

Check Sheet for Review of Session Records

Church: _____ Date Reviewed: _____ By: _____

Church City: _____

Minutes	Approved X	Exceptions on pages:
Date, time, place of meeting and type of meeting (stated or called), person moderating		
Roster of Session members present, absent and excused, attestation of quorum, and any visitors/guests present		
Opened and closed with prayer		
Approval of prior meeting minutes		
Dates of communion approved and served, Baptism approved		
Record of the call for special meetings		
Record of call for congregational meetings with exact wording		
Minutes signed by clerk		
Minutes of congregational meeting included		
Pages numbered sequentially (including appendices)		
No blank pages or portions of pages		
Record of authorization for Clerk to submit annual report		
Record of Annual Financial Review and/or audit		

Register

Register is complete and up to date		
Full names of members joining church, parents of children joining, manner of reception, church transferred from		
Names of parents of children baptized		

Session Records have been read and:

Approved without exception Approved with exceptions as noted Not approved

Date _____ John Rickard, General Presbyter/Stated Clerk, Blackhawk Presbytery _____

or Designee: _____