

PRESBYTERY OF ST. ANDREW
SESSIONAL RECORDS ANNUAL REVIEW FORM

Name of Congregation: _____ Date: _____

Name of Clerk of Session: _____

Address of Clerk of Session: _____

please circle the correct answer to the following questions:

- | | | |
|---|-----|----|
| Does this congregation have a Diaconate? | yes | no |
| Does this congregation have a Board of Trustees? | yes | no |
| Is the congregation incorporated? (Book of Order G-7.0401) | yes | no |
| Did the Session meet at least quarterly? (Book of Order G-10.0201) | yes | no |
| Do minutes record the date, place, hour, and names of those present at all Session meetings? (Robert's Rules Art. X sec.60) | yes | no |
| Do the minutes record the calling of all meetings of the congregation? (Book of Order G-7.0303) | yes | no |
| Are minutes of Session Meetings signed by the Clerk: (Robert's Rules Art. X sec.60) | yes | no |
| Are minutes of meetings of the congregation included with the session's minutes? (Book of Order G-7.0307) | yes | no |
| Was an annual meeting of the congregation held? (Book of Order G-7.0302a.) | yes | no |
| Are minutes of congregational meetings signed by the Moderator and the Secretary of the meeting? (Book of Order G-7.0307) | yes | no |
| Were all meetings opened and closed with prayer? (Book of Order G-9.0301b) | yes | no |
| Were minutes approved upon reading or distribution? (Book of Order G-10.0301) | yes | no |

please list the page number on which each of the following items can be found in the session's minutes:

The election of commissioner(s) to the Stated Meetings of the Presbytery: (Book of Order G-10.0102o)

February Stated Meeting: _____

May Stated Meeting: _____

October Stated Meeting: _____

Reception of the Report(s) of Commissioner(s) to the Stated Meetings of the Presbytery: (Book of Order G-10.0102p.(1))

February Stated Meeting: _____

May Stated Meeting: _____

October Stated Meeting: _____

Approval of the Annual Statistical Report: _____

Annual Statistical Report included in minutes: _____

Annual Review of the Adequacy of Compensation of the Pastor or Pastors: (Book of Order G-7.0302) _____

Annual Review of the Adequacy of Compensation of the church staff (if applicable) (Book of Order G-10.0102m) _____

Joint meeting with Diaconate (if applicable) (Book of Order G-6.0405) _____

Review of Minutes of Diaconate, Trustees, and/or other organizations of the congregation: (Book of Order G-9.0407a.) _____

Acknowledgment of completion of a period of study and preparation for newly elected elders and deacons: (Book of Order G-14.0205) _____

Examination and installation of newly elected elders and deacons (Book of Order G-10.0102L) _____

Establishment of an annual budget: (Book of Order G-10.0102i) _____

Annual audit/review of financial records (Book of Order G-10.0401d) _____

Annual review of church rolls (Book of Order G-5.0502) _____

this section to be completed by Presbytery's reviewer:

These minutes were reviewed on _____ (date)

These minutes are: ____ approved ____ approved with exception ____ disapproved

The following exceptions are noted:

name of reviewer

signature