

Session Records Review Sheet
Presbytery of San Jose
Revised 2022-02

Church Name _____ **Year(s)** _____

Clerk of Session who prepared this review sheet _____ Date: _____

Name(s) of Reviewer(s) _____ Date: _____

Check off when completed: Minutes Reviewed _____ **Registers Reviewed** _____

Suggestions for improvement are noted in the Reviewer's Comments.

Narrative Questions - use additional pages as needed:

1. As a clerk of session, what do you need from the Presbytery of San Jose to do your job?

2. Does your congregation have any outstanding loans? If so, do your minutes reflect session discussion of the loans and plans for repayment?

3. When did your pastor most recently attend Clergy Boundaries Training and where is that reported in the minutes?

4. Where do the minutes indicate that the session adopted a manual of operations that specifies the form and guides the work of mission? (G-3.0106)

5. How does the session review all committees and organizations of the church, including deacons? When did they do that this last year? Where is this included in the minutes? (G-2.02, G-3.0201c)

6. How does the session provide for education, nurture, and fellowship opportunities at your church? (G-3.0201c) How does your church provide for youth, young adults, and/or older adults?

7. How does the session work to restore less active members to active participation? When did they do that this year? (G-3.0201c)

8. Are there mission stories from your congregation that you would like to share?

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Clerk's Comments to be filled in by Clerk of Session **BEFORE** the Review: Include page numbers or other identifying and pertinent information.

Reviewer's Comments to be completed by Reviewer **DURING** the Review.

Recorded Item	Reference	Clerk's Comments	Reviewer's Comments
Date, time, place of each meeting, and stated or special meeting, quorum present	G-3.0203		
Meeting at least quarterly.	G-3-0203		
Full names of ruling elders present, excused or absent.	Robert's Rules		
Full name of moderator	Robert's Rules		
Opened and closed each meeting with prayer	G-3.0105 W-3.6103		
Minutes approved by session	Robert's Rules		
Signature of Clerk of Session	Robert's Rules		
Financial report at each meeting or regularly	G-3.0205		
Session authorization of Sacrament of the Lord's Supper (at least quarterly) including home bound members.	G-3.0201b W-2.4010		
Approval of the Sacrament of Baptism and report of its administration	G-3.0201b W-2-3011		
Commissioner(s) to presbytery meetings elected by session	G-3.0202		
Report of Commissioner(s) given at next session meeting following each presbytery meeting.	G-0302		

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Items to be Recorded Annually in Minutes:

Recorded Item	Reference	Clerk's Comments	Reviewer's Comments
Training, examination of newly elected ruling elders and deacons.	G-3.0201c		
Ordination and Installation of ruling elders and deacons	G-3.0201c		
Election of Church Treasurer(s) by Session	G-3.0205		
Election of Clerk of Session by Session	G-3.0104		
Report of annual review of compensation for pastor and all other staff	G-2.0804 G-3.0106		
Review of congregation's sexual misconduct prevention policy	G-3.0106		
Review of congregation's child/youth protection policy	G-3.0106		
Names of those trained as outlined in Sexual Misconduct and Mandated Reporter Policy	Presbytery of San Jose		
Session approval of budget.	G-3.0205		
Full financial review or audit	G-3.0113		
Insurance Review - adequate property and liability coverage, including officers	G-3.0112		
Session review of annual statistical report.	G-3.0202f		
Annual statistical report included with minutes.	Presbytery of San Jose		
Session composition with regard to racial ethnic members, women, men, age groups,	G-3.0103		

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Minutes of Congregational Meetings

Recorded Item	Reference	Clerk's Comments	Reviewer's Comments
Congregation met at least annually	G-1.0501		
Presentation of Session approved budget in minutes	G-3.0205		
Election of Nominating Committee by congregation	G-2.0401		
Election of elders, deacons, trustees (where applicable).	G-1.0503		
Minutes of all congregational meetings are approved and signed by clerk	G-1.0505 Robert's Rules		
Approval of Terms of Call of pastor(s) by the congregation and inclusion in the minutes.	G-1.0503		

Church Rolls and Registers:

Recorded Item	Reference	Y/N	Reviewer's Comments
Roll of Active Members maintained by Session	G-3.0204a		
Roll of Baptized Members maintained by Session	G-3.0204a		
Roll of Affiliate Members, if any, maintained by Session	G-3.0204a		
List of Ruling Elders and Deacons, with ordination date	G-3.0204b		
List of Pastors, Associates, with dates of service	G-3.0204b		
Record baptisms with date of birth and name of parents.	G-3.0204b		
Record of Marriages if session deems necessary	G-3.0204b		

Each Council shall keep a full and accurate record of its proceedings. (G-3.0107)

Thank you very much for your work on this review.