



Session Record Review Checklist **Church Name/City:**

Fill this out ahead of time and have available at the Records Review to facilitate the review process.

For Each Session Meeting in Minutes

YES NO

	YES	NO
1. Location of Meeting		
2. Date and time of meetings		
3. Names of moderator and elders present/absent noted as such		
4. Type of meeting (called, stated, adjourned)		
5. Meeting opened and closed with prayer		
6. Notation of approval of previous minutes		
7. Minutes attested and signed by moderator or clerk		
8. Action taken on motions (e.g. passed/defeated/postponed...)		

Periodically

Month/ Page #(s) No/NA

	Month/ Page #(s)	No/NA
9. Record of Ordination and Installation dates for elders and deacons		
10. Election of Ruling Elder Commissioners to attend Presbytery		
11. Election of Clerk of Session		
12. Election of Treasurer		
13. Authorization for Communion and/or baptism (Record both authorization and report the completion of the baptism of adults and of infants [including name, parents, date of birth])		
14. Member Transfers: Full name of other church, of person, date		
15. Examination of newly elected church officers		
16. Acceptance of annual financial review or audit		
17. Adopted budget		

Congregation Meeting Minutes

Month/ Page #(s) No/NA

	Month/ Page #(s)	No/NA
18. Election of Elders, Deacons (and Trustees)		
19. Approval of Terms of Call for installed pastoral leadership		
20. Election of Nominating Committee members		
21. Minutes attested and signed by moderator or clerk		