

MIDWEST PRESBYTERY SESSION MINUTES ANNUAL REVIEW FORM

Minutes Review Period: _____

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 and dates and page number in the report as required. An asterisk (*) next to the question means there is a page in the training document for further explanation.

	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. According to BOG 19-2.A.4.a, Calculate how many ruling elder commissioners must your session elect to meetings of higher courts?	_____	_____
c. Did Commissioners report to Session on meetings? According to BOG 19-2.A.4.b, after the parity adjustment, how many ruling elder commissioners may your session elect to meetings of higher courts?	_____	_____
d. For each meeting, please note the number of commissioners elected, pg #'s of election, and their report in the minutes:		
	# of Commissioners	Pg # where election is noted
1) February Presbytery Meeting	_____	_____
2) May Presbytery Meeting	_____	_____
3) June General Assembly Meeting	_____	_____
4) September Presbytery Meeting	_____	_____
5) Any Called Meetings (If Applicable)	_____	_____
e. Include the names of the commissioners in the Session minutes	_____	_____

8. Does your church have a Board of Deacons? _____

If **YES**, record the date(s) the Deacon minutes were examined by Session? (BoG 17-6.C.) _____

9. *Do minutes record ordination/installation of Deacons/Elders? (BoG 13E.3)

Record the following and the page of the report:

The names and date of those ordained/installed as Elders: _____

The names of those installed as Trustees: _____

The names installed of those ordained/installed as Deacons: _____

The name of who conducted the Worship Service: _____

10. Did Session approve the annual Church budget? (BoG 18.3H) _____

If **YES**, Provide the Meeting Date and page number in the minutes: _____

11. *Was a copy of the Annual Church Report presented to session? _____

The Annual Church Report is submitted to the EPC General Assembly Office by the end of February of the new year. Did the session review this submission and consider areas of improvement for the life and health of the church?

Provide the Meeting Date and page number in the minutes: _____

12. Do minutes record reception of new members by name and how received? (BoG. 8.1) _____

Provide the Meeting Date and page number in the minutes. _____

13. Were all dismissals & other deletions from the church rolls (Baptism, Active/Inactive members, Affiliate) acted on by Session with reasons given? (BoG 8.1) _____

Provide the Meeting Date and page number in the minutes _____

14. Did the Session make an accurate annual review of church rolls? (Baptism, Active/Inactive, Affiliate) (BoG 8.5) _____

If **YES**, Provide the Meeting Date and page number in the minutes: _____

15. *Is it noted the date(s) that the Sacrament of Baptism was performed and the names of those baptized in the minutes? (BoW 3-2.E..4) _____

Provide the Meeting Date and page number in the minutes _____

16. *Is it noted that the Sacrament of the Lord's Supper was celebrated? (Must be administered at least quarterly) (BoW _____

3-3) Provide the Meeting Date and page number in the minutes _____

17. *Were communications from higher courts read/acted upon by the Session? (BoG 18-3N) _____

Provide the Meeting Date and page number in the minutes: _____

18. Do the minutes document the review by the Session of the Pastor's Term of Call, including housing allowance if any? _____

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

If **YES**, Provide the Meeting Date and page number in the minutes: _____

19. Is church business conducted and recorded with properly called Congregational meetings? (BoG 7.6.C, BoG 7.1 and 7.2) _____

If **YES**, Provide the Meeting Date and page number in the minutes: _____

20. Is the last Minutes Review Form included with minutes? _____

NOTE: the results of the Annual Review is required to be shared with Session, including the review sheet along with any exceptions.

If **YES**, Provide the Meeting Date and page number in the minutes: _____

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

If YES, explain: _____

Comments: _____

Prayer Request(s): _____

Date

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 and sisters in prayer. Thanks for your cooperation and assistance.

EXCEPTIONS:

Date

Minutes Review Committee -- Reviewed by: _____

Second Reviewer (if Required): _____

Check Appropriate Results Below

Approved

Approved with Exceptions

Not Approved