

**THE PRESBYTERY OF NEW COVENANT**  
**2009 Session Records Review (Check Sheet)**

Church for which Minutes & Register are being reviewed: \_\_\_\_\_

Name of Clerk of Session: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date of examination: \_\_\_\_\_

Inclusive dates of minutes examined: from: \_\_\_\_\_ to: \_\_\_\_\_

**FROM THE BOOK OF ORDER:**

Each session shall keep a full and accurate record of its proceedings which shall be submitted at least once each year to the presbytery for its general review and control (G-11.0103x, G-9.0407--.0411).

Every session shall maintain rolls of members as defined by G-5.0200, and registers as provided below. (G-10.0302)

**G-10.0302 c: Registers. The session shall keep complete registers of**

- (1) Marriages, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property;
- (2) Baptisms
  - (a) Infant Baptisms. Include name, parents' names, and date of birth of those being baptized and the names of persons presenting the children for Baptism.
  - (b) Adult Baptisms. Include name, parents' names, and date of birth of those being baptized.
- (3) Elders, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals;
- (4) Deacons, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals;
- (5) Pastors, co-pastors, associate pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service.

*Please mark each with a "yes" or "no."*

**#1-12 to be completed by reviewer at RECORDS REVIEW EVENT**

1. \_\_\_\_\_ Are minutes neat?
2. \_\_\_\_\_ Are pages numbered?
3. \_\_\_\_\_ Page showing stamp of Stated Clerk from the last presbytery review of the minutes?

**The minutes shall include:**

4. \_\_\_\_\_ Name of church
5. \_\_\_\_\_ Whether meeting is stated or called/special
6. \_\_\_\_\_ The time and place of the meeting
7. \_\_\_\_\_ That a quorum was present (G-10.0202)
8. \_\_\_\_\_ Who presided
9. \_\_\_\_\_ Names of elders present, absent, excused
10. \_\_\_\_\_ Whether meetings were opened and closed with prayer
11. \_\_\_\_\_ Approval of minutes of previous meetings
12. \_\_\_\_\_ A full account of all business transacted

**CLERKS: COMPLETE THE REVERSE SIDE AND  
 BRING THIS TWO-PAGE CHECK SHEET TO THE RECORDS REVIEW  
 #13 - #36 to be completed by clerk BEFORE Review Event.**

**The Book of Order requires the following:**

- 13. \_\_\_\_\_ The signature of the clerk for session minutes (G-9.0203)
- 14. \_\_\_\_\_ The signature of the clerk and the moderator of Congregational meetings (G-7.0307)
- 15. \_\_\_\_\_ Full names of members received, manner of reception and church from which received (G10.0102b)  
**Page #'s:** \_\_\_\_\_
- 16. \_\_\_\_\_ Names of members dismissed, specifying the church to which dismissed (G-10.0302b(1))or G-10.0102s)  
**Page #'s:** \_\_\_\_\_
- 17. \_\_\_\_\_ a. Record of baptisms in Church Register (G-10.0302c)  
\_\_\_\_\_ b. Record of session approval of those baptisms in minutes?  
**Page #'s:** \_\_\_\_\_
- 18. \_\_\_\_\_ a. Record of deaths in Church Register (G-10.0302b)  
\_\_\_\_\_ b. Record of those same deaths in session minutes?  
**Page #'s:** \_\_\_\_\_
- 19. \_\_\_\_\_ a. Record of Marriages in Church Register (G-10.0302c)  
\_\_\_\_\_ b. Record of same marriages in minutes? Permission given to minister to perform?  
**Page #'s:** \_\_\_\_\_
- 20. \_\_\_\_\_ Annual review of the membership roll completed (G-5.0502) **Page #:** \_\_\_\_\_
- 21. \_\_\_\_\_ a. Members placed on the inactive roll (G-10.0302a(3)(a) **Page #'s:** \_\_\_\_\_  
\_\_\_\_\_ b. Data for inactive members recorded in Church Register?
- 22. \_\_\_\_\_ Annual budget approved and presented to the congregation (G-10.0102i) **Page #:** \_\_\_\_\_
- 23. \_\_\_\_\_ Annual audit or financial review (G-10.0401d) **Page #:** \_\_\_\_\_
- 24. \_\_\_\_\_ Annual statistical report presented to session for concurrence and attached to minutes. (G-10.0102p(7)) **Page #:** \_\_\_\_\_
- 25. \_\_\_\_\_ The election of officers (G-14.0230) **Page #:** \_\_\_\_\_ Cross referenced in Register? \_\_\_\_\_
- 26. \_\_\_\_\_ The instruction and examination of officers (G-14.0240) **Page #:** \_\_\_\_\_
- 27. \_\_\_\_\_ a. The ordination/installation of Elders and Deacons, and length of term (G-14.0300)  
**Page #:** \_\_\_\_\_  
\_\_\_\_\_ b. Classes of each year's new class recorded in Church Register?
- 28. \_\_\_\_\_ That minutes of the Deacons were examined (G-10.0102m) **Page #:** \_\_\_\_\_
- 29. \_\_\_\_\_ Annual review of adequacy of compensation of staff (G-10.0102n **all staff**), (G-7.0302a Pastor)**Pg #:** \_\_\_\_\_
- 30. \_\_\_\_\_ Congregational meetings called in the prescribed manner (G-7.0303)  
**Page #'s:** \_\_\_\_\_
- 31. \_\_\_\_\_ Minutes of congregational meeting(s) included in session records.  
**Page #'s:** \_\_\_\_\_
- 32. \_\_\_\_\_ The election of representatives to Presbytery and their reports of the meetings (G10.0102p(1))  
**Page #'s:** \_\_\_\_\_
- 33. \_\_\_\_\_ That communications of higher governing bodies have been examined, made available to session, and (if any) their lawful injunctions obeyed (G-10.0102p(4))**Page #'s** \_\_\_\_\_
- 34. \_\_\_\_\_ Annual joint meeting of the Session and the Deacons (G-6.0405) **Page #:** \_\_\_\_\_
- 35. \_\_\_\_\_ Marriages conducted by minister at other locations than sanctuary are recorded in Register?
- 36. \_\_\_\_\_ New member information (in Register) includes names of baptized children; prior service as elder or deacon?

**NOTE: THANK YOU FOR YOUR SERVICE TO CHRIST'S CHURCH. IS THERE ANY WAY THAT THE OFFICE OF THE STATED CLERK OF THE PRESBYTERY CAN BE HELPFUL TO YOU AND YOUR MINISTRY?** \_\_\_\_\_

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