

**Gulf Coast Presbytery**  
Annual Session Records Review

**Name of Church:** \_\_\_\_\_ **of** \_\_\_\_\_

**Date of Last Review:** \_\_\_\_\_ **Date of this Review:** \_\_\_\_\_

Review of Permanent Records:

- typed or neatly written \_\_\_\_\_
- suitable volumes with church name \_\_\_\_\_
- no loose pages and pages numbered consecutively \_\_\_\_\_
- records of baptisms, communing and non-communing members, & deaths \_\_\_\_\_
- attached a copy of Guidelines for Sessional Records and Minutes \_\_\_\_\_
- copy of church budget \_\_\_\_\_
- copy of annual statistical report to General Assembly \_\_\_\_\_

Review of Minutes

- Record of reception and dismissal of members \_\_\_\_\_
- records were reviewed during previous year \_\_\_\_\_
- held Stated Session Meeting at least once a quarter \_\_\_\_\_
- type of meeting, date, place and time \_\_\_\_\_
- names of session members, moderator, visitors and quorum \_\_\_\_\_
- meeting opened and closed with prayer \_\_\_\_\_
- RE convening meeting & Moderator when w/o pastor \_\_\_\_\_
- reading and approval of previous minutes \_\_\_\_\_
- minutes signed by clerk of session, or moderator \_\_\_\_\_
- representatives to higher courts and their reports \_\_\_\_\_
- examination of records of Board of Deacons \_\_\_\_\_
- nomination, examination election & services of ordination of Elders and Deacons \_\_\_\_\_
- receiving of reports and adopting of requests and overtures \_\_\_\_\_
- record of court cases in progress according to BCO 31 - 37 (when applicable) \_\_\_\_\_
- accurate record of proceedings \_\_\_\_\_
- oversight of church's life and ministry \_\_\_\_\_
- Session's review of communing membership rolls: \_\_\_\_\_
- calling of Congregational Meetings \_\_\_\_\_
- signatures on all Minutes \_\_\_\_\_

**Notations:** \_\_\_\_\_ **Exceptions of Form:** \_\_\_\_\_ **Exceptions of Substance** \_\_\_\_\_

**Signature of Clerk of Session** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Presbytery Reviewer** \_\_\_\_\_ **Date** \_\_\_\_\_