

# REVIEW OF SESSION RECORDS – Presbytery of Western North Carolina

The Session Minutes of: \_\_\_\_\_ YEAR 2025

Clerk of Session: \_\_\_\_\_ Date submitted: \_\_\_\_\_

## 1. SESSION MINUTES

A. These entries shall be recorded for every meeting (See G-3.0105, G-3.01017, G-3.0203 and Roberts Rules of Order)

		NA	YES	NO	Date/Page *
1	Session meetings opened and closed with prayer				
2	Session minutes read and approved				
3	Names of moderator and elders present, absent, or excused recorded				
4	Presence of men and women on Session				
5	Date, time, and place of meeting recorded (at least quarterly meetings)				
6	Types of meetings (called or stated) recorded				
7	Quorum declared each time				
8	Moderator present; if absent, appropriate authorization for substitute to moderate				
9	Minutes signed by the Clerk				

B. The following items shall be recorded each time they occur

		NA	YES	NO	Date/Page *
1	Lord's Supper authorized, celebrated (at least quarterly) (W-3.0409)				
2	Commissioner(s) elected to attend meetings of presbytery (G-3.0202a)				
3	Report received for each meeting of presbytery attended (G-3.0202a)				
4	Election of Church Treasurer for term set by Session (G-3.0205)				
5	Reports received regularly from Church Treasurer (G-3.0205)				
6	Election of Clerk of Session by the Session (G-3.0104)				
7	Approval of baptisms and instruction (G-3.0201b, W-3.0403)				
8	Reception of new members (by transfer, profession, or reaffirmation of faith) (G-1.0303, G-3.0201c)				
9	Removal of members from roll, incl. child (deaths, transfers, deletions); removal for non-participation after two years or more, with written notice to member (G-3.0204)				
10	Marriages performed (optional) (G-3.0204)				
11	Motions properly recorded to indicate in full the decisions reached (RRO)				
12	Approval of congregational programs for nurture/education and fellowship (G-3.0201c)				
13	Oversite of worship and music (G-3.0201a)				
14	Approval for use /lease of church facilities (G-3.0201c, G-4.0206b), Presbytery approval received as required				
15	Counseling those who have neglected responsibilities of membership; seeking to restore members to active participation (G-3.0201c)				
16	Elders, deacons instructed, examined, ordained, and installed (G-2.0402, G-2.0403)				
17	Minutes of any congregational/corporation meetings (G-3.0204)				

C. These entries shall be recorded annually:

		NA	YES	NO	Date/Page *
1	Annual review of pastor's compensation (G-2.0804), review of staff compensation				
2	Annual financial audit/review (G-3.0113)				
3	Review of property and liability insurance (G-3.0112)				
4	Adoption of annual budget by Session, determination of benevolences, authorization of special offerings (G-3.0205)				
5	Review and supervision of all organizations within the church (including Trustees, if you have them) (G-3.0201c)				
6	Approval of annual statistical report to Presbytery/GA (G-3.0202f) and included in minutes				
7	Annual congregational meeting called by Session with adequate notice (G-1.0502, G-1.0503)				
8	If there is a Board of Deacons, Session review of their records (G-2.0202)				

9	If there is a Board of Deacons, minutes of any joint meeting (one annually required) (G-2.0202, G-3.0204)				
10	Annual review of all church registers/rolls (G-3.0204)				

**CONGRGATIONAL MEETING MINUTES**

**A. The following items shall be recorded each time:**

		NA	YES	NO	Date/Page *
1	Congregational meetings opened and closed with prayer (G-1.0501))				
3	Date, time, and place of meeting recorded (G-1.0501)				
3	Minutes approved and included in Session minute book and signed by clerk (RRO)				
4	Types of meetings (annual or special) recorded (G-1.0501)				
5	Quorum declared each time (G-1.0502)				
6	Moderator present; if absent, appropriate authorization for substitute to moderate (G-1.0505)				

**B. The following items shall be recorded each time they happen:**

		NA	YES	NO	Date/Page *
1	Annual approval of terms of call for pastor(s) (G-2.0804)				
2	Annual budget shared with congregation				
3	Election of nominating committee (G-2.0401)				
4	Election of elders, deacons and trustees (if have them) (G-1.0504a)				
5	Approval to buy, mortgage or sell property (G-1.0504d)				
6	Annual meeting of the corporation held, the president officiating (G-1.0504)				

*\* List each date or page if there are 3 or fewer occurrences. If more, list the first occurrence. Your YES indicates you have checked to be sure that the minutes/records correctly include the item for each occurrence thereafter.*

**3. POLICIES AND REQUIREMENTS**

		YES	NO	Comments
1	Men and Women on the Session (G-2.0101, G-2.0401)			
2	Church is incorporated (G-4.0101)			
3	Session has adopted a Sexual Misconduct Policy (G-3.0106)			
4	Session has adopted a Child and Youth Protection Policy (G-3.0106)			
5	Session has adopted a Harassment Policy (G-3.0106)			
6	Session has adopted an Anti-racism Policy (G-3.0106)			
7	Session has adopted a Manual of Operations (G-3.0106)			

**4. REQUIRED REGISTERS AND ROLLS (G-3.0204): Are they up to date?**

		YES	NO	Comments
1	Register of Baptisms			
2	Baptized Members Roll			
3	Active Members Roll			
4	Affiliate Members Roll			
5	Elders/Deacons and Pastors Registers			

**5. ARE ALL YOUR MINUTES AND RECORDS PROPERLY ARCHIVED?**

1	Session and congregational minutes recorded on acid-free paper and kept in permanent binder			
2	Registers/rolls recorded on acid-free paper in a permanent binder			
3	Have you considered sending older minutes/records to the Presbyterian Historical Society?			