

Annual Review of Session Records (G-3.0108a) – 2025 Minutes

Church Name: _____ Name of Clerk of Session: _____

Clerk of Session: Please indicate in the third column the page number in the Session Minutes where the record of action can be found (maximum of 3 references for regular activities, such as opening with prayer). **This completed form is to be in your books when they are presented for review.**

SESSION AND CONGREGATIONAL MINUTES

	Requirement	Page No.	Requirement Met			Comments/Exceptions (for Reviewer Only)
			Y	N	N/A	
	SESSION MEETINGS: Every Meeting					
1	Date, time & place of each meeting; regular or special (w/purpose) (G-3.0107)					
2	The names of elders, the moderator, and others invited by the session are 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 (G-1.0501 – Accordance with Robert’s Rules of Order Newly Revised)					
5	List of reports received by session from Trustees, Deacons, and other committees (G-1.0501 – Accordance with Robert’s Rules of Order Newly Revised)					
6	All actions, whether passed or failed, copies of any reports adopted by the session (G-1.0501 – Accordance with Robert’s Rules of Order Newly Revised)					
7	Report of the Celebration of the Lord’s Supper since the last meeting (W-3.0410)					
8	Authorization of baptism (W-3.0403) Record of fulfilling responsibility for baptism: encouraging parents (or those exercising parental responsibility) to present their children for Baptism without undue haste or undue delay; encouraging new believers to be baptized; examining candidates for Baptism, or their parents, and instructing them in the significance of the Sacrament; enrolling those who are baptized as members of the congregation; and providing for their ongoing nurture and formation for baptismal life in the world. (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 approved by the session to take place on church property (W-4.0603; W-4.0605)					
12	Deaths since the last meeting with deletion of name from the roll of active members (G-3.0204)					

13	Election of Commissioners to presbytery and receipt of commissioners' report (G-3.0201 G-3.0202)					
14	Receipt of report(s) from the Treasurer at least annually (G-3.0205)					
SESSION MEETINGS: Annual or Occasional Actions						
15	Authorization for the celebration of the Lord's Supper (W-3.0410 G-3.0201b)					
16	Approval of any special offerings (G-3.0205)					
17	The examination of new elders & deacons after training (G-3.0201c; G-2.0402)					
18	The ordination and installation of elders & deacons (G-2.0403) (also in Rolls & Registers)					
19	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	If applicable: Initial employment of a pastor in temporary service or Commissioned Ruling Elder pastor (G-3.0303; G-2.1001)					
23	Annual review of compensation for all installed pastors and those serving in temporary pastoral positions, Commissioned Ruling Elder pastors, Certified Christian Educators, and Certified Associate Christian Educators with documentation that presbytery minimum compensation standards have been met. (G-3.0303; G-2.1001)					
24	Election of a Treasurer for a term determined by Session (G-3.,0205)					
25	Establishment of a budget (annually) (G-3.0201; G-3.0205)					
26	Annual review of compensation of staff & personnel documentation, such as all actions taken to hire, compensate, evaluate, discipline, or terminate non-ordained staff. (G-3.0201c)					
27	Report at least annually to the session periodically on all financial activities involving congregational funds (G-3.0205)					
28	Review of Rolls & Registers (annually) (G-3.0201c, G-3.0204)					
29	Direct the work of the Board of Deacons (G-2.0202, G-3.0201c)					

30	Direct the work of the Board of Trustees (if separate from the Session) (G-4.0101, G-3.0201c)					
31	Direct the work of all Congregational Organizations (G3.0201c)					
32	A report of a full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). (G-3.0113)					
33	Approval of Annual GA statistical report (G-3.0202)					
34	Report of Presbytery review of session minutes & records (G-3.0108)					
35	Action to call a Congregational Meeting (G-1.0502; G-1.0503)					
MEETINGS OF THE CONGREGATION						
36	Date, time & place of meeting; regular or called), Quorum attestation (G-1.0501 Accordance with Robert's Rules of Order Newly Revised)					
37	Date, time, and place of the annual corporate meeting (required by the Commonwealth of PA)					
38	Election of Nominating Committee (G-2.0404)					
39	Election of Ruling Elders, Deacons, and Trustees (G-2.0401)					
40	Annual review of Terms of Call for installed pastors called by the congregation					
41	Calling an installed pastor or dissolving a pastoral relationship (G-1.0503b&c) (G-1.0504c)					
42	Provision of full information to the congregation concerning session decisions on budgets, offerings, and other financial matters (G-3.0205)					
43	Actions to buy, sell, or mortgage property (G-1.0504d)					
44	Record of Presbytery approval to sell, encumber, or lease property (G-4.0206) or as required by the Presbytery's Policy on Congregational Building & Property Expenses.					
45	Approval of Minutes by congregation or session (if permitted in bylaws) G-1.0501 Accordance with Robert's Rules of Order Newly Revised)					
46	Signed by the clerk (and the moderator if required by bylaws) G-1.0501 - Accordance with Robert's Rules of Order Newly Revised)					

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

Rolls (G-3.0204a) & Registers (G-3.0204b)	Requirements for Entries	Pg. Ref. in Reg.	Req. Met			Exceptions/Questions (for Reviewer Only)
			Y	N	N/A	
Pastors	Names of installed pastors, co-pastors, associate pastors (G-3.0204b). Names of temporary pastors, including interim & covenant, Commissioned Ruling Elder Pastors (CREs), and Certified Christian Educators with/ dates of service if the session deems this register necessary (G-3.0204b)					
Ruling Elders	Date of ordination, terms of service (G-3.0204b)					
Deacons	Date of ordination, terms of service(G-3.0204b)					
Trustees (if separate from the session)	Date of election and terms of service, if the session deems this register necessary (G-3.0204b)					
Baptisms	Name and date of baptism (G-3.0204b) Advised: Date of birth, parents' names if a minor					
Marriages	Full name of each person; date and place of wedding; officiating clergy; if the session deems this register necessary (G-3.0204b)(The presbytery advises keeping this roll for the benefit of the future)					
Baptized Members	A baptized member is a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session, but who has not made a profession of faith in Jesus Christ as Lord & Savior. (G-1.0401)					
Active Members	An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. (G-1.0402)					
Affiliate Members	An affiliate member is a member of another congregation of this denomination or of another denomination or Christian body who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. (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 POLICIES AND PROCEDURES

Each council shall develop a manual of administrative operations that will specify the form and guide the work of the mission in that council.

All councils shall adopt and implement the following policies: a sexual misconduct policy, a harassment policy, a child, youth, and adults with vulnerabilities protection policy, and an antiracism policy. Each council's policy shall include requirements for boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months. (G-3.0106)

Document	Date last reviewed/approved
Manual of Administrative Operations (Including By-laws) (G-3.0106)	
Sexual Misconduct Prevention & Response Policy (G-3.0106)	
Child /Youth/Vulnerable Adult Protection Policy (G-3.0106)	
Harassment Policy (G-3.0106)	
Anti-Racism Policy (G-3.0106)	
Procedures for initial Boundary Training (including sexual misconduct and child/youth/vulnerable adult sexual abuse prevention) (G-3.0106)	
Procedures for recertification every thirty-six months of Boundary Training (including sexual misconduct and child/youth/vulnerable adult sexual abuse prevention) (G-3.0106)	
Procedures for obtaining and tracking clearances for pastors, staff, and volunteers who work with children. (G-3.0106; requirement of the Commonwealth of Pennsylvania)	
Proof of current Property and Liability Insurance: Each council shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers. (G-3.0112)	

Date of Review ____/____/____

Reviewer _____

Church/Position of Reviewer _____

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

COMMENTS:

INSTRUCTIONS FOR REVIEWERS: Comments are comments that do not require action. Exceptions are irregularities (not fully fulfilling a requirement) or delinquencies (a requirement that is entirely missing).