

Report Form for Annual Minutes Review with BOO citations – Presbytery of the Southeast

(RSM Rev. 6/8/17, Page 1 of 2)

Report on Session and Congregational Meeting Minutes of _____ Church

Clerk of Session: Please enter representative page number(s) from meeting minutes into the column labeled "Page Number(s)" to indicate examples of where the requested information is recorded.

Leave the "Reviewer" column blank for Review of Session Minutes Committee member's use.

Please submit an accurately completed Report Form with your minutes.

Meeting dates in this review- inclusive: _____ thru _____

Item (Ref-BoG 2-4A & B, 16-1A, 18-2-B2, 18-4-c)

1. Is the date, time, place and Moderator of each meeting recorded? **BoG 18-2-B2, 18-4-C** _____
2. Did this Session have a Stated Meeting at least quarterly? **BoG 18-4-A1** _____
3. Do minutes record who was present/absent and quorum declared? **BoG 18-4B** _____
4. Was each meeting opened and closed with prayer? **BoG 16-1A** _____
5. Are the original copies of the minute pages numbered sequentially and bound in a suitable (durable) book? **BoG 7-6-C, and footnote 41** _____
6. Are all congregational meetings included in the minutes book chronologically? **BoG 7-1,2,3**
Cong Mtg date:_____ Session call page # _____; meeting minutes page # _____
Cong Mtg date:_____ Session call page # _____; meeting minutes page # _____
Cong Mtg date:_____ Session call page # _____; meeting minutes page # _____
7. Was the Lord's Supper administered at least quarterly? **BoW 3-3E** _____
1st qtr. page # _____; 2nd qtr. page # _____; 3rd qtr. page # _____; 4th qtr. page # _____
8. Are all minutes signed by the Moderator and Clerk after all corrections **BoG 18-4-C**
and Session approval? _____
9. Were commissioners elected to every meeting of the Presbytery of the Southeast?**18-3-N**
Feb. mtg elected _____; May mtg elected _____; Oct. mtg elected _____
10. Did these commissioners attend the presbytery meeting and report to Session afterward?
BoG 18-3-N
Feb. mtg report _____; May mtg report _____; Oct. mtg report _____
11. Does this church have a Board of Deacons? **BoG 2-1-B, 6-4, 17-1**
A-Were the minutes of the Deacons examined at least twice annually by the Session?
Review #1- page # _____; Review #2- page # _____ **BoG 18-3-J** _____
B-Did Session meet with the Board of Deacons at least semi-annually as recommended?
Meeting #1- page # _____; Meeting #2- page # _____ **BoG 18-3-J** _____
12. Does this church have Trustees? **BoG 6-8** _____
Are records of the Trustees examined annually? **BoG 6-8B** _____

Item

13. Do meeting minutes record the nomination, election, training, examination, ordination and/or installation of all church officers?:

- Nomination- **BoG 10-10-A & B** _____
- Election- **BoG 6-2, 10-3, 10-10-A** _____
- Training- **BoG 11-3, 18-3-K** _____
- Examination by Session- **BoG 12-1, 12-6, 12-7, 18-3-K** _____
- Ordination and/or Installation (or set date for)- **BoG 13-1-B, 13-7 & 8** _____

14. Did this Session approve the annual budget of church including terms of call for pastor(s)? **BoG 13-2-C4, 18-3-H** _____

15. Does the responsibility of the finances of this church lie with the Session or Deacons?
-Was a report of the financial matters of the church given by the Treasurer at each stated meeting of the body that appointed the Treasurer? **BoG 17-5-B** _____
-Was an annual audit of the finances of the church performed? **BoG 17-5-B** _____

16. Do Session meeting minutes record reception of new members giving full names and *stating the manner of reception*: **BoG 8-1 & 2**
Profession or Reaffirmation of Faith, Transfer? **BoG 8-3-B-2** _____

17. Do Session meeting minutes record actions in relation to:
Births and adoptions: **BoG 8-6, 18-2-B-3** _____
Deaths: **BoG 8-6** _____
Marriages: **BoG 8-6** _____
Baptisms: **BoG 8-3A, 8-6** _____
Transfer to Inactive Roll: **BoG 8-3D, 8-6** _____
Dismissal: **BoG 8-4, 8-6** _____
Deletion: **BoG 8-3D, 8-6** _____

18. After action by Session did the Clerk record membership transaction(s) in the registry of the church in a timely and accurate manner? **BoG 18-2-B-3, 8-6** _____

19. Has the Session reviewed the four rolls (baptized, confirmed/active, inactive, affiliate) and reviewed its ministry to those on each roll, giving special care to examine its ministry to those on baptized roll, and continuing efforts to restore to active participation those on the inactive roll? **BoG 8-3A-D, 8-5** _____

20. Were communications from higher courts read, action taken if required and/or entered into the minutes by the Session? (Examples: Presbytery, Stated Clerk of Presbytery, Ass't to the Stated Clerk, presbytery committees, General Assembly, Stated Clerk of GA, etc.) **BoG 3-3, 16-3** _____

21. Were there any irregularities or inconsistencies with presbyterian procedure(s) or the EPC Book of Government in Session actions? **BoG 2-4-B, 18-3-B & P** _____

If response to #21 is yes, Clerk, Moderator or reviewer please explain: _____

