

2023 Record of Annual Review of Session Minutes
Both sides are 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 _____

As you prepare for this review, please be prepared to discuss your answers:

1. How is your congregation a community of faith, hope, love and witness?
(G-3.0201)

2. How has your congregation been innovative emerging from the pandemic?

3. What about your congregation makes you smile? Frown?

4. What challenges is your church facing other than budget and declining membership? How might they will be resolved?

5. What else you would like to share about your church?

6. How can the Presbytery of New Covenant further support your work as clerk?

REVIEWER'S COMMENTS FOR COMMENDATION OR CONCERN:

REVIEWER _____
CHURCH _____

1. Do ALL minutes indicate:
- | | | | |
|--|------------|--|-----------|
| | Yes | | No |
|--|------------|--|-----------|
- a. Whether meeting is stated or called ? _____
 If called, by whom? (G-3.0203) _____
- b. Date, time and location of each meeting _____
- c. Quorum was present (G-3.0203) _____
- d. Elders & Moderator named as present and or absent _____
- e. Approval of previous meeting's minutes _____
- f. Prayer at beginning and end of meeting (G-3.0105) _____
- g. Clerk or Moderator's signature _____

2. Do Minutes include the following? Exception? Yes/No Page(s)

a. Minutes of congregational meetings recorded in Minute Book of Session (G-1.0505)			
b. Previous year's Annual Statistical Report attached, after review by Session (G-3.0202f)			
c. Reports/minutes from congregational committees/commissions reviewed by Session (G-3.0108; G-3.0204)			
d. Annual report of financial review approved by Session with comments (G-3.0113)			
e. Election of commissioners to Presbytery, and follow-up reports noted (G-3.0202a)			
f. Pre-authorization of baptisms by Session (W-3.0403)			
g. Dates of baptisms recorded by Session (G-3.0204b)			
h. Authorization for celebration of Communion – to be celebrated at least quarterly (G-3.0201b)			
i. Training and examination of new elders (G-3.0201c).			
j. If there are deacons - Examination of deacons by Session after training (G-3.0201c)			

k. If there are deacons - Annual approval of work of deacons (G-2.0202)			
l. Annual review of pastor's salary by Session: (G-3.0201c) and by Congregation (G-2.0804)			
m. Annual Review of church rolls, including active members, and registers by the Session (G-3.0204a & b)			
n. Please include your Sexual Misconduct and Child and Youth Protection Policies (G-3.0106)			
o. Please include your Manual of Administrative Operations (G-3.0106)			
p. Nomination of ruling elders to serve on presbytery committees, or as commissioners to Synod or General Assembly (G-3.0202b)			
q. Please include the annual report given to your congregation if there is one.			