

GULF COAST PRESBYTERY

Annual Sessional Records Review

Name of Church: _____ of _____

Date of Last Review: _____ Date of this Review: _____

Directions to Reviewer: Read through the Sessional Records and Minutes under examination to check for the items listed on the back of this form. Place a mark "x" beside each item found to be proper and in order. Make notations in the space provided for any notations or exceptions. Include date and page number when making specific remarks about the Minutes and/or Records.

- 1. typed or neatly written _____
- 2. suitable volumes with church name _____
- 3. no loose pages and numbers consecutively _____
- 4. reception and dismissal of members _____
- 5. records of baptisms, communing and non-communing members, & deaths _____
- 6. records reviewed during previous year _____
- 7. attached copy of Guidelines for Sessional Records and Minutes _____
- 8. held Stated Session Meeting at least once a quarter _____
- 9. type of meeting, date, place and time _____
- 10. names of session members, moderator, visitors and quorum _____
- 11. meeting opened and closed with prayer _____
- 12. RE convening meeting & Moderator when w/o pastor _____
- 13. reading and approval of previous minutes _____
- 14. minutes signed by clerk of session, or moderator _____
- 15. representatives to higher courts and their reports _____
- 16. examination of records of Board of Deacons _____
- 17. nomination, examination election & services of ordination of Elders and Deacons _____
- 18. receiving of reports and adopting of requests and overtures _____
- 19. record of court cases in progress according to BCO 31 - 37 (when applicable) _____
- 20. accurate record of proceedings _____
- 21. oversight of church's life and ministry _____
- 22. Session's review of communing membership rolls: _____
- 23. calling of Congregational Meetings _____
- 24. signatures on all Minutes _____
- 25. copy of church budget _____
- 26. copy of annual statistical report to General Assembly _____

Notations: _____ Exceptions of Form: _____ Exceptions of Substance: _____

Signature of Clerk of Session _____ Date _____

Signature of Presbytery Examiner _____ Date _____