Maumee Valley Presbytery

Session Records Review Checklist

Church’s Name Review Date

City & State

The Church has: Deacons? Yes No Trustees? Yes No

Are the following items found in the Church’s records? YES NO PAGE#

1. An Annual Congregational Meeting is held? \_\_\_ \_\_\_ \_\_\_\_\_
2. Congregation is allowed to nominate from the floor? \_\_\_ \_\_\_ \_\_\_\_\_
3. Quorum is present for Congregational Meetings? \_\_\_ \_\_\_ \_\_\_\_\_
4. Minutes of Congregational Meeting are signed by the Clerk & Moderator? \_\_\_ \_\_\_ \_\_\_\_\_
5. ***All*** Meetings are opened/closed with prayer? \_\_\_ \_\_\_ \_\_\_\_\_
6. Session supervises Christian Education? \_\_\_ \_\_\_ \_\_\_\_\_
7. Session challenges people regarding stewardship? \_\_\_ \_\_\_ \_\_\_\_\_
8. Session establishes an annual budget? \_\_\_ \_\_\_ \_\_\_\_\_
9. An annual financial audit is performed? \_\_\_ \_\_\_ \_\_\_\_\_
10. Session elected: Church Treasurer? \_\_\_ \_\_\_ \_\_\_\_\_

Clerk (who has been ordained an Elder)? \_\_\_ \_\_\_ \_\_\_\_\_

1. Session reviews the membership roll annually? \_\_\_ \_\_\_ \_\_\_\_\_
2. Session provides for care of Church Property by:

* Management of such \_\_\_ \_\_\_ \_\_\_\_\_
* Obtaining property & liability Insurance for property, programs,

Staff, and elected & appointed Officers? \_\_\_ \_\_\_ \_\_\_\_\_

1. Session has relationships with other PCUSA bodies by:

* Electing a Presbytery Commissioner? \_\_\_ \_\_\_ \_\_\_\_\_
* Financial support (per Capita, Mission, etc.) \_\_\_ \_\_\_ \_\_\_\_\_

1. Session maintains relationships w/other Christian Organizations locally? \_\_\_ \_\_\_ \_\_\_\_\_
2. Session authorizes Sacraments and provides for Worship & Music? \_\_\_ \_\_\_ \_\_\_\_\_
3. Session examines, ordains & installs officers? \_\_\_ \_\_\_ \_\_\_\_\_

* Supervises Deacons & Trustees? \_\_\_ \_\_\_ \_\_\_\_\_

1. Statistical information, including composition of Session & Congregation

Is submitted to GA and MVP? \_\_\_ \_\_\_ \_\_\_\_\_

1. Session has adopted a Manual of Operations? \_\_\_ \_\_\_ \_\_\_\_\_
2. Session has in place a Child Protection & Sexual Misconduct Policy? \_\_\_ \_\_\_ \_\_\_\_\_
3. The Church Register is up to date? \_\_\_ \_\_\_ \_\_\_\_\_
4. Session prepares new members to join Congregation? \_\_\_ \_\_\_ \_\_\_\_\_
5. Session acts on admission/dismissing of members? \_\_\_ \_\_\_ \_\_\_\_\_
6. Congregation reviews Pastoral compensation/Session reviews Temporary

Pastoral compensation? \_\_\_ \_\_\_ \_\_\_\_\_

1. Session supervises the instruction of Parents prior to Baptism of a Child? \_\_\_ \_\_\_ \_\_\_\_\_
2. Session authorizes home communion with an Elder, Deacon or Trained Other

to accompany Pastor? \_\_\_ \_\_\_ \_\_\_\_\_

The minutes were approved with these exceptions: .

Reader: Clerk:

Advisor: