

PRESBYTERY OF GREAT RIVERS  
REVIEW: LAST APPROVED STAMP  
THROUGH DECEMBER 2021  
**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 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 (ruling elders of the congregation) and the receiving of their reports. (G-3.0202a)
6. \_\_\_\_\_ Copy of "Session Annual Statistical Report" to GA in your Session minutes. (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 **in minutes**. (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) (this is a yes or no answer)
16. \_\_\_\_\_ Copy of current Illinois Secretary of State certificate of good standing as a corporation in minutes (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-3.0205c)
18. \_\_\_\_\_ Preparation of annual budget and providing information to the congregation. (G-3.0205)

19. \_\_\_\_\_ {If Applicable} 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} Evidence of the ongoing supervision of the Board of Deacons and Board of Trustees. (G-2.0202)
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)

Completed Paperwork (this paper as well as the coversheet)

Any questions you might have for the Stated Clerk.

Paperwork also available on Great Rivers website at [www.greatriverspby.org](http://www.greatriverspby.org)

Date Range of Minutes Reviewed:

Date of review:

\_\_\_\_\_

\_\_\_\_\_

Reviewer name:

\_\_\_\_\_

**(PLEASE PRINT)**

Reviewer signature: \_\_\_\_\_

Location of review: \_\_\_\_\_

Presbytery signature: \_\_\_\_\_