

PRESBYTERY OF GREAT RIVERS
REVIEW: LAST APPROVED STAMP
THROUGH DECEMBER 2022
SESSION RECORDS REPORT FORM

Clerk of Session: _____

Date: _____

Church: _____

City: _____

ENTER PAGE NUMBER OR APPROPRIATE NOTE.

Use **N/A** {"not applicable"} to indicate that a category is not applicable in your situation.

1. _____ Session rule for its own quorum. (G-3.0203)
2. _____ *{If Applicable this year}* Record of Session election of the Clerk of Session. (G-3.0104)
3. _____ *{If Applicable this year}* The election of the treasurer by the Session. (G-3.0205)
4. _____ A full financial review of all books and records relating to finances once each year by a Public accountant or public accounting firm or a committee of members versed in accounting procedures and not related to the Treasurer. (G-3.0113)
5. _____ Record of Session election of commissioner(s) to Presbytery (ruling elders of the congregation) and the receiving of their reports. (G-3.0202a)
6. _____ Copy of "Session Annual Statistical Report" to GA in your Session minutes. (G-3.0202f).
7. _____ Report of the training and examination by the Session of newly elected officers, inquiry into their faithfulness in fulfilling their responsibilities, and programs for continuing education and mutual growth of all Session members. (G-3.0201c)
8. _____ Annual meeting of the congregation was held. (G-1.0502)
9. _____ Record of congregation election of elders (and, if applicable, deacons and trustees) (G-1.0504a).
10. _____ The congregation approved any changes in terms of call. (G-1.0504c)
11. _____ Report of Session action to **authorize** the Sacrament of the Lord's Supper and **records of its observance**. (G-3.0201b)
12. _____ Proof of property and liability insurance coverage to protect the facilities, programs, and officers, including members of the session, staff, board of trustees, and deacons **in minutes**. (G-3.0112)
13. _____ Minutes of all congregational and corporation (if applicable) meetings. (G-1.0506)
14. _____ Minutes of all session meetings that must take place at least quarterly (G-3.0203). (G-3.0107)
15. _____ All meetings conducted "decently and in order" [properly called, moderator present, quorum, Robert's Rules of Order followed, opened and closed with prayer, etc.] (G-3.0105) (this is a yes or no answer)
16. _____ Copy of current Illinois Secretary of State certificate of good standing as a corporation in minutes (G-4.0101). (See <http://www.ilsos.gov/corporatellc/>)
17. _____ Periodic (preferably more than annually) report to Session of income and expense for each fund in the church. (G-3.0205c)
18. _____ Preparation of annual budget and providing information to the congregation. (G-3.0205)

19. _____ *{If Applicable}* Record of congregational and presbytery approval of all transactions involving real property. (G-4.0206)
20. _____ *{If Applicable}* Record of the permanent storage of all minutes and records (where stored; what stored; when).
21. _____ *{If applicable}* Evidence of the ongoing supervision of the Board of Deacons and Board of Trustees. (G-2.0202)
22. _____ Report of **session action authorizing baptism(s) and record(s) of its administration.** (G-3.0201b)
23. _____ Record of session reception of new members. (G-3.0201c)
24. _____ Letters of transfer, deletions from roll; including entering such Information into the register/roll book. (G-3.0201c)
25. _____ Report of annual review of the rolls of members (G-3.0201c).
26. _____ The names of all elders, deacons, and pastors recorded in minutes and register. (G-3.0204b).
27. _____ Report of programs of evangelism, witness, and service to the local community. (G-3.0201c)
28. _____ Do the bylaws allow for the council, commissions, and committees to meet electronically, provided that the technology employed allows for all members present to hear and be heard simultaneously? This includes joining one or more persons electronically to an otherwise in-person meeting. (G-3.0105)

Checklist of Items for Use in Records Review

Minutes Book(s)

Completed Paperwork (this paper as well as the coversheet)

Any questions you might have for the Stated Clerk.

Paperwork also available on Great Rivers website at www.greatriverspby.org

Date Range of Minutes Reviewed:

Date of review:

Reviewer name:

_____ **(PLEASE PRINT)**

Reviewer signature: _____

Location of review: _____

Presbytery signature: _____