

Presbytery of Transylvania
2023 Administrative Review

Please answer the following questions concerning actions taken in 2023.

Name of Church _____ City _____

Did the session meet at least quarterly? _____

Did the session authorize the Sacrament of Communion at least quarterly? _____

Did the session conduct a full financial review of all books and records? _____

Does the church have property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers? _____

Insurance Carrier? _____

Has the session adopted a sexual misconduct policy and a child and youth protection policy?

_____ Date adopted? _____

Did the session review annual terms of call for pastoral leader(s) or temporary supply? _____

Did the session call a congregational meeting to elect officers and were these officers installed?

Did a clerk record all transactions of the session? _____

(Please provide one set of session meeting minutes for review.)

Did the church sell or encumber property during the year? _____

If so, did the church receive presbytery approval? _____

Form Completed By: _____

Please complete and return by email to: rjustus@transypby.org by February 15, 2024. Also, email one set of session meeting minutes for review.