

Presbytery of Kiskiminetas
RECORD OF EXAMINATION OF SESSION MINUTES

Church: _____ Year: 2017

Name of Clerk of Session: _____

Clerk of Session: Please fill in the left column indicating page numbers in Session minutes where questions are answered. Spaces to the right will be completed by the Minutes Reviewers. Bracketed references are the requirements in the *Book of Order* or in *Roberts Rules of Order Newly Revised*. **This form is to be completed and in the minutes book when it is presented for examination.**

Page	Question	Yes	No	Reviewers Comments
	Records indicate that session has met at least quarterly. [G-3.0203]			
	Date, place, and time of meetings noted, with indication that each is a stated or special meeting. (UNDERLINE MISSING ITEM(S).) [RRoONR §48]			
	Quorum noted [G-3.0203] along with names of moderator, clerk or acting clerk, elders (present, excused, or absent) and invited guests. [RRoONR § 48]			
	All meetings are opened and closed with prayer. [G-3.0105]			
	Previous minutes of stated and special meetings are read and approved. [RRoONR §48]			
	Election of commissioners to presbytery noted. [Commissioners may be elected for a full year-or two or three- or for individual meetings.] [G-3.0202a]			
	Commissioners reported to session after each presbytery meeting. [G-3.0202a]			
	Records indicate that Communion is celebrated regularly (at least quarterly). [G-3.0201b]			
	Budget is approved by session and spread on minutes. [G-3.0205]			
	Annual meeting of the congregation is summarized, attested to by the Clerk of Session, showing action on the Terms of Call for the pastor, if one is installed. [UNDERLINE MISSING ITEMS] [G-1.0501; 1.0503c; 2.0804]			
	Session reviewed minutes of the Trustees. (Churches with a unicameral board mark NA) [G-3.0201c]			
	Record of annual meeting with Board of Deacons. (Churches without Deacons mark NA) [G-2.0202; 3.0204]			
	Newly elected officers trained and examined by the session before ordination and/or installation. [G-3.0201c]			
	Annual review of adequacy of compensation for all staff. [G-3.0201c]			

Page	Question	Yes	No	Reviewers Comments
	Election of a Treasurer and Clerk by the session for a term determined by session. [G-3.0104]			
	Record of a full review of all financial books and records. [G-3.0113]			
	Statement or chart showing the composition of session regarding ethnic groups/sex/age and how this corresponds with congregational membership. [G-3.0103] ** Covered by spreading/recording a copy of the Annual Statistical Report submitted to G.A. in the minutes.			
	The composition of the session and deacons give fair representation of the congregation with regard to sex/age/ethnicity and disabilities? [G-2.0401; F-1.0403] ** Covered by spreading/recording a copy of the Annual Statistical Report submitted to G.A. in the minutes.			
	Annual review of roll of members, counseling those who have neglected their responsibilities. [G-3.0201c & G-3.0204a]			
	Evidence that this congregation is being faithful to the mission of the whole church. [G-3.0101; 3.0108a; 3.0201]			
	Name of clerk or clerk pro tem is signed at the end of minutes of each meeting. [G-1.0505]			

Please indicate below any deficiencies noted in this review:

Front	The name of the church is on the outside cover.			
	Minutes are neat.			
	Proper parliamentary procedures being used in the conduct of meetings. [G-3.0105 & RRoONR §47]			
	Large empty spaces on minute pages are lined out.			
	No erasures, white-outs, nor pages stapled/pasted into the records.			
	Authorization to send the Annual Statistical Report to G.A. or Stated Clerk of Presbytery **and/or the summary of the Annual Report recorded in the minutes.			
Inside Cover	Presbytery "Rules for Keeping Church Records" permanently attached to inside front cover.			
	Other Discrepancy(s)			

Are the minutes complete in all parts?			
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Minutes are (check one):	Approved [<input type="checkbox"/>]	Approved with Exception [<input type="checkbox"/>]	Not Approved [<input type="checkbox"/>]
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Date of Examination: ___ / ___ / ___

Reviewer: _____

Comments:

Reviewer's Church: _____