

**THE PRESBYTERY OF CAYUGA-SYRACUSE
SESSION RECORDS REVIEW (check sheet)**

Church: _____

Name of Clerk of Session: _____

Name of Reviewer and Church: _____

Date of Examination: _____

Examined for a period of _____ to _____ (month/year)

Page Number of last certification of review: _____

From the Book of Order:

G-3.0204 – Minutes of the Session shall be subject to the provisions of G-3.0107. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees.

G-3.0204a – There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402, and G-1.0403.

Clerk of Session – please complete this checklist and bring (or send) it along with your Session Minutes and Church Register. Indicating the appropriate section (for register) or page numbers for minutes book) will make it easy for the reviewer to check that the records meet these formal requirements.

Check list of Church Rolls and Register

| | See G-3.0204 for a complete description of requirements. | Section | |
|----|---|---------|---------|
| | | Yes | Missing |
| 1. | Records updates for marriages, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriage performed on church property. | | |
| 2. | Records updates for baptisms: include full name of those baptized, date and place of birth, and full name of parents. | | |
| 3. | Records updates for ruling elders, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals. | | |
| 4. | Records updates of deacons, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals. | | |
| 5. | Records updates of pastors, co-pastors, associate pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service. | | |
| 6. | Records full name of members received, date of Session action, manner of reception, and church from which received. | | |
| 7. | Records full name of members dismissed or removed, date of Session action and the church to which dismissed. | | |
| 8. | Records full name of those on the Affiliate Membership roll with date of Session action. | | |
| 9. | Records death of members | | |

Checklist of Session Minutes

| | | Page(s) | |
|-----|--|---------|---------|
| | | Yes | Missing |
| 10. | Records Session met at least quarterly. G-3.0203 | | |
| 11. | Records election of Treasurer. G-3.0205 | | |
| 12. | Records election of Clerk of Session. G-3.0104 | | |
| 13. | Records joint annual meeting of Session and Deacons. (No longer required, but a good idea) | | |
| 14. | Records administration of Communion including name of elder if administered away from church. W-2.4010 | | |
| 15. | Records the annual review of the adequacy of compensation for the pastor. G-1.0503c | | |
| 16. | Records the composition of Session with regard to racial ethnic members, women, men and age groups and how this corresponds to composition of congregation. G-3.0201 | | |
| 17. | Includes annual statistical information submitted to General Assembly. G-3.0202f | | |
| 18. | Records examination and instruction of newly-elected officers. G-2.0402 | | |
| 19. | Records ordination and installation of elders and deacons. G-3.0107 | | |
| 20. | Records name of commissioner(s) to Presbytery, and the subsequent reports to session. G-3.0202a | | |
| 21. | Records the reception and dismissal of members. G-3.0201 | | |
| 22. | Records the review of membership rolls with action taken. G-3.0201 | | |
| 23. | Record of minutes of congregational meetings included with clerk's signature. G-1.0505 | | |
| 24. | Records approval of baptisms and confirmation of such at next regular meeting. W-2.3011 | | |
| 25. | Records review of property and liability insurance G-3.0112 | | |
| 26. | Records approval of annual budget with full information reported to the congregation. G-3.0205 | | |
| 27. | Records annual full financial review or audit of church financial record. G-3.0205c | | |

In accordance with G-3.0106 in *The Book of Order*, has Session adopted a *sexual misconduct policy*?

Date of Adoption:

Has the policy been fully implemented?

In accordance with G-3.0106 in *The Book of Order*, has Session adopted a *child and youth protection policy*?

Date of Adoption:

Has the policy been fully implemented?

In accordance with New York State law, the Session adopted a *sexual harassment prevention policy* on _____ (date), and conducted training on _____ (date).

Has an inventory of the types and scope of the congregation's records along with a determination of the length of retention time been established? If not, is there a plan to have this created?

Where are records kept that are used frequently, infrequently, and no longer

used? If some records are stored electronically, what backup procedures are

being used? How are permanent congregational records being preserved?

(see next page...)

The following is to be completed by the Reviewer at Record Review Event

Name of church: _____

Reviewed records from: _____ to: _____

| Do ALL minutes indicate: | Yes | No | Follow Up |
|--|-------|-------|-----------|
| a. Neatness | _____ | _____ | _____ |
| b. Page numbers | _____ | _____ | _____ |
| c. Name of church | _____ | _____ | _____ |
| d. Whether meeting was stated or special (G-3.0203) | _____ | _____ | _____ |
| e. Date, time, and location of meeting | _____ | _____ | _____ |
| f. That quorum was present | _____ | _____ | _____ |
| g. Ruling elders & moderator named as present/absent | _____ | _____ | _____ |
| h. Name of who presided | _____ | _____ | _____ |
| i. Approval of previous meeting's minutes with corrections | _____ | _____ | _____ |
| j. Prayer at beginning and ending of meetings | _____ | _____ | _____ |
| k. Clerk or moderator's signature | _____ | _____ | _____ |

| |
|--|
| <p>It is recommended that the minutes and register be approved without exception.</p> <p>Signed: _____</p> <p style="text-align: right;">Reviewer</p> |
|--|

OR

| |
|---|
| <p>It is recommended that minutes and register be approved with the exceptions listed:</p> <p>Signed: _____</p> <p style="text-align: right;">Reviewer</p> |
|---|

OR

| |
|--|
| <p>It is recommended that the minutes and register not be approved.</p> <p>Signed: _____</p> <p style="text-align: right;">Reviewer</p> |
|--|

Comments / Recommendations / Commendations (use back of sheet if necessary):

The Clerk of Session should bring this sheet back at the next Records Review to show that any exceptions have been corrected.

Following the completion of this review a copy should be placed with the Session records and a copy kept for the Records and Overtures Work Group.