

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

Clerk of Session: _____

Date: _____

Church: _____

City: _____

ENTER PAGE NUMBER OR APPROPRIATE NOTE.

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

1. _____ Session rule for its own quorum. (G-3.0203)
2. _____ *{If Applicable this year}* Record of Session election of the Clerk of Session. (G-3.0104)
3. _____ *{If Applicable this year}* The annual election of the treasurer by the Session. (G-3.0205)
4. _____ 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-3.0113)
5. _____ Record of Session election of commissioner(s) to Presbytery and the receiving of their reports. (G-3.0202a)
6. _____ Copy of "Session Annual Statistical Report" to GA. (G-3.0202f).
7. _____ 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-3.0201c)
8. _____ Annual meeting of the congregation was held. (G-1.0501)
9. _____ Record of congregation election of elders (and, if applicable, deacons and trustees) (G-1.0503a).
10. _____ The congregation approved any changes in terms of call. (G-1.0503c)
11. _____ Report of Session action to authorize the Sacrament of the Lord's Supper and records of its observance. (G-3.0201b)
12. _____ 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-3.0112)
13. _____ Minutes of all congregational and corporation {if applicable} meetings. (G-1.0505)
14. _____ Minutes of all session meetings that must take place at least quarterly (G.-3.0203). (G-3.0107)
15. _____ 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-3.0105)
16. _____ Copy of current Illinois Secretary of State certificate of good standing as a corporation. (G-4.0101). (See <http://www.ilsos.gov/corporatellc/>)
17. _____ Periodic (preferably more than annually) report to Session of income and expense for each fund in the church. (G-3.0101c)
18. _____ Preparation of annual budget and providing information to the congregation. (G-3.0205)

19. _____ Record of congregational and presbytery approval of all transactions involving real property. (G-4.0206)
20. _____ *{If Applicable}* Record of the permanent storage of all minutes and records (where stored; what stored; when).
21. _____ *{If applicable}* Report of session meeting with the deacons (and trustees; if applicable) and evidence of Session's ongoing supervision of their work. (G-3.0201c)
22. _____ Report of session action authorizing baptism(s) and record(s) of its administration. (G-3.0201b)
23. _____ Record of session reception of new members. (G-3.0201c)
24. _____ Letters of transfer, deletions from roll; including entering such information into the register/roll book. (G-3.0201c)
25. _____ Report of annual review of the rolls of members (G-3.0201c).
26. _____ The names of all elders, deacons, and pastors recorded in minutes and register. (G-3.0204b).
27. _____ Report of programs of evangelism, witness, and service to the local community. (G-3.0201c)

Checklist of Items for Use in Records Review

Minutes Book(s)

Church Registers (Baptisms, active and affiliated members, elders, deacons, pastors; other rolls deemed necessary by the session.)

The following (if not in Minutes Book)

Bylaws; 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: _____