

Presbytery of Wabash Valley

PEER REVIEW OF SESSION RECORDS DATE: _____

_____ Church _____ City

Clerk of Session Before coming to the records review session, please prepare by filling in page numbers to left of particular items where the entry may be found in Session Minutes. Mark "NA" if the requirement is not applicable to your church. The Peer Reviewer will complete spaces to the right of the "ITEM" section. We will copy this form at the completion of the records review to provide you with a report to your Session and retain a copy for a summary report to Presbytery.

PAGE NUMBER	RECOMMENDED ITEMS IN MINUTES	YES	NO	COMMENTS or ACTIONS NEEDED
	Date, time & place of each meeting			
	Elders, Moderator named as present or absent.			
	Prayer at beginning and ending of meeting.			
	Approval of minutes of previous meeting			
	Minutes of all congregational meeting(s)			
	Annual summary of corporation meetings or full meeting minutes.			
	Copy of GA statistical report, including average annual weekly attendance at worship.			
	Copy of congregational annual report.			
	Annual election of Clerk by Session			
	Annual election of Treasurer by Session			
	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.			
	Appointment and report of annual audit or financial review			
	Minutes book contains copy of the current version of your bylaws			
	Copy of current Indiana Secretary of State certificate of good standing as a corporation or "Current Information on Business Entity". See https://secure.in.gov/sos/bus_service/online_corps/name_search.aspx			
	Transfer of members and maintenance of the membership rolls recorded			
	Preparation and reception of new members in minutes			
	Report of annual budget			

	Election of Elder commissioner to Presbytery (recommend annual term for continuity)			
	Referral of elders to Presbytery who may be considered for election or other Presbytery service			
	Authorization for and celebration of the Lord's Supper (W-2.4012a.)			
	Session authorization for baptism			
	Each baptism recorded in Minutes with date and name			
	Annual session approval of work of Deacons			
	Annual session review of work of Trustees (Write <u>N/A</u> if unicameral)			
	Annual review of equal employment opportunity, fair employment practices, personnel policies and the adequacy of compensation for all staff, including all employees.			
	Approval of installed pastor's salary by congregation, or renewal of temporary covenant with pastor by session and approval by COM			
	Permission obtained from Presbytery to sell, mortgage, encumber or lease any of its real property			
	Examination of elders-elect			
	Ordination/Installation of elders-elect.			
	Minutes indicate that Session holds continuing education for Session members			
	Report and session response to last minute and register review with any corrections noted in Session minutes.			
	Minutes of Session signed by the clerk.			
	Minutes of Congregational meeting signed by both clerk and moderator			

CHECKLIST FOR REVIEW OF ROLLS & REGISTERS

Clerk of Session: Nothing should appear in the Rolls and Register until action is taken by Session and is entered in the Session Minutes. The Rolls and Registers are being read for the past year only. Spaces to the right of the "Question" are to be completed by reviewers. If a question does not apply to your church, please mark N/A in page reference column. Note the entries below that are required*; others are recommended or historic.

REGISTER SECTION	PAGE REFERENCE IN MINUTES		QUESTION	YES	NO	REVIEWER COMMENTS or CORRECTIONS REQUIRED
Pastor			*Is name of present Installed Pastor entered with dates of service? Temporary pastors such as Transitional, Commissioned Ruling Elders?			
Elders			Is present class of elders entered? With terms of active service?			
			*Is date of ordination entered for new elders?			
			*Are place & date of ordination entered for transferred elders?			
Deacons			Is present class of deacons entered with terms of service, resignations			
			*Is date & place of ordination entered for new deacons?			
Elders and Deacons			*Is there a record of resignation or removals of elders or deacons?			
Trustees			Is present class of trustees entered with term of service?			
Active members, Chronological Roll			Are new members listed in chronological order?			
			Does roll show date of action for members placed on inactive roll?			
			Does roll show date of removal when members are deleted?			
			Are transferred members deleted from roll with date & place of transfer?			
			Are deaths noted with dates?			
			*Does the roll show date of restoration when inactive members are restored to the roll?			
Active members, Alphabetical Roll			Are new members listed in the alphabetical roll with reference number to the chronological roll?			

Affiliate Roll			Are affiliate members listed with date of Session action? (no longer required but permissible)			
Inactive			Do names placed on the inactive roll show membership number?			
			When members are restored from the inactive roll does the roll show date of restoration?			
Baptism Register			*Are all infant baptisms recorded with the date of session authorization? Birthdate?			
			Does the baptism roll show parents name and mothers maiden name?			
			*Are all adult baptisms recorded with date of session authorization? Parents' names and date of birth?			
			Are baptized adults entered in the chronological roll of members?			
			Are baptized adults entered in the alphabetical roll of members?			
Marriage Register			Does Register show all marriages conducted on church property?			
			Does Register show all marriages conducted by the ministerial staff?			
			Are members married elsewhere and not by ministerial staff recorded in the register?			

Comments and any corrections to be completed:

Signature of the Clerk of Session _____ Date _____

Signature of Reviewer _____ Church: _____ Date _____

Presbytery Moderator of Records Review _____