W-1.4001; W-3.3000)
31. _____ Report of programs of evangelism, witness, and service to the local community. (G-10.0102 a & g)
32. _____ Record of Session receiving the reports of commissioners and alternates to Presbytery. (G-10.0102p(1))

Checklist of Items for Use in Records Review

Minutes Book(s)

Church Registers (Members, Baptisms, Marriages, etc.)

The following (if not in Minutes Book)

Bylaws; Annual Report; Financial Review or Audit; Session Annual Statistical Report; Proof of Insurance; Articles of Incorporation.

Current Book of Order (suggested)

This checklist and other items mailed to you or gathered from presbytery's web site: www.greatriverspby.org

Annual review conducted: _____

Date: _____

Reviewer name: _____

(please print)

Reviewer signature: _____

Location of review: _____

Presbytery signature: _____