

Examiners \_\_\_\_\_

Starting Page # \_\_\_\_\_

**ANNUAL REVIEW OF RECORDS REPORT FORM**

\_\_\_\_\_ **MINUTES** (year)

**The Presbytery of Riverside**

Clerk  
Check  
Here only

CHURCH: \_\_\_\_\_ CITY: \_\_\_\_\_ REVIEW DATE: \_\_\_\_\_

<b>GENERAL REQUIREMENTS</b> (Examine <b>three</b> instances at random)		YES	NO
_____	1. Are the place, hour and date of each meeting recorded? See also Robert's Rules.	___	___
_____	2. Do the minutes identify the meeting moderator, list other session members present, indicate excused absences, any absent members, and name persons present who are not session members? (G-9.0203a)	___	___
_____	3. Was each meeting of session opened and closed with prayer? (G-9.0301b)	___	___
_____	4. Are the minutes of each meeting signed by the clerk, clerk pro-tem, or moderator? (G-9.0203a)	___	___
_____	5. Are the minutes recorded on consecutively numbered pages?	___	___
_____	6. Do the minutes reflect that there has been periodic reporting of financial activities? Such evidence may include, but not be limited to a) summary of receipts, disbursements and current balance; (G-9.0203)	___	___
_____	7. Are blank places crossed out and corrections initialed by clerk?	___	___

Notes by examiners:

Page No.	<b>YEARLY ITEMS</b> (Examine page indicated.)	YES	NO
_____	8. Is there a minute entry showing the report to session of last year's review by presbytery? (G-9.0203)	___	___
_____	9. Do the minutes record session's corrective actions on any and all exceptions? (G-9.0203)	___	___
_____	10. Is there a minute entry showing the report resulting from a full financial review of all books and records relating to finances during the calendar year preceding this review year? (G-10.0401d)	___	___
_____	11. Is there a minute entry showing that prior to ordination/installation of new elders or deacons (in accordance with G-14.0240): a) a period of study and preparation was completed? b) session examined the new elders and/or deacons?	a ___ ___ b ___ ___	___ ___
_____	12. Is there a minute entry showing the composition of session as to gender, age, ethnicity, and persons with disabilities and how this corresponds to	a ___ ___	___ ___

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	the composition of the congregation? (G-4.0403; G-10.0301) <input type="checkbox"/> a. gender <input type="checkbox"/> b. age <input type="checkbox"/> c. ethnicity <input type="checkbox"/> d. persons with disabilities	b ____ ____ c ____ ____ d ____ ____
_____	13. Is there a minute entry showing the annual election of the church treasurer? (G-10.0401)	____ ____
_____	14. Is there a minute entry showing the election of an elder as clerk of the session for a definite term of office? If previously elected for more than one year, give page number of that election of the clerk. (G-9.0203b)	____ ____
_____	15. Is there a minute entry showing the annual election of the corporate officers? (G-10.0401)	____ ____
_____	16. Is there a minute entry showing annual session review of "the adequacy of compensation for all staff"? (G-10.0102n)	____ ____

Page No.	YEARLY ITEMS (CONTINUED)	YES	NO
_____	17. Is there a minute entry showing session review of the annual reports of the Board of Deacons, of the congregation, and of the church's other committees, bodies and organizations? Is a summary of these reports incorporated in session minutes? (G-9.0407a)	____	____
_____	18. Is there a minute entry showing receipt by the session "at least annually" of a report of financial accounts from each "special organization" in the church which was involved in the collection and distribution of money? (G-10.0401c)	____	____
_____	19. Is there a minute entry showing annual session review of church rolls? (G.-5.0502)	____	____

Notes by examiners:

Page No.	SPECIAL ITEMS (Examine page indicated)	YES	NO
_____	20. Do minutes record session authorization of the deletion of members' names from church rolls, indicating date of member death when applicable, or of the transfer of names from one roll to another? (G-10.0302b)	____	____

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_____	21. Do minutes record session confirmation of the choice and appointment of persons serving in the church's educational programs, including all leaders, teachers, sponsors & volunteers working with children and youth? (G-10.0102e & f; W-6.2006; W-1.4007)	___	___
_____	22. Do minutes reflect session-authorized education for persons preparing for membership? (G-10.0302a)	___	___
_____	23. Do minutes record session approval of the dates on which the Sacrament of the Lord's Supper was celebrated? (W-2.4012a)	___	___
_____	24. Do minutes identify (a) and session receipt of (b):	a	___
_____	a. Elder(s) elected as commissioner(s) to presbytery? (G-5.0400a,b)	b	___
_____	b. Written/verbal reports from commissioner(s) to presbytery?	___	___
_____	25. Do minutes identify "two duly appointed persons, or a fidelity bonded person," for the counting and recording of all offerings? (G-10.0401a)	___	___
Notes by examiners:			
Page No.	<b>CONGREGATIONAL MEETINGS</b> (Examine page indicated)	YES	NO
_____	26. Do congregational minutes record that proper notice was given for the meeting (G-7.0303.b):	___	___
	a. to elect a pastor nominating committee or a pastor? (10 days; 2 Sundays)		
	b. regular or called congregational meeting? (2 Sundays)		
_____	27. Do congregational minutes show annual congregational approval of the Terms of Call of the Pastor(s) for the review year, as recommended by session? (G-7.0302; G-10.0102n)	___	___

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Page No.	CONGREGATIONAL MEETINGS (CONTINUED)	YES	NO
_____	28. Are the minutes of each meeting of the congregation "attested by the moderator and the secretary" and "entered into the minute book of the session"? (G-7.0307)	___	___
_____	29. If there have been changes to the church Articles of Incorporation or By-Laws, attach the revised copy to this form. Show changes.	___	___

Notes by examiners:

MEMBERSHIP ROLLS		YES	NO
30.	Does the session maintain the following: a. Active Members' Roll? [G-10.0302a(2)] b. Inactive Members' Roll? [G-10.0302a(3)]	___	___
31.	Do entries in the chronological roll of active members and the alphabetical roll of active members agree (membership number, dates, etc.)? (G-10.0302)	___	___

Notes by examiners:

CHURCH REGISTERS		MINUTES	YES	NO
Note: Cite SESSION MINUTE BOOK cross-reference page numbers.		Page No.		
32.	Does the Register of Marriages include the names of the groom, maiden name of the bride, name of the officiate; place where married, names of witnesses; and license date, number and county of issuance? [G-10.0302c(1)] Note: In cases of "confidential marriage," register information may be incomplete.  Provide names of a recent marriage _____	_____	___	___
33.	If the Sacrament of Baptism was performed during the year of review:  Does the Register of Infant Baptisms include the full "name, parents' names, and date and place of birth of those being baptized"? [G-10.0302c(2a)]  Provide name of recently Baptized Infant _____	_____	___	___
34.	If the Sacrament of Adult Baptism was performed during the year of review:  Does the Register of Adult Baptisms include the full "name, parents' names and date and place of birth of those being baptized"? [G-10,0302c(2b)]	_____	___	___

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<p>Provide name of a recent Baptized Adult _____</p>	
<p>35. Does the Register of Elders show “the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals”? [G-10.0302c(3)] Note: In cases where registered elders were ordained prior to membership in this church, register information may be incomplete as to exact names of churches and dates of ordination, but should be accurate about this specific installation.</p>	<p>_____</p>

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<b>CHURCH REGISTERS (CONTINUED)</b>	<b>MINUTES</b> Page No.	YES	NO
36. Does the Register of Deacons show “the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals”? [G-10.0302c(4)] Note: In cases where registered deacons were ordained prior to membership in this church, register information may be incomplete as to exact names of churches and dates of ordination, but should be accurate about this specific installation.	_____	_____	_____
37. Does the Register of Pastors list “pastors, co-pastors, associate pastors, interim pastors, and stated supplies serving the church, with dates of service”? [G-10.0302c(5)]		_____	_____

Notes by examiners:

Date of last minutes approved by session and included in this review:

Date: \_\_\_\_\_

Page number of the last page of minutes included in this review:

Page #: \_\_\_\_\_

Examiners' Signatures: 1. \_\_\_\_\_

2. \_\_\_\_\_