

ANNUAL SESSION RECORDS REVIEW

Church: _____ Year _____

The presbytery's responsibility regarding the records of sessions is given in G-3.0107, G-3.0108a., and G-3.0204. Please review these sections of the *Book of Order*. Your responses may consist of a single word, a list of instances, or a few sentences of description.

I. Some things are mandated in the *Book of Order*. Please verify that your session:

1. Opened and closed all its meetings with prayer. (G-3.0105)
2. Has and uses a Manual of Administrative Operations. Your congregational By-laws and Standing Rules may serve this function. Have you updated it to account for the new Form of Government? (G-3.0106)
3. Has and has annually reviewed a Sexual Misconduct Policy. Please bring it with you to the review. (G-3.0106)

II. In the spirit of the missional emphasis and flexibility of the new Form of Government, please respond to the following:

1. Share some ways in which the Minutes reflect the involvement of members of your congregation in the eleven characteristics of ministry listed in G-1.0304.
2. Did the members of your church have an opportunity to recommit themselves to membership, according to G-1.0402?
3. What procedures and mechanisms does your session have in place to promote and review its implementation of the church's commitment to inclusiveness and representation? (F-1.0403; G-3.0103) Is the membership of your session representative of the make-up of the congregation in terms of gender, race, age, and other factors?

III. From G-3.0201: Giving examples where appropriate, did your session:

1. provide a place or places where the congregation regularly gathered for worship, education, and spiritual nurture?
2. provide for regular preaching of the Word?
3. plan and lead regular efforts to reach into the community and world with the message of salvation and the invitation to enter into committed discipleship?
4. plan and lead ministries of social healing and reconciliation in the community?
5. initiate and respond to ecumenical efforts that bear witness to the grace and love of God?

6. authorize the celebration of the Lord's Supper at least quarterly, and the administration of Baptism as appropriate?
7. exercise pastoral care among the congregation?
8. receive and dismiss members?
9. review the roll of active members and counsel with those who have neglected the responsibilities of membership?
10. provide programs of nurture, education, and fellowship?
11. train, examine, ordain, and install those elected by the congregation as ruling elders and deacons?
12. encourage the graces of generosity and faithful stewardship of personal and financial resources?
13. manage the physical property of the congregation for the furtherance of its mission?
14. employ the administrative staff of the congregation?
lead the congregation in participating in the mission of the whole church?
15. warn and bear witness against error in doctrine and immorality in practice within the congregation and community?
16. serve in judicial matters?
17. elect ruling elders from the congregation to serve as commissioners to presbytery, preferably for at least a year, and receive their reports?
18. nominate to presbytery ruling elders from the congregation who may be considered as commissioners to synod or General Assembly, or to serve on entities of the same?
19. see that the guidance and communication of presbytery, synod, and General Assembly are carried out?
20. welcome representatives of the presbytery on the occasions of their visits?
21. propose to the presbytery, or through it to the synod or General Assembly, such measures as may be of common concern to the mission of the church?
22. send to presbytery and General Assembly requested statistics and other information according to the requirements of those bodies, as well as voluntary financial contributions?
23. meet at least quarterly?

24. keep up to date the required rolls and registers? (G-3.0204)

- Baptized, active, and affiliate members.
- Baptisms, ruling elders and deacons, installed pastors with dates of service

25. elect a treasurer for the congregation, and to what term?

26. adhere to the financial requirements? (G-3.0205)

- all offerings counted and recorded by at least two duly appointed persons, or by one fidelity bonded person.
- financial books and records adequate to reflect all financial transactions, open to inspection by authorized church officers.
- periodic, and in no case less than annual, reports of all financial activities made to the session or entity vested with oversight.

		___/___/20___
Clerk of Session signature		Date
Name of Examiner		Affiliation / Church
___ Approved with commendation	___ Approved with () exceptions	___ Not Approved

Additional Comments and reasons for disapproval	