

<b>Presbytery of Grand Canyon</b>	<b>REVIEW OF SESSION RECORDS</b>	<b>Presbytery de Cristo</b>
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Church	Clerk of Session
Review Period	Page Numbers
FROM _____ TO _____	BEGIN # _____ END # _____

TO THE CLERK: Please 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 you have multiple years to be reviewed, use a separate sheet for each year. **NOTE: Allowances will be made for the months of 2020 and 2021 when churches were under CDC Guidelines due to the Covid-19 Pandemic.**

CLERK’S COLUMNS			REVIEWER’S COLUMNS		
Item #	SESSION MINUTES (27 questions)	Minute Page #	Yes	No	Comments
1	Date, time & place of each meeting				
2	Elders, Moderator named as present or absent				
3	Prayer at beginning and ending of meeting				
4	Approval of minutes of previous meeting				
5	Session Meeting Minutes signed by the Clerk				
6	Congregational Meeting Minutes signed by the Clerk				
7	Appointment of Commissioners to presbytery				
8	Commissioners report to Session of presbytery meetings				
9a	Authorization for Communion by Session				
9b	Celebration of Communion in worship & taken to homebound members noted in minutes				
10a	Session authorization for Baptism (N/A if none)				
10b	Baptism recorded in minutes (N/A if none)				
11	Incoming Officer Training/Meet With Session				
12	Ordination/Installation of Elders & Deacons-Elect				
13	Annual approval of Clerk’s GA Statistical Report including average annual weekly worship attendance				

	(OR report attached)				
14	Annual Congregational Meeting Minutes and Corporation Meeting Minutes				
15	Annual Session approval of work of Deacons (N/A if no Deacons)				
16	Annual Session review of work of Trustees (N/A if no Trustees OR if Elders serve as Trustees)				
17	Annual approval of Pastor’s salary by congregation (N/A if pulpit is vacant, served by Interim or Stated Supply or if Pastor has served less than one year)				
18	Annual Certificate of Insurance information reflected in Minutes				
19a	Annual appointment of Financial Reviewers				
19b	Annual Report of Financial Review received by Session				
20	Annual election by Session of Treasurer				
21	Annual election by Session of Clerk of Session				
22	Annual Meeting of Elders and Deacons for Christian Education				
23	Annual Pastor Evaluation/Review by Personnel Committee				
24	Annual review and approval of Child Protection & Sexual Misconduct Policy by Session				
25	Annual update of church information with AZ Corporation Commission (State of AZ requires)				
26	Report of last Minutes & Registers Review, with exceptions if any, noted in Session Minutes				
27	EVERY 3-5 YEARS: Church’s Mission Statement reviewed/updated. <b>If not this year, list date of last review/update here:</b>				

**To the Clerk:** To fill out pages 3 & 4, insert the Minute Page # the item can be found on just like you did for pages 1 & 2.

**To the Reader:** Find the item on the Minute Page #, then go to the Registry Book Category to ascertain that the item has been recorded.

	<b>CLERK’S COLUMNS</b>				<b>REVIEWER’S COLUMNS</b>
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Item #	ROLLS AND REGISTERS (20 questions)	Minute Page #	Yes	No	Comments
1	<b>Pastor Roll:</b> Is name of present Pastor (Interim, Stated Supply) entered?				
2	<b>Elders Roll:</b> Is present class of Elders & term of service entered?				
3	Is date of Ordination entered for new Elders?				
4	Is date & place of Ordination entered for transferred Elders?				
5	<b>Deacons Roll:</b> Is present class of Deacons & term of service entered?				
6	Is date of Ordination entered for new Deacons?				
7	<b>Trustees Roll:</b> Is present class of Trustees entered with term of service? (N/A if no Trustees OR if Elders serve as Trustees)				
8	<b>Chron Roll:</b> Are new members listed in the Chronological Roll?				
9	Does Chron Roll list date of removal when members are deleted?				
10	Are transferred members deleted from Chron Roll with date & place of transfer?				
11	Does Chron Roll list Deaths noted with dates?				
12	<b>Alpha Roll:</b> Are New Members listed in Alpha Roll with Chron Roll numbers?				
13	<b>Affiliate Roll:</b> Are Affiliate Members listed with date of Session action?				
14	<b>Inactive Roll:</b> Does former Inactive Roll show that all names listed were either restored to Active membership or deleted?				
15	<b>Baptism Roll:</b> Are all Infant Baptisms recorded with birth date? (N/A if none)				
16	Does Baptism Roll show parents' names & mother's maiden name? (N/A if none)				

17	Does Baptism Roll show all Adult Baptisms? (N/A if none)				
18	<b>Marriage Roll:</b> Does Marriage Roll show all marriages conducted ON church property? (N/A if none)				
19	Does Marriage Roll show all marriages conducted by ministerial staff OFF church property? (N/A if none)				
20	Does Marriage Roll show all marriages of members married elsewhere not by ministerial staff? (N/A if none)				

**APPROVAL**

	Approved – no exceptions		Approved with exceptions noted		Not approved
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**ADDITIONAL COMMENTS, RECOMMENDATIONS (if any)**

Date of Review	Reviewer’s Name & Name of Church	Review of Records Committee
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