

**MIDWEST PRESBYTERY
SESSION MINUTES ANNUAL REVIEW FORM**

Minutes Review Period: JANUARY 2023 THROUGH DECEMBER 2023

Church Name: _____

City: _____ State: _____ Zip: _____

Pastor Name: _____ Clerk of Session: _____

Contact info for follow up: Name: _____ Phone: _____

Email: _____

Clerk of Session: This form MUST be included when you submit session minutes for review. Fill in the blank under CLERK after each question with YES, NO, or N/A.

	CLERK	REVIEWER
1. Does each meeting include:		
a. Date, Time, & Place	_____	_____
b. Adoption of Agenda	_____	_____
c. Declaration of Quorum	_____	_____
2. Did Session meet at least once each quarter? (BoG 18.4.A.1)	_____	_____
3. Are names of Elders present/absent noted?	_____	_____
4. Was prayer a part of all meetings?	_____	_____
5. Did Session always approve its own minutes?	_____	_____
6. Are minutes signed by both Moderator and Clerk? (BoG 18.2.B.2) NOTE: Electronic Signatures are OK.	_____	_____
7. Were Commissioners elected to each meeting of:		
a. Presbytery and General Assembly? (BoG. 19.2.A.4)	_____	_____
b. Did Commissioners report to Session on meetings?	_____	_____
8. Does your church have a Board of Deacons?	_____	_____
If YES , date minutes were examined by Session? (BoG 17-6.C.)	_____	_____
9. Do minutes record ordination/installation of Deacons/Elders? (BoG 13E.3)	_____	_____
10. Did Session approve the annual Church budget? (BoG 18.3H)	_____	_____
If YES , Meeting Date: _____		
11. Was a copy of the Annual Church Report ("ACR") presented to session?	_____	_____
12. Do minutes record reception of new members by name and how received? Do minutes document by name those Baptized? (BoG. 8.1)	_____	_____
13. Were all dismissals & other deletions from the church roll acted on by Session with reasons given? (BoG 8.1)	_____	_____
14. Did the Session make an accurate annual review of church roll?	_____	_____

(BoG 8.5) If **YES**, Meeting Date: _____

15. Were communications from higher courts read/acted upon by the Session? _____

16. Do the minutes document the review by the Session of the Pastor's Term of Call (and any other Pastoral changes)? _____

NOTE: Some churches document the review of the Pastor's Term of Call by the congregational at the Annual Meeting, but do not show that Session had reviewed them prior to the Annual Meeting.

If **YES**, Meeting Date: _____

17. Is church business conducted with properly called Congregational meetings? (Bog 7.6.C) _____

18. Were the results of the Annual Review from last year shared with Session, e.g., the Minutes review Form? _____

19. Were there any known irregularities or inconsistencies with the Book of Order in actions taken? _____

If YES, explain: _____

Comments: _____

Prayer Request(s): _____

Attested by: _____ Signature, Clerk of Session

Confirmed by: _____ Signature, Church Pastor

Presbytery Ratification

Reviewer: Please verify Clerk's answers and note any exceptions you may find below. If any prayer requests are called for, please take a moment of intercession to support our brothers in prayer. Thanks for your cooperation and assistance.

EXCEPTIONS: _____

Minutes Review Committee -- Reviewed by: _____

Second Reviewer (if Required): _____

Circle Appropriate Results Below

Approved

Approved with Exceptions

Not Approved