

SESSION RECORDS REVIEW
Presbytery of Giddings-Lovejoy
SELF-REVIEW CHECKLIST 2016

Session Minutes:

1. The minutes of each meeting should record the date, time, and place of the meeting and whether it is a stated or special (called) meeting. (G-3.0203)
2. The session met at least quarterly. (G-3.0203)
3. The names of all Ruling Elders present at each meeting are recorded. (3.0101)
4. The name of the Moderator is recorded. (G-3.0203)
5. The meeting was opened and closed with prayer. (G-3.0203)
6. The minutes of the previous meeting were reviewed, corrected, and approved. (G-3.0204)
7. The financial report was reviewed regularly (G-3.0205)
8. The Session approved observances of the Lord's Supper (at least quarterly) and provided for its distribution to members isolated from the community's worship. (G-3.0201b, W-2.4012, W3.3616e).
9. The Session approved the sacrament of Baptism and recorded each administration of Baptism. (G-3.0201b, W-2.3011).
10. Commissioners were elected to presbytery and reported after each presbytery meeting. (G-3.0202a)
11. Session minutes are signed by the Clerk of Session. (G-3.0107)
12. The training, examination, ordination and installation of newly-elected ruling elders and deacons is recorded. (G-3.0201c)
13. The session reviewed the adequacy of the compensation of the pastor. (G-2.0804)
14. The session approved the annual statistical report as stated in the minutes. (G-3.0204)
15. The minutes record the election by the session of the Treasurer. (G-3.0205)
16. The minutes record the election by the session of the Clerk of Session. (G-3.0104)
17. The Session adopted a budget. (G-3.0113, G-3.0205)
18. There was a full financial review or audit. (G-3.0113)
19. The work of all boards, committees, and organizations of the church were directed and reviewed by the session. (G-3.0201c)
20. Session reviewed the property, liability and officer insurance coverage for adequacy. (G-3.0112)
(Bring a copy of the church's insurance "declaration page" to the review.)

Congregational Meeting Minutes:

1. The congregation met at least annually. (G-1.0501)
2. The Session presented the budget to the congregation for information. (G-3.0205)
3. The congregation elected a Nominating Committee. (G-2.0401)
4. The congregation elected elders, deacons, and trustee [as applicable]. (G-1.0503)
5. The congregation reviewed the adequacy of compensation of the pastor and approved any changes in the terms of call. (G-1.0503)

The Session maintains and keeps up-to-date the following Rolls and Registers (G-3.0204):

1. Rolls

- Roll of Active Members (G-1.0402)
- Roll of Baptized Members (G-1.0401)
- Roll of Affiliate Members (G-1.0403)

Roll of Other Participants (G-1.0404) *This is a category that we count on the annual Statistical Report. You may not have an actual “roll” of other participants but at least an informal list of these persons will assist your session in tracking its full “flock.” I’m just raising the issue. Maybe you’ll want to talk about it with your moderator and session.*

2. Registers

Register of Ruling Elders and Deacons [if applicable] with ordination/installation information

Register of Installed Pastors (including Associate Pastors where applicable) with dates of service

Register of Baptisms

You probably have other Registers for significant events. That’s great! These are the required Registers.

Polices and Manual of Administrative Operations

Please bring a copy of your congregation’s Bylaws, and Sexual Misconduct and Child Protection Policy.

A *Manual* is required (G-3.0106). Below is a list of suggested materials to include in a church manual:

- (1) Originating Documents:** organizing covenant, list of charter members, articles of incorporation, bylaws, mission statement.
- (2) Nominating, Electing, and Ordaining/Installing:** description of the work of the church nominating committee, elements in the examination by the session of those elected, procedure on the day for ordination/installation.
- (3) Membership:** procedures for contact and invitation into membership, procedures for removing names from the membership roll.
- (4) Committees and Organizations:** job description of the work of each board, committee, and organization, description of annual sequence of the work required for each committee and organization, expectations of persons serving on committees and organizations.
- (5) Contact with the Presbytery:** directory of presbytery staff, churches, Teaching Elders, and committees/teams, schedule of presbytery meetings and list of your commissioners to presbytery, process to nominate persons to serve on presbytery committees and teams.
- (6) Personnel:** position description for each church staff position—paid or volunteer, personnel policies, forms used in hiring, description of performance review and compensation review procedures.
- (7) Finances:** church budget, description of procedure for stewardship and pledging, procedures for counting the offering.
- (8) Calendar:** church calendar of events during the year.
- (9) Annual Meeting:** description of preparation for the annual meeting, copy from the last meeting.
- (10) Worship and Sacraments:** instructions for ushers and greeters, instructions for those preparing and serving communion, procedures for elder assisting in baptism.