

**ANNUAL REVIEW OF SESSION MINUTES -- EASTERN OKLAHOMA PRESBYTERY**

CHURCH NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN AND ZIP \_\_\_\_\_

DATE OF LAST REVIEW \_\_\_\_\_ THIS REVIEW DATE \_\_\_\_\_

LAST YEAR' S CLERK \_\_\_\_\_ THIS YEAR' S CLERK \_\_\_\_\_

LAST MODERATOR \_\_\_\_\_ CURRENT MODERATOR \_\_\_\_\_

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of these sheets is to aid you and the reader in knowing some items to verify as included in the Minutes. Please complete this checklist before the review by putting page numbers where items may be found. Minutes are checked for *Book of Order* requirements, not content.

- |  | <u>PAGE<br/>NUMBERS</u> |
|--|-------------------------|
| 1. Pages are numbered consecutively. Each meeting date, meeting place, full church name, and moderator are recorded.   | _____                   |
| 2. Minutes are legibly typed, printed, or written.   | _____                   |
| 3. Minutes list each elder present, excused, or absent.  | _____                   |
| 4. Minutes list the moderator of each meeting.   | _____                   |
| 5. Minutes were approved; any changes made without excessive erasures/whiteouts/additions/no blank space.  | _____                   |
| 6. Minutes are in chronological order and signed by the clerk; moderator and clerk attest congregational meetings.   | _____                   |
| 7. Minutes include corrections made to the minutes.  | _____                   |
| 8. Minutes indicate session met at least once each quarter.  | _____                   |
| 9. Minutes indicate a quorum was present.  | _____                   |
| 10. Minutes indicate opening and closing with prayer.  | _____                   |
| 11. Minutes include the annual election, examination, ordination, installation of each elder and deacon.   | _____                   |
| 12. Minutes state the composition and representation of the session with regard to racial ethnic members, women/men, age groups, and persons with disabilities, and how this corresponds to the composition of the congregation. | _____                   |
| 13. Minutes record that the session reviews the rolls of members at least annually.  | _____                   |
| 14. Minutes show a summary of the treasury including: beginning balance/income/expenses/ending balance/ all funds and investments/monthly/quarterly/annual summaries   | _____                   |
| 15. Treasurer elected annually by session.   | _____                   |

- 16. Minutes reflect a full financial review of all books and records at least once each year. \_\_\_\_\_
- 17. Property and liability insurance is adequate to protect facilities, programs, and officers. \_\_\_\_\_
- 18. Minutes reflect session authorizing all observances of the Lord's Supper during regular worship at least quarterly. \_\_\_\_\_
- 19. Minutes reflect approved communion elsewhere, such as homes, hospitals, care homes, retreats, etc. List names of persons present at such occasions. \_\_\_\_\_
- 20. Minutes include full particulars about baptism of adults and infants. \_\_\_\_\_
- 21. Minutes include full particulars of all members received or dismissed, and the way they were received or dismissed. If received by transfer, the church name and city should be included. \_\_\_\_\_
- 22. Minutes include the name of elder(s) elected to serve as Commissioner to Presbytery, and the term of his/her election. \_\_\_\_\_
- 23. Minutes indicate Commissioner(s) to Presbytery reported back to the session. \_\_\_\_\_
- 24. Minutes must report strict observation of the procedures and results of every case of discipline. \_\_\_\_\_
- 25. Minutes must reflect annual review by the congregation of the adequacy of the compensation of the pastor(s). \_\_\_\_\_
- 26. Minutes must list all changes in the terms of call for the pastor(s). \_\_\_\_\_
- 27. Special Meetings Minutes show by call of moderator or by two (2) Named members of session in writing with reasonable notice. \_\_\_\_\_
- 28. Minutes reflect that annual statistical report was forwarded to Presbytery. \_\_\_\_\_
- 29. Minutes reflect annual mission pledge was forwarded to Presbytery as well as any special offerings authorized. \_\_\_\_\_

COMMENTS BY CLERK OF SESSION and/or MODERATOR

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COMMENTS BY PRESBYTERY READERS

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Reviewed by Eastern Oklahoma Presbytery

Name \_\_\_\_\_ Date \_\_\_\_\_

Exceptions \_\_\_\_\_