

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.

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

Approval of the Sacrament of Baptism.	G-3.0201b W-2-3011				
Report of administration of Baptism (next meeting).	G-3.0201				
Election of Commissioner(s) to presbytery meetings (date)	G-3.0202				
Report of Commissioner(s) given at next session meeting following each presbytery meeting.	G-0302				
Signature of Clerk of Session	G-3.0107				

Items to be Recorded Annually in Minutes:

Recorded Item	Reference Page #	Included Y/N	Reviewer's Comments
Training, examination of newly elected ruling elders and deacons.	G-3.0201c		
Ordination and Installation of ruling elders and deacons	G-3.0201c		
Report of annual review of compensation for pastor and all other staff	G-2.0804		
Session review of annual statistical report.	G-3.0202f		
Election of Church Treasurer(s) by Session	G-3.0205		
Election of Clerk of Session	G-3.0104		
Session approval of budget	G-3.0205		
Full financial review *	G-3.0113		
* copy of letter in minutes			
<i>Item deleted 9/18</i>			

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				
* may be included in Pastor report. Does not count as an Exception.					

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	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: _____

Minutes and Registers Approved:

- () Without Exception
- () With Exception(s): _____

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

In order to receive a discount on your per capita, an electronic copy of the policy must be submitted prior to February 15th. 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).