

2011 Record of Annual Review of Session Minutes

To be completed by Clerk of the Session **prior** to the Review Meeting

Name of Church _____ City _____

Clerk or Moderator (presenting these minutes) _____

Date of Review _____ Inclusive Dates of Minutes _____

1. Do ALL minutes indicate:	Yes	No
a. Whether meeting is stated or called (if called, by whom?) (G-10.0201)	_____	_____
b. Date, time and location of each meeting	_____	_____
c. Quorum was present (G-10.0202)	_____	_____
d. Elders & Moderator named as present and or absent	_____	_____
e. Approval of previous meeting's minutes	_____	_____
f. Prayer as beginning and end of meeting (G-0.0301)	_____	_____
g. Clerk or Moderator's signature	_____	_____

2. Do Minutes include the following? (Y) or (N) and Page(s)

	(Y) or (N)	and Page(s)
a. Minutes of congregational meetings recorded in Minute Book of Session: G-7.0307		
b. Previous year's Annual Statistical Report attached, after review by: G-10.0102 p(7)		
c. Reports/minutes from congregational bodies reviewed by Session: G-9.0407a; G-10.0301		
d. Report of financial review approved by Session with comments: G-10.0400		
e. Election of commissioners to Presbytery, and follow-up reports noted: G-10.0102 p(1)		
f. Pre -authorization of baptisms by Session: W-2.3011		
g. Dates of baptisms recorded by Session: W-2.3011a(4)		
h. Authorization for celebration of Communion: W-2.4012		
i. Examination of deacons by Session after training: G-10.0102(l)		
j. Annual approval of work of deacons: G-6.0404		
k. Training and examination of new elders: G-10.0102(l)		
l. Annual review of pastor's salary by Congregation: G-7.0302(a) and by Session: G-10.0102(n)		
m. Review of church rolls and registers by the Session: G-10.0302		

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As you prepare for this review, please be prepared to discuss **at least one of the following with your reviewer:**

1. What are the things that happened this year of which you are most proud?
2. Share something about a new ministry in your church.
3. Did you feel God's presence in your church and it's work this year? Explain.
4. What are three challenges your church is facing? How do you believe they will be handled/resolved?
5. Is there anything else you would like to share about your church?
6. How can the Presbytery of New Covenant further support your work as clerk?

FOLLOWING TO BE COMPLETED BY REVIEWER:

List all exceptions by number and sub-letters or show "NONE" _____

REVIEWER'S COMMENTS FOR COMMENDATION OR CONCERN:

REVIEWER _____ **CHURCH** _____