



Annual Review of Session Records (G-3.0108a) – 2024 Minutes

Church Name: _____ Period of Review _____ to _____

Clerk of Session: Please indicate in the third column the page number in Session Minutes where the record of action can be found (maximum of 3 references).

This completed form is to be in your books when they are presented for review.

SESSION AND CONGREGATIONAL MINUTES

Item	Requirement	Page No.	Req. Met		Exceptions/Questions (for Reviewer Only)
			Y	N	
SESSION MEETINGS: Every Meeting					
1	Date, time & place of each meeting; regular or special (w/purpose)				
2	Full names of elders, moderator, and others invited by the session, recorded as present, excused, or absent. Quorum attested (G-3.0203)				
3	Meeting opened/closed with prayer (G-3.0105)				
4	Approval of minutes of the previous meeting, corrected if necessary, signed by clerk				
5	List of reports received by session from Trustees, Deacons, and other committees				
6	All actions, whether passed or failed, copies of any reports adopted by the session				
7	Report of the Celebration of the Lord’s Supper since the last meeting				
8	Authorization of all baptisms (W-3.0403); record of instruction and counseling with parents (W-3.0403)				
9	Actions to receive new members and how received (G-3.0201c)				
10	Actions to dismiss members (G-3.0201c) (also in Rolls & Registers)				
11	Marriages since the last meeting (also in Rolls & Registers)				
12	Deaths since the last meeting (also in Rolls & Registers)				
13	Election of Commissioners to presbytery and receipt of commissioners’ report (G-3.0201)				
14	Receipt of report(s) from Treasurer (G-3.0205)				

SESSION MEETINGS: Annual or Occasional Actions					
15	Authorization for the celebration of the Lord's Supper (W-3.0410)				
16	Approval of any special offerings (G-3.0205)				
17	The examination of new elders & deacons after training (G-3.0201)				
18	The ordination and installation of elders & deacons (also in Rolls & Registers)				
19	Ongoing training of Ruling Elders and other Officers (G-3.0201c)				
20	Approve Staff Job Descriptions – initially and any subsequent changes (G-3.0201c)				
21	Election of a Clerk of Session for a specific term (G-3.0104)				
22	Election of a Treasurer for a term determined by Session (G-3.0205)				
23	Establishing a budget (annually) (G-3.0201)				
24	Annual review of compensation of staff (G-3.0201) & personnel documentation, such as all actions taken to hire, compensate, evaluate, discipline, or terminate non-ordained staff.				
25	Review of Rolls & Registers (annually) (G-3.0201c, G-3.0204)				
26	Direct the work of the Board of Deacons (G-2.0202, G-3.0201c)				
27	Direct the work of the Board of Trustees (if separate from the Session) (G-4.0101, G-3.0201c)				
28	“Direct the work of all Congregational Organizations” (G3.0201c)				
29	Annual Audit or Review of Financial Records (G-3.0205)				
30	Approval of Annual GA statistical report (G-3.0201)				
31	Report of Presbytery review of session minutes & records				
32	Action to call a Congregational Meeting (G-1.0502)				

CONGREGATIONAL MEETING(S)					
33	Date, time & place of meeting; regular or called), Quorum attestation				
34	Date, time, and place of the annual corporate meeting (required by the Commonwealth of PA)				
35	Election of Nominating Committee (G-2.0404)				
36	Election of Ruling Elders, Deacons, and Trustees (G-1.0503a)				
37	Annual review of pastor's Terms of Call (G-1.0503c)				
38	Calling a pastor or dissolving a pastoral relationship (G-1.0503b&c)				
39	Actions to buy, sell, or mortgage property (G-1.0503d)				
40	Record of Presbytery approval to sell, encumber, or lease property (G-4.0206) or as required by the Presbytery's Policy on Congregational Building and Property Expenses.				
41	Approval of Minutes by congregation or session (if permitted in bylaws)				
42	Signed by the Clerk (and the Moderator if required by bylaws)				

ROLLS AND REGISTERS—REVIEWED FOR EVEN-NUMBERED YEARS (DURING ODD-NUMBERED YEARS)

Registers (G-3.0204b)	Requirement for Entries	Pg. Ref. in Minutes	Req. Met		Exceptions/Questions (for Reviewer Only)
			Y	N	
Pastors	Names of Pastors, Co-pastors, Designated & Associate, Temporary including Interim & Covenant, and Certified Christian Educators with/ dates of service (G-2.0504, G-2.11, G-3.0204b)				
Ruling Elders	Place & date of ordination, terms of active service				
Deacons	Place & date of ordination, terms of active service				
Trustees (if separate from the session)	Date of election and terms of service				
Baptisms	Date, date of birth, parents' full names				

Marriages	Full name of each person; date and place of wedding; officiating clergy; license number, date & place of issue				
Rolls (G3.0204a)					
Baptized Members	Baptized but not made a profession of faith (G-1.0401)				
Active Members	Baptized adults in both a chronological and an alphabetical roll (w/ref. to chronological roll) Date of reception, dismissal/removal, & death (G-1.0402)				
Affiliate Members	Date of session action (G-1.0403)				
Other Rolls & Registers	Actions on any other rolls and/or registers that the session has decided to keep (G-3.0204a-b)				

REQUIRED DOCUMENTS

Document	Date last reviewed/approved
Manual of Administrative Operations (Including By-laws) (G-3.0106)	
Sexual Misconduct Prevention & Response Policy (G-3.0106)	
Child and Youth Protection Policy (G-3.0106)	
Vulnerable Adults Added to Protection Policy (G-3.0106)	
Anti-Harassment Policy (G-3.0106)	
Anti-Racism Policy (G-3.0106)	
Plan for Boundary Training (including sexual misconduct and child sexual abuse prevention) (G-3.0106)	
Proof of current Property and Liability Insurance (G-3.0112)	

Date of Review ____/____/____ Reviewer _____
Church/Position of Reviewer _____

YOUR RECOMMENDATION: ____ Approved Without Exception ____ Approved with Exceptions Noted ____ Not Approved

COMMENTS: