



NAME OF CHURCH: _____

CLERK OF SESSION: _____

EXAMINER: _____

DATE OF REVIEW: _____

PAGES REVIEWED (INCLUDE DATES) FROM _____ TO _____

SESSION RECORDS

Dates of Stated Meetings: _____

Are these at least quarterly? [G – 3.0203] Y/N

Dates of Called Meetings: _____

	INSERT PAGE NUMBER (UNLESS Y/N)	COMMENT
Were all meetings opened and closed with prayer? [G – 3.0104]	Y/N	
Did the session establish a quorum? [G – 3.0203]		
Did the session elect a clerk? [G – 3.0104]		
Did the session elect a treasurer? [G - 3.0205]		
Did the session establish the annual budget? [G - 3.0205]		
Did the session authorize special offerings? [G - 3.0205]		
Did the session authorize celebration of the Lord’s Supper? [W – 2.4012]		
Did the session appoint two persons or one fidelity bonded person to count and record offerings? [G - 3.0205]		
Did the session receive reports from various congregational funds? [G - 3.0205]		
Did the session review the adequacy of the pastor(s) compensation? [G – 2.0804]		

Did the session authorize baptisms? [W – 2.3011; W – 2.3012]		
Did the session train newly elected elders and deacons? [G – 2.0402]		
Did the session examine newly elected elders and deacons? [G – 2.0402]		
Were new officers ordained and installed during worship? [G – 2.0402]		
Does the session keep registers of baptisms, ruling elders, deacons and installed pastors? [G – 3.0204b]	Y/N	
Does the session keep rolls of members? <ul style="list-style-type: none"> When was the last time the session conducted a review of membership rolls and took action to bring them up-to-date? [G -1.04; G – 3.0204a] 	Y/N _____	
Did the session receive new members? [G – 1.0303]		
Did the session elect commissioners to Presbytery? [G – 3.0202]		
<ul style="list-style-type: none"> Did those commissioners report back to the Session? [G – 3.0202] 		
Does the Session have a current Sexual Misconduct Policy? [G – 3.0106] <i>Note: Free pass until 2013... bonus points if done in 2012</i> <ul style="list-style-type: none"> When was it last reviewed? 	Y/N _____	
Does the Session have a Manual of Administrative Operations? [G – 3.0106] <i>Note: Free pass until 2013... bonus points if done in 2012</i> <ul style="list-style-type: none"> When was it last reviewed? 	Y/N _____	
CHEROKEE PRESBYTERY PEER REQUIREMENTS		
Was the annual statistical report sent to GA[G – 3.0202] , the session informed of its content and a copy included with the minutes?		
Is a copy of the annual budget [G – 3.0205] included in the minutes?		
Did the session receive the results of the annual financial audit [G – 3.0113] and record them in the minutes?		

Do the minutes state the composition of the session with regard to racial-ethnic members, women, men and age groups and how this corresponds to the composition of the congregation? [Cherokee Presbytery Requirement]		
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CONGREGATIONAL RECORDS

Date of Annual Meeting: _____

Date(s) of Called meetings: _____

	PAGE NUMBER (UNLESS Y/N)	Comment
Were all meetings opened and closed with prayer? [G – 3.0105]	Y/N	
For Called meetings, do the minutes record the stated reason for the meeting? [G – 1.0501]	Y/N	
Were officers elected? [G – 1.0503]		
Has a quorum been established? [G 1.0501]		
Has proper notice for calling a meeting been established?		
Was a congregational nominating committee elected? [G – 1.0503]		
Were <i>changes in (or new)</i> terms of call for the pastor(s) approved? [G – 1.0503; G – 2.0804]		
Was there a proposed sale or mortgage of property approved? [G – 1.0503]		

BEST PRACTICES/OTHER

Do minutes of session and congregational meetings include the following? [Required by Cherokee Presbytery]	
Date, hour and place of meeting?	Y/N
Name of moderator?	Y/N
Quorum declared?	Y/N
Names of those in attendance with absences and excuses	Y/N

listed?	
Minutes of last meeting approved?	Y/N
Signed by moderator?	Y/N
Signed by clerk?	Y/N
How does your session keep connected with and coordinate the work of the Deacons?	
If the Sacrament of the Lord's Supper was celebrated with sick or shut-in persons, do the minutes record who participated (those administering, accompanying and receiving)?	Y/N

DO YOU HAVE THE FOLLOWING ON FILE SOMEWHERE?

Latest Annual Report	Y/N
Current By-laws (if you don't have any, consider drafting some)	Y/N
State of Georgia Incorporation Annual Renewal	Y/N
Annual Financial Audit/Financial Review Results	Y/N
List of Current Bank Accounts	Y/N
List of Current Asset Accounts (stocks, bonds, other holdings)	Y/N
Current Certificate of Insurance, stating loss coverage	Y/N
Current Personnel Policy	Y/N
Property Title	Y/N
Current Property Inventory and or Videotape or CD	Y/N