

SESSION MINUTE REVIEW FORM
Revised March 2014

Church Name _____ Year _____ of minutes to review

With the New Form of Government having been approved, many specifics previously required are more flexible. The spirit of this form is to try and capture what this presbytery feels is essential to include in a church's minutes in order to ensure transparency and good order.

Section I:

1. Each congregation is to maintain the membership rolls (active, affiliate, baptized), deaths, pastors, elders, deacons (if applicable). This register of the rolls of the church was updated on _____.
2. The Annual Meeting of the Congregation was held on _____.
At this meeting, the following transpired: (check if yes)
____ Review Terms of call for pastor
____ Elected Members of the Nominating Committee
____ Elected new elders and deacons (if applicable)
If the election of the Nominating Committee or new elders did not occur at the annual meeting, please indicate below when this occurred:

3. New Officers were examined by the Session on _____.
4. New Officers were ordained/installed during worship on _____.
5. If you have deacons, you held a joint meeting with the session on _____.
6. The Session established the annual budget on _____ (please attach a copy of the budget in your minutes)
7. The session elected the treasurer on _____ for a term of _____.
8. The session elected the clerk on _____ for a term of _____.
9. The church has had financial review (G-3.0113) with the findings reported to the session on _____.
10. The Annual Statistical Report has been attached to the minutes at the end of the calendar year.
yes or no

Section II:

Please take an average month and check if the following information has been recorded in the session minutes. (month looked at _____)

1. The meeting was opened and closed with prayer. *yes or no*
2. Date, hour and place of the meeting was recorded. *yes or no*
3. Name of the moderator is given. *yes or no*
4. A quorum was declared *yes or no*
5. Names of those absent and excused were listed *yes or no*
6. The minutes of the last meeting were approved *yes or no*
7. All action items are recorded *yes or no*
8. Clerk and the Minister has signed the minutes *yes or no*

Section III:

The following items should be contained in the minutes if applicable:

1. The Session has authorized baptisms on _____.
2. The Session has authorized the observance of the Lord's Supper at least quarterly:
Yes or no Indicate the dates _____
3. The Session received new members:
By letter of transfer on: _____
By reaffirmation of faith on: _____
By Adult Baptism on: _____
4. The minutes contain a detailed financial report within the year. *yes or no*
5. The Session took a candidate under care on _____.

Section IV:

Congregational Meetings may contain the following information. Please indicate if appropriate:

1. A new pastoral relationship was established on _____.
2. A pastoral relationship was dissolved on _____.
3. Any matters relating to property issues such as purchase, lease, sale, were discussed and voted on:
_____.

Section V:

The annual meeting of the corporation was held on _____. (This meeting can be the same as the annual meeting of the congregation.)

Section VI:

That the Presbytery of Tropical Florida mandate that session minutes be signed by both the Clerk of Session (the person taking and presenting the minutes for session approval) and the Moderator (the person who moderated the meeting) after the subsequent session meeting has approved the previous session's minutes. During the annual inspection of the churches' minutes and record books, the Stated Clerk shall note the presence or absence of both signatures on approved session minutes. This shall become effective January 2014.

Minutes – final minutes shall be kept on acid-free paper, bound in a permanent form, numbered so that material may not be inserted at a later time. Unused spaces shall be marked through with the phrase: "Intentionally left blank". Temporary minutes may be kept in a loose leaf form, but the signed, final form shall be the permanent record.

1. Has Per Capita been paid? **Yes or No** If not, why not?

2. Are there any loans from the Presbytery? **Yes or No**
 Are they current? _____
3. Has/have your Pastor(s) completed the Presbytery Boundaries Training? **Yes or No**
4. Has/have the Session/Trustees reviewed the adequacy of the church's insurance program? **Yes or No**
5. Has any change in Terms of Call been filed with the COM? **Yes or No**

*** The New Form of Government allows congregations to set their quorums for congregational meetings and for sessions. Also, announcements of those meetings are to be determined as well. These are to be in the By-Laws of the church.

- _____ Check if the church has re-done their by-laws
- _____ Check if your church needs help with the re-writing of by-laws

Because each church now determines the quorums for sessions and congregations, it would be advisable in the beginning of your minutes for a calendar year, to state: the quorum for a session meeting is _____ people/percentage of the session
The quorum for a congregational meeting is _____ percentage of active members.

TO BE COMPLETED BY THE REVIEWER:

Items to be worked on for next year's review:

The minutes of _____ Church were reviewed and approved as:

without exception **with exception** Date: _____

Reviewer's Signature: _____

Presbytery Representative's Signature: _____