

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

Name of Congregation _____ City _____

Clerk or Moderator (presenting these minutes) _____

Date of Review _____ Location of Review _____

Each Council shall keep a full and accurate record of its proceedings. (G-3.0107)

1. Do ALL minutes indicate:	Yes	No
a. Whether meeting is stated or called (if called, by whom?) (G-3.0203)	_____	_____
b. Date, time and location of each meeting	_____	_____
c. Those present, excused or absent	_____	_____
d. Approval of previous meeting's minutes	_____	_____
e. Prayer as beginning and end of meeting (G-3.0105)	_____	_____
f. Clerk or Moderator's signature	_____	_____

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

	Date(s)	Page(s)
a. Minutes of congregational meetings recorded in Minute Book of Session (G-1.0505)		
b. Summary of previous year's Statistical Report as approved by Session (G-3.0202 (f))		
c. Summary of annual reports from congregational bodies reviewed by Session (G-3.0108)		
d. Report of financial review approved by Session with comments (G-3.0205)		
e. Election of commissioners to Presbytery (G-3.0202a)		
f. Report to Session by commissioners to Presbytery (G-3.0202a)		
g. Pre -authorization of baptisms by Session (W-2.3011)		
h. Dates of baptisms recorded by Session (W-2.3011)		
i. Authorization for celebration of Communion (W-2.4012)		
j. Examination of deacons by Session after training (G-3.0201c)		
k. Training and examination of new elders (G-3.0201c)		
l. Annual review of pastor's salary by Congregation (G-1.0503c)		

Continued on reverse side of page

1. Did your congregation receive new members in 2011?
2. Does your congregation have any outstanding loans? If so, do your minutes reflect Session discussion of the loans and plans for repayment?
3. Did the session review its Child Protection Policy in 2011?
4. Did the session review the property and liability insurance in 2011?
5. Were annual reviews done for employees? And was feedback given to the pastor on his or her performance in the call?
6. Has the Session adopted a manual of administrative operations that specifies the form and guides the work of mission (G-3.0106)?
7. Has the Session adopted and implemented a sexual misconduct policy (G-3.0106)?
8. Would your congregation welcome some help with its website?
9. Are there mission stories from your congregation that you would like to share through Grace enews? Please send to Rob@gracepresbytery.org

FOLLOWING TO BE COMPLETED BY REVIEWER: Comments or items that need attention in the records: _____

REVIEWER: _____

CONGREGATION: _____

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. A copy of the form will be sent to the session.