

## Session Records Review Sheet

### Winnebago Presbytery

Church Name \_\_\_\_\_ Year(s) Covered by Minutes \_\_\_\_\_

**Page # in Minutes to be filled in by  
Clerk of Session BEFORE the Review**

*Included Y/N and Comments  
by Reviewer DURING  
review with Session Records  
Review Committee*

Recorded Item	Reference	Page #	Included Y/N	Reviewer's Comments
1. Date, time, place of each meeting (stated or special)	G-3.0203			
2. Meeting at least quarterly.	G-3-0203			
3. Names of ruling elders present.	G-3.0101			
4. Name of moderator	G-3.0203			
5. Opened and closed each meeting with prayer	G-3.0203			
6. Minutes approved by session	G-3.0204			
7. Financial report at each meeting or regularly	G-3.0205			
8. Worship provision	G-3.0201 a			
9. Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to home bound members.	G-3.0201b W-2.4012			
10. Report of administration of the Lord's Supper (next meeting).	G-3.0201			
11. Report of Communion to sick or shut-in members with names of officers who served sacrament	W-2.4012			
12. Member reception & dismissal	G-3.0201 c			
13. Review of member rolls	G-3.0201 c			
14. Regular Pastor reports				
15. Mission in community	G-3.020 a			

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
16. Approval of the Sacrament of Baptism.	G-3.0201b W-2-3011			
17. Report of administration of Baptism (at next meeting).	G-3.0201			
18. Commissioner(s) to presbytery meetings elected by session	G-3.0202			
19. Report of Commissioner(s) given at next session meeting following each presbytery meeting.	G-0302			
20. Signature of Clerk of Session	G-3.0107			

***Items to be Recorded Annually in Minutes:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
21. Training, examination of newly elected ruling elders and deacons.	G-3.0201c			
22. Ordination and Installation of ruling elders and deacons	G-3.0201c			
23. Report of annual review of pastor & staff compensation	G-2.0804			
24. Session review of annual statistical report.	G-3.0202f			
25. Annual statistical report included with minutes.	G-3.0204			
26. Election of Church Treasurer(s)	G-3.0205			
27. Election of Clerk of Session	G-3.0104			
28. Session approval of budget.	G-3.0205			
29. Full financial review or audit	G-3.0113			
30. Review of all committees and organizations of the church, including finances.	G-3.0201c			
31. Regular property reports to Session	G-3.0201 c			
32. Review of Deacons	G-2.0202			

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
33. Provision for education, nurture, fellowship, and inactive member review	G-3.0201 G-3.0204 a.			
34. Insurance Review - adequate property and liability coverage, including officers	G-3.0112			
35. Session Minutes record of Presbytery review of Session records	G-3.0108			
36. Session composition with regard to racial ethnic members, women, men, age groups, and correspondent congregational composition.	F-1.0403			

***Minutes of Congregational Meetings:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
37. Congregation met at least annually	G-1.0501			
38. Presentation of Session approved budget in minutes	G-3.0205			
39. Election of Nominating Committee by congregation	G-2.0401			
40. Election of elders, deacons, (trustees).	G-1.0503			
41. Minutes of all congregational meetings signed by clerk	G-1.0505			
42. Review of compensation of pastor(s) by congregation.	G-1.0503			
43. Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-5.0505			

**Church Rolls and Registers:**

<b>Recorded Item</b>	<b>Reference</b>	<b>Y/N</b>	<b>Included Y/N</b>	<b>Reviewer's Comments</b>
44. Roll of Active Members maintained by Session	G-3.0204			
45. Roll of Baptized Members maintained by Session	G-3.0204			
46. Roll of Affiliate Members, if any, maintained by Session	G-3.0204			
47. List of Ruling Elders and Deacons, with ordination date	G-3.0204			
48. List of Pastors, Associates, with dates of service	G-3.0204			
49. Record baptisms with date of birth and name of parents.	G-3.0204b			
50. Record of approved marriages				

Date: \_\_\_\_\_  
 Clerk of Session who prepared this review sheet \_\_\_\_\_

*Thank you very much for your work on this review.*

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Names of Reviewer Team \_\_\_\_\_

**Minutes and Registers Approved:**

( ) Without Exception - OR -

( ) With Exception(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

n.b.

- Session records are to be printed, with no loose or attached material
- Corrections are to be made by "approved practice."
- Unused parts of pages are to be lined out.
- Presbytery's annual review is to be recorded on the last page of the review.