

**Presbytery of Santa Fe**  
**Clerk of Session Form Requesting Review of Session Records**

Name of Church: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Dates Reviewed: From \_\_\_\_\_ to \_\_\_\_\_

Reviewer(s): \_\_\_\_\_

***"Each council shall review annually...the proceedings and actions of all entities related to the body, all officers able to act on behalf of the body, and lower councils within its jurisdiction. In reviewing the procedures of the lower council, the higher body shall determine whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church." (G-3.0108)***

**Notes:**

# items so marked are considered essential. Minutes must reflect these actions to be approved.

**Keep in Mind:**

- >All pages in the Session Record Book are to be numbered and in sequence
- >Pages or parts of pages not used are to be "X-ed" out
- >Previous actions of Session noted in current minutes should be referred to by page number.
- >**Minutes without this review sheet will NOT be reviewed!**

**Items that are ordinarily included in minutes**

*Please list the pages, if any, where these items are missing from the Minutes being reviewed.*

**Page #**

**Session Meetings Minutes:**

**General Format**

- Date, time, place, type of meeting is noted except on page(s) \_\_\_\_\_
- Quorum determined and/or stated *except on page(s)* \_\_\_\_\_
- Moderator named (G-3.0104) *except on page(s)* \_\_\_\_\_
- Opened and closed with prayer (G-3.0105) *except on page(s)* \_\_\_\_\_
- Elders present/excused/absent noted *except on page(s)* \_\_\_\_\_
- Others present noted and granted Privilege of Floor *except on page(s)* \_\_\_\_\_
- Previous minutes approved except for these meetings (dates) \_\_\_\_\_
- Minutes attested to by signature of clerk *except on page(s)* \_\_\_\_\_
- (Note: Moderator signature on Session minutes is not required)

**Motions**

- Motions are clearly written *except on page(s)* \_\_\_\_\_
- The final disposition of the motion is noted *except on page(s)* \_\_\_\_\_

***Please list the pages where these items are found in the Minutes book being reviewed.***

**Page(s) where items are found**

**Members**

- Received, and how received – affirmation, transfer, etc (G-3.0204a) \_\_\_\_\_
- Deleted with reason recorded (G-3.0204a) in minutes and on Roll \_\_\_\_\_

**Sacraments**

**Communion**

- Authorized dates – (Note: can be" first Sunday of each month") (W-3.0409, W-3.410) \_\_\_\_\_
- Special occasion(s) authorized, e.g. marriage, special services, funerals (W-3.0410, W-5.0206) \_\_\_\_\_

**Baptism**

Authorized by Session (W-3.0403) \_\_\_\_\_  
Name and birth date of persons baptized are recorded (W-3.0403) \_\_\_\_\_

**Other Session Items**

Elders elected and named (G-2.0401) in the minutes with term \_\_\_\_\_  
#Elders were instructed and examined (G-2.0402) \_\_\_\_\_  
#Date of ordination/installation noted (G-2.0403) \_\_\_\_\_  
#Election of Clerk and length of term included (G-3.0104) \_\_\_\_\_  
Review of Membership Roll **annually** (G-3.0201c) \_\_\_\_\_

**Were these other items included in minutes:** Yes No Page # Where found

**Staff Compensation**

Compensation reviewed with pastor(s) (G-2.0804) \_\_\_\_\_  
Compensation reviewed with other staff \_\_\_\_\_

**Deacons**

#Deacons were instructed and examined (G-3.0201c) \_\_\_\_\_  
#Date of ordination/installation noted (G-3.0204b) \_\_\_\_\_

**Congregation**

Annual meeting of the congregation held (G-1.0501) \_\_\_\_\_  
Minutes of meetings of congregation approved \_\_\_\_\_  
Minutes of meetings of congregation attested to by Sec'y \_\_\_\_\_

**Congregational Nominating Committee (G-2.0401)**

At least 1 serving ruling elder named \_\_\_\_\_  
At least 3 additional members of congregation named \_\_\_\_\_  
Elected by congregation? \_\_\_\_\_

**Church Finances**

Election of treasurer for specified term (G-3.0205) \_\_\_\_\_  
#Annual budget approved/recorded (G-3.0205) \_\_\_\_\_  
#Report of annual financial review or audit (G-3.0113) \_\_\_\_\_

**Other**

#Annual statistical report to General Assembly included \_\_\_\_\_  
#Evidence of adequate insurance (G-3.0112) \_\_\_\_\_  
Mention of new mission efforts, new developments,  
new programs, mission statement, etc \_\_\_\_\_

**Rolls and Registers (G-3.0204a) – Up to date?**

Baptized members (G-1.0401) \_\_\_\_\_  
Active members (G-1.0402) \_\_\_\_\_  
Affiliate members (G-1.0403) \_\_\_\_\_  
Baptisms (G-3.0204b) \_\_\_\_\_  
Elders/deacons/pastors (G-3.0204b) \_\_\_\_\_  
Marriages (G-3.0204b, optional) \_\_\_\_\_  
Inactive members (G-3.0204b, optional) \_\_\_\_\_

**Deed/title** to property is located where? \_\_\_\_\_

Is there an indication that the church leases worship space to another group for a period of more than five years? (G-4.0206b) \_\_\_\_\_