

## CLERK' S WORKSHEET - SESSION RECORDS REVIEW

Presbytery of Southeastern Illinois  
2017 Records

REPORT OF SESSIONS RECORDS of \_\_\_\_\_ Church,  
\_\_\_\_\_(City), IL.

CLERK OF SESSION: Please use the lines below each item to indicate the page numbers on which the requested information is located in the minutes. **Bring this form with your minutes and your roll and register book to the peer review.** Thank you for assisting in this process, which facilitates and improves the maintenance of records and meets the annual review requirement.

*The following items should happen at the beginning of every meeting and therefore usually occur on the same page. Please list the page where these items can be found.*

1. Date, time, and place of meeting. Session met at least quarterly. (G-3.0203)
  2. Name of Moderator, elders present, absent and excused. A quorum is clearly recorded. (G-3.0104, G-3.0203)
  3. The opening of each meeting with prayer. (G-3.0105)
  4. The approval of the minutes of the last meeting. (G3.0107)
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*The following items usually occur once a year, but may not depending on decisions that your congregation made. Please list the page where these items can be found.*

5. Election of treasurer and length of term noted. (G-3.0205)
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6. Election of the clerk of session and length of term noted. (G-3.0205)
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*The following items should occur annually.*

7. All of the various funds in the church were reported, at least annually, to the session. Including all special accounts for PW, mission, endowment, etc. (G-3.0205)
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8. A full review of all financial books and records was reported. (G.3.0113)
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9. The session approved an annual church budget. (G.3.0113, G-3.0205)
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10. The congregational minutes record a review of the adequacy of compensation for the pastor(s) and show that changes in the call have been approved. (G-1.0503c)
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11. Presbytery and General Assembly requested statistics and other information was approved by the session and submitted. (G-3.0202f)
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12. The church membership roll was reviewed, at least annually, by the session. (G-3.0201c)
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13. The name of elder(s) elected as commissioner(s) to Presbytery, the exact period for which he or she was appointed. (G-0202a)
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14. The minutes record the completion of a period of study and preparation for elected elders and deacons, and their examination and approval for installation/ordination to office by the session (G-2.0402, G-3.0201c)
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15. The minutes record the entry in the Register of the ordination/installation of deacons and elders (G-3.0204b)
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*The following items will appear sporadically throughout the year if at all. Please list the page where these items can be found.*

16. Minutes of the annual and any special congregational meetings and all joint meetings with deacons and trustees are included and signed by both the Moderator and Clerk. (G-1.0505, G-3.0204)
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17. The ministry of the deacons is supervised by session (G-2.0202 and G-3.0201c)  
My church does not have deacons, check here \_\_\_\_.
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18. The minutes of special meetings of the session and the congregation specify the purpose for which the meeting was called. (G-1.0501 and G-3.0203)
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19. Presbytery commissioners reported to the session (G-3.0202b)
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20. The reception of new members was recorded, giving full names, and noting the manner of reception (G-1.0303a,b,c, G-3.0201c)

If there were no receptions, check here \_\_\_\_\_.

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21. All membership transfers and other deletions from the church roll were acted upon by session with the full information recorded. (G.3.0204a)

If there were no transfers or other deletions, check here \_\_\_\_.

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22. Authorizations for all observances of the sacraments were recorded:  
a). Baptism (G-2.3000, especially G-2.3012)

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b). Lord's Supper (W-2.4000, especially W.2.4012) – Must be celebrated at least quarterly.

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23. Serving of the Lord's Supper should be recorded at the next meeting. If served privately, list those assisting. – (W-3.36.16d)

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24. All weddings performed at the church or officiated by the minister (s) (may be reported monthly or annually. W-4.9003)

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25. The session has obtained property and liability insurance coverage to protect the facilities, programs, and officers, including members of session, staff, trustees, and deacons. (G-3.0112)

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*The following should occur at the end of all session meetings.*

20. The meeting was closed with prayer.

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21. The minutes were signed by the Clerk of Session
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22. Please indicate if your session and congregation have made the Form of Government decisions necessary – set quorums, etc.
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26. The records are retained in a binder appropriate for preserving permanent records of the church, utilizing sturdy acid-free paper (28 lb or more), permanent ink (photocopy or laserjet, NOT inkjet which runs if wet), and pages are numbered consecutively so that additional pages cannot be inserted. Avoid erasures, footnotes, interlinear notes, other insertions, and blank pages. Blank space should be designated by an ink line and/or the phrase, “The remainder of this page is intentionally blank.”
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27. Details vital to understanding the actions of session/congregation are clearly recorded. Details of discussion, plans that were not adopted, suggestions not followed, motions that were lost are not included except by special order of the Session which order should be noted. *This is a judgment on the part of the reader about the clarity of the minutes.*
28. Have you adopted a Sexual Misconduct Policy?
29. Have you adopted a Child Protection Policy?

## REVIEW SHEET FOR MEMBERSHIP ROLLS

### BAPTIZED MEMBERS' ROLL

- \_\_\_ 1. The full names of children baptized in the particular church.
- \_\_\_ 2. The full names of active members' children baptized elsewhere.
- \_\_\_ 3. The date of each baptism.
- \_\_\_ 4. The date of birth.
- \_\_\_ 5. The names of both parents.
- \_\_\_ 6. The name(s) of person(s) presenting a child for baptism, if other than the child's parents (G-3.0204b)

### ACTIVE MEMBERS' ROLL

- \_\_\_ 7. The full names of those who have been received into membership of the church and are active in its work and worship.
- \_\_\_ 8. The date of reception by the session.
- \_\_\_ 9. The date a member has been deleted by the session.
- \_\_\_ 10. A record of how a member was deleted, e.g., death, transfer, inactive (if using), request for termination.
- \_\_\_ 11. When an active member is deleted by transfer to another church, a record of the name and address of that church (city and state).

### INACTIVE MEMBERS' ROLL \*\*\* The Session No longer Required to keep this roll

**If you do not keep this roll, note the date of session action and check here \_\_\_\_.**

**If you keep this roll and you want the reader to check for accuracy, check here \_\_\_\_.**

- \_\_\_ 12. The name of the inactive member removed from the Active Roll.
- \_\_\_ 13. The date of removal from the Active Roll.
- \_\_\_ 14. If a member is restored to the Active Roll, the date.
- \_\_\_ 15. If a member is deleted from the Inactive Roll, the date and cause.

**OTHER PARTICIPANTS ROLL \*\*\* The Session is not Required to keep this roll**

**If you do not keep this roll, check here \_\_\_\_.**

**If you keep this roll, check here \_\_\_\_.**

\_\_\_ 16. The name of the other participant being enrolled by session upon their request and session's action.

\_\_\_ 17. The name of the active member being transferred to Other Participant's roll upon their request and/or session's action.

\_\_\_ 18. If an "other participant" is restored or moved to the Active Roll, the date.

\_\_\_ 19. If an "other participant" is deleted from the Roll, the date and the cause.

**AFFILIATE MEMBERS' ROLL**

\_\_\_ 20. The name of the affiliate member.

\_\_\_ 21. The date received by the session.

\_\_\_ 22. The name and address of the church of active membership.

\_\_\_ 23. The date of removal from the Roll.

\_\_\_ 24. The date of renewal after two years on the Roll.

If your session has decided to keep any other rolls, please list them below:

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If you would like the additional rolls reviewed by a peer, please check here \_\_\_\_.