

**Presbytery of Scioto Valley Session Records Review Form for 2018 Records**

**Session Clerk: Please complete this form prior to the review event. Please bring two copies to the review, along with your SESSION RECORDS and CHURCH REGISTER. The information on this form will be verified at the review.**

**City** \_\_\_\_\_ **Church** \_\_\_\_\_

**Clerk of Session** \_\_\_\_\_ **Phone** \_\_\_\_\_

This area will be completed at the review event:

Peer Reviewer: \_\_\_\_\_ Church: \_\_\_\_\_

Presbytery Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_ Without Exception: \_\_\_\_\_ With Exception \_\_\_\_\_

Exceptions [List Item #(s)]: \_\_\_\_\_

**Please record page numbers where each of the following items may be found.**

**Reviewer:** Please check each item you verify in the blank provided.

	Page Number(s)	OK
1. Election of Church Officers (G-2.0401, G-2.0404)		
2. Officer Ordination and/or Installation (W-4.0401)		
3. Annual Officer Training (G-2.0402; G-3.0201)		
4. Annual Review of Membership Roll (G-3.0201c)		
5. Review of Compensation of Pastor(s) (G-2.0804) Check if no installed Pastor _____		
6. Review of other Staff Compensation (G-3.0201c)		
7. Session Approval of Annual Budget (G-3.0113)		
8. Annual Financial Review (G-3.0113) (A full audit is not required)		
9. Were members received? Dismissed? Removed?		
10. Annual Meeting of the Congregation (G-1.0501)		
11. Do you have Deacons? Yes _____ No _____	XXXXXXXXXXXXXXXXXXXX	xxxxxxx

If yes, Board _____ or Commissioned _____	XXXXXXXXXXXXXXXXXXXX	xxxxxxx
	<b>Page Number(s)</b>	<b>OK</b>
If yes, has Session reviewed the work of the Deacons?		
12. Do you have Trustees? Yes _____ No _____	XXXXXXXXXXXXXXXXXXXX	xxxxxxx
If yes, has Session reviewed the work of the Trustees?		
13. Reviewed the work of other committees (G-3.0201c		
14. Was Communion Celebrated on a Regular basis (G-3.0201b;W2.4012a) Yes _____ No _____ List page number(s) of approval		

**FOR THE FOLLOWING ITEMS: Check as Appropriate.**  
**Reviewer: Please check each item you verify in the blank provided.**

	YES	No	OK
15. Was Session involved in a Judicial Case last year?			xxx
If yes, details.	xxx	xxx	xxx
16. Did session meet at least quarterly? (G-3.0203)			
<b>General Content of Record Book:</b>	xxx	xxx	xxx
17. Does the Church Name appear on outside cover?			
18. Are pages <b>consecutively numbered</b> ?			
19. Are date, time, and place of each meeting recorded?			
20. Is the type of meeting listed? (Regular, Special; Session, Congregation)			
21. Were meetings opened and closed with prayer?			
22. Is the Moderator's full name recorded for each meeting?			
23. Are full names of Ruling Elders recorded?			
24. Was a quorum present for each meeting?			
25. Were actions properly voted?			
26. Are all minutes approved by Session?			
27. Are all minutes signed by the Clerk of Session?			
28. Are minutes free from extensive corrections?			
29. Did Session select a Commissioner to Presbytery?			
30. Were Presbytery reports received by Session?			
31. Was the Church Register presented for review?			

**For the Reviewer: check Church Register for the following and answer question.**

**Membership Rolls**

Alphabetical Roll

Chronological Roll

(Both should show status of current and former members)

**Other Rolls and Registers**

Pastors and Associate Pastors

Ruling Elders

Deacons (if applicable)

Baptisms

Up To Date	
YES	NO

**Thank you very much for participating in our Session Records Review!**

The Stated Clerk welcomes your suggestions in making this form and our review process more “user-friendly”. You may contact him through the Presbytery Office:  
Phone: 614-847-0565; 800-244-7207