

Presbytery of Nevada Session Records Review Sheet

Church Name _____

Name of Clerk of Session _____

From _____ To _____

Page # in minutes MUST be filled in by the Clerk of Session BEFORE the review.

We cannot review your minutes without the page # to show the item location in your minutes.

Recorded Item	Reference	Page #	Included Y/N	Reviewer's Comments
Date, time, place of each meeting, and stated or special meeting	G-3.0203			
Meeting at least quarterly.	G-3-0203			
Name of ruling elders present	G-3.0101			
Name of moderator	G-3.0203			
Opened and closed each meeting with prayer	G-3.0203			
Minutes approved by session	G-3.0204			
Financial report at each meeting or regularly	G-3.0205			
Session plan and approval for Sacrament of the Lord's Supper (at least quarterly) and to home bound members.	G-3.0201b W-2.4012			
Report of administration of the Lord's Supper (next meeting).	G-3.0201			
Communion taken to sick or shut-in members; dates and names of officers who served the sacrament	W-2.4012			

I certify that we have developed a Safe Church policy (Yes)____(No)____ and that policy is posted _____, OR, we are in the process of developing a Safe Church policy (Yes)____(No)_____ .

I certify that we have provided training to all employees and volunteers on Sexual Misconduct (Yes) _____(No)_____ and Child Abuse on: _____

Recorded Item Reference Page # Included Y/N Reviewer's Comments

Proof of Insurance (adequate Property & liability coverage, Including officers (place copy in minutes).	G-3.0112				
Provision for education, nurture, and fellowship opportunities.	G-3.0201				
Session efforts to restore less active members to active participation, if any *	G-3.0204				
* This may be included in the Pastor report.					

Minutes of Congregational Meetings:

Recorded Item Reference Page # Included Y/N Reviewer's Comments

Congregation met at least annually	G-1.0501				
Presentation of Session approved budget in minutes	G-3.0205				
Election of Nominating Committee by congregation	G-2.0401				
Election of elders, deacons, trustees (where applicable).	G-1.0503				
Minutes of all congregational meetings are signed by clerk and pastor.	G-1.0505				
Review of compensation of pastor(s) by the congregation.	G-1.0503				
Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-5.0505				

Church Rolls and Registers (do **not** need to bring register, just certify):

Recorded Item	Reference Y/N	Included Y/N	Reviewer's Comments
Roll of Active Members maintained by Session	G-3.0204		
Roll of Baptized Members maintained by Session	G-3.0204		
Roll of Affiliate Members, if any, maintained by Session	G-3.0204		
List of Ruling Elders and Deacons, with ordination date	G-3.0204		
List of Pastors and Associates, with dates of service	G-3.0204		
Record baptisms with date of birth and name of parents	G-3.0204b		

Thank you very much for your hard work on this review.

Name of Reviewer _____

Date: _____ Signature: _____

Reviewer's comments:

() Provisional Approval based on submission of Safe Church policy and training

Likewise, Clerks must certify they have a plan in place to train employees and volunteers on Sexual Misconduct and Child Abuse. You may obtain a sample policy from the Stated Clerk, the Assistant to the Stated Clerk or from the presbytery website (www.nevadapresbytery.org).