

## RECORD OF EXAMINATION OF SESSION MINUTES – G-10.0301

Church: \_\_\_\_\_ Year \_\_\_\_\_

Is your church governed by a unicameral Session? \_\_\_\_ Yes \_\_\_\_ No

Clerk of Session: Please fill in blanks to the left of the numbers indicating where in the Session Minutes, i.e. what Page Number, the item is located. Please provide two examples. Mark "NA" if the requirement is not applicable to your church. This completed form is to be in your books when they are presented for examination. Spaces to the right of the page will be completed by the Minute Reviewers.

Page	Q #	Question	No	Yes	Comments
	1	Date, Time & Place of each meeting.			
	2	Elders, Moderator named as present, excused or absent and a quorum present.			
	3	Reason for a special meeting recorded. (G-10.0201; G-10.0202; G-10.0301)			
	4	Meeting opened and closed with prayer. (G-9.0301b)			
	5	Reading, approval of minutes of previous meeting with page references for corrections.			
	6	Annual summary of congregational meeting or full meeting minutes. (G-10.0102; G-10.0401) including the call and minutes of corporation meeting (if held) in the congregational minutes and number of members attending—10% of total membership. (G-7.0305; G-7.0307)			
	7	Annual summary of corporation meetings or full meeting minutes. (G-7.0403) including, the statement that all corporation members were 18 years or older as provided for under the laws of the State of New Jersey.			
	8	Summary of GA statistical Report including average annual weekly attendance at worship. (G-10.0301; G-10.0102p(7))			
	9	Annual election of Treasurer by Session. (G-10.0401)			
	10	Election of Clerk of Session with specific term indicated. (When Clerk is not present election of Clerk Pro-Tem.) (G-9-0203b)			
	11	Appointment of Auditors or financial review committee; report of Auditors or financial review committee. (G-10.0401)			
	12	Appointment of commissioners to Presbytery and Commissioners report to Session. (G-10.0102p(1))			
	13	Authorization for and celebration of communion including date of celebration, place, Minister presiding and number in attendance. (W-3.3201)			
	14	Session authorization for Baptism including date for baptism and person being baptized. (W-2.3011; W-2.3012)			
	15	When the sacrament is administered on special occasions, e.g. home communion, record name of elder assisting and attendance.			
	16	Baptism recorded in Minutes including actual date, instruction given, names of the parents, the date and place of birth of the person why was baptized (applies to adults and children.)			
	17	Full names of applicants (including maiden name) for church membership, date and manner of reception, name and address of transferring church if received by letter of transfer. (G-10.0102s; G-10.0302a)			
	18	Full name of parent(s) of youth received named.			
	19	Reference to a person's baptism made when reception is by profession of faith.			
	20	Full name of person (including maiden name) recorded with name and address of church to which members are dismissed. (G-10.0302b(1-8))			
	21	Record transfer to inactive or deleted rolls with Book of Order citation. (G-10.0302b)			

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Page	Q #	Question	No	Yes	Comments
	22	Record changes affected by marital status in the church register, membership roll and alphabetical index. (G-10.0302a; G-10.0302c)			
	23	Deaths record names of those deceased with date of death. (G-10.0302b(8))			
	24	Annual session review and approval of work/minutes of Deacons. (G-6.0404; G-10.0102m)			
	25	Annual session review of work/minutes of Trustees. (write NA if Unicameral) (G-10.0102m)			
	26	Annual session review and approval of the work/minutes of all other organizations, e.g. committees. (G-10.0102m)			
	27	Annual meeting of Session with Deacons. (G-6.0405)			
	28	Annual meeting of Session with Trustees.			
	29	Annual approval of pastor's compensation first by Session, then by congregation including a breakdown of benefits. (G-10.0102n; G-7.0304) (if pulpit is vacant, served by interim, temporary supply or stated supply or if pastor has served less than one year write NA in left margin)			
	30	Examination of officers-elect. (G-14.0240; W-4.4000)			
	31	Ordination/Installation of officers-elect. (W-4.4000)			
	32	Minutes reflect that Session hold continuing education for Officers. (G-10.0102k)			
	33	Calls of regular and special congregational meetings recorded in minutes of the same meeting. (G-7.0302; G-7.0303)			
	34	Local and General Mission budgets adopted by Session. (G-10.0102i)			
	35	Composition and identity of Church Nominating Committee including a full roster of members and Moderator as ex-officio. (G-14.0223)			
	36	Approval of church school staff and curriculum. (G-10.0102e & f)			
	37	Manner of gathering, recording and account of offerings stated. (G-10.0401)			
	38	Report of last minute and register review with exception noted in Session minutes.			
	39	Minutes of Session signed by the Clerk of Session.			
	40	Minutes of Congregational meeting signed by both the Clerk of Session and Moderator of the meeting (G-7.0307)			
	41	Annual review of Certificate of Insurance reflected in Minutes.			
	42	Adoption of a Sexual Harassment Prevention policy or a review of same. (Presbytery action, 1/23/99)			
	43	Approval of a Change in job/position descriptions when changes are made or adoption of job/positions descriptions when positions are created (Presbytery action, 1/27/91)			

Signature of Clerk of Session \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ /20\_\_

Name of Examiner: \_\_\_\_\_ Affiliation/Church \_\_\_\_\_

\_\_\_\_\_ Approved with commendation \_\_\_\_\_ Approved with ( ) exceptions \_\_\_\_\_ Not approved

**Additional comments and reasons for disapproval:**

For the Committee: \_\_\_\_\_