

Church Name: _____ City: _____

Lowcountry Presbytery Sessional Records Review Check List

This check list is designed to help the Presbytery to fulfill its constitutional responsibility to review the records of the various Sessions within its boundaries. It is also designed to assist clerks in doing their job well. Answer questions by checking **Yes** or **No**. please provide page numbers.

	The Session's Minutes	Yes	No	Page # / Comment
1	Was each meeting opened & closed with prayer? BCO 12-9			
2	Was the date, time and place of the meetings recorded? RRO			
3	Was there a record that a quorum was present? BCO12-1			
4	Is there a record of the names of those present or absent? RRO			
5	Is there a record of guests and an invitation to seat non-members? RRO			
6	When the pastor (moderator) was absent, is there a record of replacement? BCO 12-2			
7	When stated clerk was absent is there record of replacement? RRO			
8	Is there a signature of the moderator and clerk at the end of the minutes? RRO			
9	Are the pages consecutively numbered? RRO			
10	Are executive session minutes properly handled? RAO 16-3			
	The Session's Administrative Responsibilities			
11	The Session held at least Quarterly meetings during the calendar year? BCO 12-6			
12	Minutes of previous meeting are approved by Session? RRO			
13	If judicial case before the Session: record of full proceedings as required? BCO RoD			
14	Is there a record of election of RE commissioner(s) to Presbytery meetings?(Jan, Apr, Jul, Oct) BCO 13-1			
15	Is there a record of reports to Session by commissioners to Presbytery?			
16	Is there a record of election of commissioner(s) to General Assembly (June)? BCO 14-2			
17	Is there a record of report to Session by commissioner(s) to Gen. Assembly?			
18	Is there a record of joint Session & Deacon meeting at least quarterly? BCO 9-4			
19	Did the session review the minutes of the Deacons at least annually? BCO 9-4, 12-5			
20	Is there record of approval of the annual statistical report by March meeting? Copy in book BCO 12-5			
21	Is there a record of the TE's terms of call and declaration of housing allowance?			
22	Is there a record of the approved budget? Copy in book BCO 12-5			
	The Session's Membership Rolls BCO 12-8			
23	When new members are enrolled, is there a record of how received? BCO 12-5; 6; 57			
24	When members are dismissed, is there a record of name & location of the church to which they were transferred? BCO 12-8			
25	Is there a record of baptisms, communing, non-communing members, deaths and dismissions of church members? BCO 12-8			
	The Session's Responsibilities for Worship			
26	Is there a record of stated times the Lord's Supper was observed? BCO 58-1			
27	Has the Session ensured that the Word is preached only by qualified men? BCO 12-5e; 53-6			
28	Has the Session overseen the admission of persons to Sealing ordinances? BCO 57-4,6			
	The Session's Responsibilities for Meetings of the Congregation			
29	Did the Session call the congregational meetings as required? BCO 12-5d			
30	Was there record of the Call and Purpose of each congregational meeting? BCO 25			
31	Was there a record of officers elected, date to be installed?			
32	Is there a record of examination of officer candidates by the Session?			
33	Where there minutes of ordination/installation services as called meetings of the Session in the presence of the congregation for the officers elected by the congregation?			
	Presbytery's Recommendations			
34	Does the name of the church appear on the outside of the front cover?			
35	Does a copy of 'Guidelines for keeping Session Minutes' included?			
36	Are the pages properly bound and not in danger of being misplaced?			
37	Has the clerk avoided placing loose items or sheets in the book?			
38	Were the proceedings accurately recorded? (avoiding editorializing)			
39	Is the annual statistical report included?			
40	Other Items:			

Stated Clerk:	Print name please	Contact Phone:	
Examiner:		Date of Review:	

Approved Approved with Notations Approved with Exception of Form (violations of RRO, or basic form)

Approved with Exception of Substance (violations of Scripture or serious irregularities from the Constitution)