

Church Name: _____

#	The Session's Minutes	Reference	Yes	No	Notes (specify date of minutes)
1	Was each meeting opened and closed with prayer?	BCO 12-9			
2	Were the date and time of each meeting recorded?	RRO			
3	Were the names of those present and absent recorded for each meeting?	RRO			
4	Were the names of guests recorded for each meeting?	RRO			
5	Was a quorum recorded as present for each meeting?	BCO 12-1			
6	If the pastor (moderator) was absent, was a replacement recorded?	BCO 12-2			
7	If the clerk was absent, was a replacement recorded?	RRO			
8	Were executive session minutes handled properly? (Must be submitted)	RAO 16-3			
#	The Session's Administrative Responsibilities	Reference	Yes	No	Notes (specify date of minutes)
9	Did the session meet at least quarterly?	BCO 12-6			
10	Were the minutes of previous meetings and commissions approved by the session?	RRO			
11	Is there a record of the full proceedings of any judicial case, as needed?	BCO RoD			
12	Is there a record of the election of RE commissioners to each Presbytery meeting and to General Assembly?	BCO 13-1, 14-2			
13	Is there a record of reports to the session by the commissioners to Presbytery?	BCO 12-5			
14	Is there a record of a report to the session by the commissioners to General Assembly?	BCO 12-5			
15	Did the session review the minutes of the deacons at least annually?	BCO 9-4, 12-5			
16	Is there a record of the approval of the annual budget?	BCO 12-5			
17	Were the minutes accurately and appropriately recorded? (Avoiding editorializing)	RRO			
18	Was the annual statistical report included with the minutes?	SR 5.6.3			
#	The Session's Responsibilities Over the Congregation	Reference	Yes	No	Notes (specify date of minutes)
19	Is there a record of baptisms, communing and non-communing members, deaths, and dismissions of church members?	BCO 12-8			
20	Is there a record of the approval of new members, communing and non-communing, into membership?	BCO 57-4, 6			
21	Is there a record of Lord's Supper observances? (Confirmed by submitted schedule)	BCO 58-1			
22	Was the Word preached only by qualified men? (Confirmed by submitted schedule)	BCO 12-5, 53-6			
23	Were congregational meetings called as required, with a stated call and purpose?	BCO 25-2			
24	Is there a record of officers elected and the date for their installation?	BCO 24-1, 24-6			
25	Is there a record of the examination of officer candidates by the session?	BCO 24-1			
26	Are there minutes from ordination/installation services as called meetings of the session in the presence of the congregation?	BCO 24-1-5			
Stated Clerk: _____		Contact Phone: _____			
Examiner: _____		Date of Review: _____			
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with notations <input type="checkbox"/> Approved with exception of form (violations of RRO or basic form)					
<input type="checkbox"/> Approved with exception of substance (violations of Scripture or serious irregularities from the Constitution)					