

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. Please bring two (2) copies of the completed form to the minutes reading. Thank you.

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			
25.	Does your congregation have a Child Protection Policy? (Yes/No)			
26.	Does your congregation have a Sexual Misconduct Policy? (Yes/No)			
27.	Does your congregation have a Manual of Administrative Operations? (Yes/No)			

Signature-Clerk of Session _____ Date _____

Name of Examiner _____ Examiner's Church _____

FOR ECCLESIASTICAL COMMITTEE USE BELOW.

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