

Grace Presbytery Record of Annual Review of Session Minutes
To be completed by Clerk of the Session prior to the Review Meeting

Name of Church _____ City _____

Clerk or Moderator (presenting these minutes) _____

Date of Review _____ Location of Review _____

1. Do ALL minutes indicate:	Yes	No
a. Whether meeting is stated or called (if called, by whom?) (G-10.0201)	_____	_____
b. Date, time and location of each meeting	_____	_____
c. Quorum was present (G-10.0202)	_____	_____
d. Elders & Moderator named as present and or absent	_____	_____
e. Approval of previous meeting's minutes	_____	_____
f. Prayer as beginning and end of meeting (G-0.0301)	_____	_____
g. Clerk or Moderator's signature	_____	_____

2. Do Minutes include the following? Date(s) and/or Page(s)

2. Do Minutes include the following?	Date(s)	and/or	Page(s)
a. Minutes of congregational meetings recorded in Minute Book of Session (G-7.0307)			
b. Summary of previous year's Statistical Report as approved by Session (G-10.0102 p. (7))			
c. Summary of annual reports from congregational bodies reviewed by Session (G-9.0407 a; G-10.0301)			
d. Report of financial review approved by Session with comments (G-10.0400)			
e. Election of commissioners to Presbytery (G-10.0102 p. (1))			
f. Report to Session by commissioners to Presbytery (G-10.0102 p. (1))			
g. Pre -authorization of baptisms by Session (W-2.3011)			
h. Dates of baptisms recorded by Session (W-2.3011) (Recommended but not required)			
i. Authorization for celebration of Communion (W-2.4012)			
j. Examination of deacons by Session after training (G-10.0102 l)			
k. Annual approval of work of deacons (G-6.0404)			
l. Training and examination of new elders (G-10.0102 l)			
m. Annual review of pastor's salary by Congregation (G-7.0302 a) and by Session (G-10.0102 n)			
n. Review of church rolls and registers by the Session (G-10.0302)			

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1. Did you receive new members in 2010? Do your minutes reflect the reception of the new members and the dates of the worship service at which the new members made their public profession of faith (G-5.0200)?
2. Does your church have any outstanding loans?
3. Do your minutes reflect Session discussion of the loans and plans for repayment?
4. Did the session review its Child Protection Policy in 2010?
5. Did the session review the property and liability insurance of the church in 2010?
6. Were annual reviews done for employees? And was there feedback for the pastor as well?
7. Are there mission stories from your church that you would like to share through Grace enews? Please send to rob@gracepresbytery.org.

FOLLOWING TO BE COMPLETED BY REVIEWER: List all exceptions by number and sub-letters or show "NONE" _____

REVIEWER'S COMMENTS OR SPECIAL PROBLEMS:

REVIEWER _____ FROM _____
 (after review is completed and signed, attach label to the minutes of the session. Leave this form with host of review meeting who will return it to the presbytery office. Then a copy of the form will be sent to the original session.)