

RECORD OF EXAMINATION **SESSION MINUTES**

Church Name _____ Minutes for Calendar Year _____

Clerk of Session: Please show the page numbers in your Session Minutes where each of the requested items can be found. Two (2) copies of this completed form for the Reader's use are to be in your books before they are presented for examination. Our thanks for your participation in the annual review of Session Minutes.

IF AN ITEM DOES NOT APPLY TO YOUR CHURCH - MARK NA.

FOR READERS ONLY

Page	Item	Yes	No	Notes
	1. Date, time and place of each meeting			
	2. Ruling Elders and Moderator named as present, excused or absent.			
	3. Prayer at beginning and end of meeting.			
	4. Reading, approval of minutes of previous meeting.			
	5. Minutes of the Annual Congregation and Corporation Meeting.			
	6. Copy or summary of the GA statistical report.			
	7. Election of Treasurer by Session. For what Term? _____			
	8. Appointment and report of Audit Committee			
	9. Election of Representative Nominating Committee			
	10. Appointment of commissioners to Presbytery, and commissioners' report to Session			
	11. Session review(s) of Finances and Insurance			
	12. Session authorization(s) for celebration of the Lord's Supper			
	13. Session authorization(s) for baptism			
	14. Baptism recorded in Minutes after completion			
	15. Session approval of work Deacons			
	16. Session review of work of trustees			
	17. Session receipt of new members			
	18. Session annual review of the Active Roll			
	19. Approval of pastor's salary ("Call") by congregation			
	20. Examination of deacons-elect, and ruling elders-elect			
	21. Approval of ordination/Installation of deacons-elect/ ruling elders-elect			
	22. Session conducts continuing education for Session members			
	23. Report of last minute and register review with exceptions noted in Session minutes.			
	24. Minutes of Session and Congregational meetings signed by the Clerk			

Signature-Clerk of Session _____ Date _____

Name of Examiner _____ Examiner's Church _____

FOR ECCLESIASTICAL COMMITTEE USE BELOW.

[] APPROVED WITH COMMENDATION [] APPROVED WITH () EXCEPTIONS [] NOT APPROVED