

	Presbytery of Grand Canyon	REVIEW OF SESSION RECORDS		Presbytery de Cristo
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Church	Clerk of Session
Review Period	Page Numbers
FROM	BEGINNING #
TO	ENDING #

TO THE CLERK: Fill in the “Minute Page” column with the page number in your Session Minutes where the item can be found. Put “N/A” if the item is not applicable to your church. Place the completed form in your Minute Book. If reviewing multiple years, use a new form for each year.

NOTE: The italicized citations such as “G-x.xxxx” or “W-x.xxxx” are from the 25-27 Book of Order (BoO). Citations such as “pg. xx” are from the 03/01/24 Handbook for Clerks of Session.

CLERK'S COLUMNS			REVIEWER'S COLUMNS		
Item #	SESSION MINUTES (30 questions)	Minute Page #	Yes	No	Comments
1	Date, time & place of each meeting (pg. 34.A.1)				
2	Elders, Moderator listed as present or absent (pg. 34.A.4)				
3	Prayer at beginning and end of meeting (G-3.0105)				
4	Approval of minutes of previous meeting (pg. 34.A.6)				
5	Session Meeting Minutes signed by the Clerk (pg. 35.10)				
6	Called Congregational Meeting Minutes signed by the Clerk (pg. 35.7)				
7a	Presbytery Commissioners - Election of (G-3.0202.A)				
7b	Presbytery Commissioners – report received by Session (G-3.0202.a) (pg. 40)				
8a	Communion – Dates approved by Session (G-3.0201.b)				
8b	Communion - Celebrated in worship & taken to At-Home members noted in minutes (pg. 35.B.1)				
9a	Baptism – Authorized by Session (N/A if none) (G-3.0204.b & W-3.0403)				
9b	Baptism - Recorded in minutes (N/A if none) (pg. 35.B.2)				

10	Incoming Officer Training & meeting with Session (G-2.0402)				
11	Ordination/Installation of Elders & Deacons-elect (G-2.0403)				
12	Deacons report received by Session (N/A if no Deacons) (pg. 12)				
13	Trustees report received by Session (N/A if no Trustees OR if Elders serve as Trustees) (pg. 12)				
14	Clerk's Annual GA Statistical Report including average annual weekly worship attendance - <u>approved by Session before submitting to GA</u> (OR report attached) (pg. 37.6)				
15	Annual Congregational Meeting Minutes and Corporation Meeting Minutes (G-3.0204)				
16a	Pastor's Terms of Call – reviewed by Session & proposed to congregation for approval (G-2.0804, pg. 14 & pg. 36.C.1)				
16b	Pastor's Terms of Call – approved by congregation (N/A if pulpit is vacant, served by Interim or Stated Supply or if Pastor has served less than one year) (G-1.0504.c)				
17	Annual Certificate of Insurance information reflected in Minutes (G-3.0112)				
18	Annual Report of Financial Review received by Session (G-3.0113)				
19	Election of Treasurer by Session (N/A if in mid- term) (G-3.0205)				
20	Election of Clerk by Session (N/A if in mid-term) (G- 3.0104)				
21	Annual Meeting of Elders and Deacons for CE (the history, theology and polity of the church and understanding your office) (pg. 12)				
22	Annual Pastor Review by Personnel Committee (pg. 13)				
23	Policies required by GA for every church - to have and review, reaffirm or update annually: (1) Anti- Racism Policy; (2) Anti-Harassment Policy; (3)				

	Family Leave Policy (pg. 28); (4) Child Protection & Sexual Misconduct Policy (G-3.0106)				
24	Annual update of church information with AZ Corporation Commission (State of AZ requirement)				
25	Report of last Records Review, with exceptions if any, noted in Session Minutes (pg. 36.12)				
26	EVERY 3-5 YEARS: Church's Mission Statement reviewed/reaffirmed or updated (pg. 37.7) If not this year, provide date of last review/update:				

TO THE CLERK: Fill out the Rolls & Registers items below, listing the Minute Page # the item can be found on just like you did above.			TO THE READER: Find the item on the Minute Page #, then go to the Register Book Category to confirm the item is recorded there.		
CLERK'S COLUMNS			REVIEWER'S COLUMNS		
Item #	ROLLS AND REGISTERS (20 questions)	Minute Page #	Yes	No	Comments
1	Pastor Register: Is name of present Pastor (Interim, Stated Supply) entered? (G-3.0204.b)				
2a	Elders Register: Is present class of Elders & term of service entered? (A,B&C covered by G-3.0204.b)				
2b	Is date of Ordination entered for NEW Elders?				
2c	Is date & place of Ordination entered for TRANSFERRED Elders?				
3a	Deacons Register: Is present class of Deacons & term of service entered? (A&B covered by G-3.0204.b)				
3b	Date of Ordination entered for NEW Deacons?				
4	Trustees Register: Is present class of Trustees entered with term of service? (N/A if no Trustees OR if Elders serve as Trustees) (G-4.010 & pg. 33)				
5a	Chron Roll: Are new members listed in the Chronological Roll? (A,B,C&D covered by G-3.0204.a)				
5b	Does Chron Roll list date of removal when members are deleted?				
5c	Are transferred members deleted from Chron Roll with date & place of transfer?				
5d	Does Chron Roll list Deaths noted with dates?				

6	Alpha Roll: Are NEW Members listed in Alpha Roll with Chron Roll numbers? (pg. 15)				
7	Affiliate Roll: Are AFFILIATE Members listed with date of Session action? (G-3.0204.a)				
8	Inactive Roll: <u>No longer required</u> . There should be no active members in this category. (pg. 15)				
9a	Baptism Roll: Are all Infant Baptisms recorded with birth date? (N/A if none) (A&B G-3.0204.a &.b)				
9b	Does Baptism Roll show all columns answered? (N/A if none)				
9c	Does Baptism Roll show all Adult Baptisms? (N/A if none) (pg. 35.B.3)				
10a	Marriage Register: [Although not <i>REQUIRED</i> , it <i>IS recommended</i> in our Clerk's Handbook (pg. 33).] Does Marriage Register show ALL marriages conducted ON your church campus and that Session approved them? (N/A if none) (W-4.0602)				
10b	Does Marriage Register show all MEMBER marriages conducted OFF SITE by ministerial staff? (N/A if none) (pg. 40)				
10c	Does Marriage Register show all MEMBER marriages conducted elsewhere NOT by your ministerial staff? (N/A if none) (pg. 40)				

APPROVAL

COMMENTS, RECOMMENDATIONS

	Approved – no exceptions	
	Approved with exceptions noted	

SIGNATURES OF REVIEWER AND RECORDS COMMITTEE MEMBER

Date of Review	Reviewer's Name AND YOUR CHURCH	Records Committee Member
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