

**Report Form for Annual Minutes Review – Presbytery of the Southeast**

(RSM Rev. 5/16/18, 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. Suggest giving a page number for a quarterly reference for items 1, 2, 3, 4, 7 and 8.

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

**Please submit an accurately completed Report Form with the minutes being reviewed.**

**Meeting dates in this review-** inclusive: \_\_\_\_\_ thru \_\_\_\_\_

<u>Item</u>	<u>Clerk Provides Page Number(s)</u>	<u>Reviewer</u>
1. Is the date, time, place and Moderator of each meeting recorded? _____	_____	_____
2. Did this Session have a Stated Meeting at least quarterly? _____	_____	_____
3. Do minutes record who was present/absent and quorum declared? _____	_____	_____
4. Was each meeting opened and closed/adjourned with prayer? _____	_____	_____
5. Are the original copies of the minute pages numbered sequentially and bound in a suitable (durable) book? <b>(Circle one) Yes or No</b>	_____	_____
6. Are all congregational meetings included in the minutes book chronologically? 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 <u>observed/celebrated</u> at least quarterly? 1 <sup>st</sup> qtr. page # _____; 2 <sup>nd</sup> qtr. page # _____; 3 <sup>rd</sup> qtr. page # _____; 4 <sup>th</sup> qtr. page # _____	_____	_____
8. Are all minutes signed by the Moderator and Clerk after all corrections and Session approval? _____	_____	_____
9. Were commissioners elected to every meeting of the Presbytery of the Southeast? Feb. mtg elected _____; May mtg elected _____; Oct. mtg elected _____	_____	_____
10. Did these commissioners attend the presbytery meeting and report to Session afterward? Feb. mtg report _____; May mtg report _____; Oct. mtg report _____	_____	_____
11. Does this church have a Board of Deacons? <b>(Circle one) Yes or No</b> A-Were the minutes of the Deacons examined at least twice annually by the Session? Review #1- page # _____; Review #2- page # _____  B-Did Session meet with the Board of Deacons at least semi-annually as recommended? Meeting #1- page # _____; Meeting #2- page # _____	_____	_____
12. Does this church have Trustees? <b>(Circle one) Yes or No</b> Are records of the Trustees examined annually? _____	_____	_____

**Item** **Clerk Provides Page Number(s)** **Reviewer**

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

- Nomination- page # \_\_\_\_\_
- Election (Congregational Meeting Minutes)- page # \_\_\_\_\_
- Training (date(s) recorded in Session minutes)- page # \_\_\_\_\_
- Examination by Session (date recorded in Session minutes)- page # \_\_\_\_\_
- Ordination and/or Installation (date in Session Minutes)- page # \_\_\_\_\_

14. Did this Session approve the annual budget of church including terms of call for pastor(s)?  
page # \_\_\_\_\_

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? \_\_\_\_\_  
-Was an annual audit of the finances of the church performed? \_\_\_\_\_

16. Do Session meeting minutes record reception of new members giving full names and stating the manner of reception:  
Profession or Reaffirmation of Faith, Transfer? \_\_\_\_\_

17. Do Session meeting minutes record names and actions in relation to:  
Births and adoptions: \_\_\_\_\_  
Deaths: \_\_\_\_\_  
Marriages: \_\_\_\_\_  
Baptisms: \_\_\_\_\_  
Transfer to Inactive Roll: \_\_\_\_\_  
Dismissal: \_\_\_\_\_  
Deletion: \_\_\_\_\_

18. After action by Session did the Clerk record membership transaction(s) in the registry of the church in a timely and accurate manner? **(Circle one) Yes or No** \_\_\_\_\_

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? \_\_\_\_\_

20. Were communications from higher courts read, action taken if required and/or received into the record by the Session? (Examples: Presbytery, Stated Clerk of Presbytery, Ass't to the Stated Clerk, presbytery committees, General Assembly, Stated Clerk of GA, etc.) \_\_\_\_\_

21. Were there any irregularities or inconsistencies with presbyterian procedure(s) or the EPC Book of Government in Session actions? **(Circle one) Yes or No** \_\_\_\_\_

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

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Notes from Clerk or Moderator to the reviewer: \_\_\_\_\_

**Clerk's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_