

PEER REVIEW OF SESSION MINUTES
PRESBYTERY OF PENNSYLVANIA

CHURCH: _____

CLERK OF SESSION: _____

DATE MINUTES WERE LAST REVIEWED BY PRESBYTERY: _____

FINDINGS:

The following EXCEPTIONS were noted (state reason with corresponding check sheet item number):

The following COMMENTS are offered (including items that might qualify as exceptions and should be considered for addition to the check sheet):

REVIEWED BY _____

DATE _____

Please forward a copy of this report to the Presbytery stated clerk. A report of this review should be made to the next session meeting and this form and check sheet copied into the minutes.

**PRESBYTERY OF TRANSYLVANIA
CHECK SHEET FOR REVIEWING CHURCH MINUTES**

► **Clerk of Session: Please list the pages of your minutes on which the indicated information is recorded. If you do not have an item in your minutes, write “Not Recorded” on the Page Numbers line.**

1. General Matters

- a. **The date, hour and place of each meeting and whether it is “Stated” or “Called/Special.” (Note: The Book of Order requires at least quarterly Stated meetings.)**

Page numbers _____

- b. **For a Called/Special meeting, the purpose for which the meeting was called should be stated.**

Page numbers _____

- c. **Each meeting must be opened and closed with prayer.**

Page numbers _____

- d. **A list of all teaching and ruling elders attending, absent and excused for each meeting.**

Page numbers _____

- e. **Were all meetings constitutionally moderated?**

Page numbers _____

- f. **Are minutes signed by clerk and/or moderator?**

Page numbers _____

- g. **Are reports and communications copied into the minutes?**

Page numbers _____

- h. **The declaration of a quorum at each meeting.**

Page numbers _____

- i. **Approval of minutes of previous meeting(s).**

Page numbers _____

- j. **Was the Sacrament of the Lord’s Supper recorded in the minutes and observed at least quarterly?**

Page numbers _____

- k. **Did the session conduct an annual review of the Pastor’s terms of call and ensure that the terms met the Presbytery’s minimums?**

Page numbers _____

- l. **Did the congregation approve any changes to the Pastor’s terms of call?**

Page numbers _____

2. Relations to Presbytery

- a. **Did the session elect an elder commissioner (or commissioners) to Presbytery?**

Page numbers _____

b. Was a report from each Presbytery meeting received by the session?

Page numbers _____

c. Did the session prepare an annual statistical report and is the report copied into the minutes?

Page numbers _____

d. Did the church sell, encumber or lease property? Y-N If so, did the church receive the written permission of the Presbytery's trustees? Y-N

Page numbers _____

3. Other Matters

a. Does the church have a board of deacons? Y-N If so, did the session review at least annually the records of the board of deacons?

Page numbers _____

b. Does the church have a board of trustees? Y-N If so, did the session review at least annually the records of the board of trustees?

Page numbers _____

c. Is the church incorporated? Y-N If so, did the church file an annual report with the Secretary of State and is the report copied into the minutes? Y-N

Page numbers _____

d. Did the session review the records or receive annual reports from all the organizations of the church?

Page numbers _____

e. Did the session receive an annual full financial review of all financial books and records by a public accountant or a committee of members versed in accounting procedures, none related to the Treasurer? Y-N

Page Numbers _____

f. Did the session prepare an annual budget? Y-N

Page numbers _____

g. Does the session have a rule for creating a nominating committee (or other process for election) and did it receive a nominating committee report?

Page numbers _____

h. Did the session elect a church treasurer?

Page numbers _____

i. Did the session elect a clerk of session?

Page numbers _____

j. Did the church have an annual meeting of the congregation and election of officers?

Page numbers _____

k. Are the minutes of congregational meetings included in the session minutes book?

Page numbers _____

l. Did the session provide study and preparation for new officers, an examination, and a worship service of ordination/installation?

Page numbers _____

m. Did the session create administrative commissions and receive reports of their work? Y-N

Page numbers _____

n. Did the session initiate judicial process? Y-N

Page numbers _____

o. List page numbers of all baptisms and membership changes (receptions, dismissals, transfers, deaths).

Page numbers _____

p. All pages are numbered consecutively. Y-N

4. Storage and Security

I hereby certify that these minutes are in final form, have been attested by the moderator or clerk of session, and will be bound in a manner acceptable for security and long-term storage.

Clerk of Session: _____