**Reviewers Report Form**

# for Annual Review of Sessional Records

INSTRUCTIONS: Answer either “yes” or “no” in the first blank and record page numbers where applicable in the second blank. Make two (2) copies. The original is reported to Presbytery and remitted to the Church. The copy is kept by the Minutes Committee.

NAME OF CHURCH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed pages\_\_\_\_\_\_thru\_\_\_\_\_\_. Reviewed Period (dates)\_\_\_\_\_\_\_\_\_\_thru \_\_\_\_\_\_\_\_\_\_.

 Y/N PAGE # (S)

1. Church name is affixed to the minutes. \_\_\_\_\_ \_\_\_\_\_\_\_\_

2. “Guidelines for Keeping Session Minutes” posted inside front cover. \_\_\_\_\_ \_\_\_\_\_\_\_\_

3. A. The pages are numbered. \_\_\_\_\_ \_\_\_\_\_\_\_\_

 B. Each page contains information (no blanks). \_\_\_\_\_ \_\_\_\_\_\_\_\_

4. A. The date of each meeting is recorded. \_\_\_\_\_ \_\_\_\_\_\_\_\_

 B. The place of each meeting is recorded. \_\_\_\_\_ \_\_\_\_\_\_\_\_

 C. The type (stated or called) of each meeting is recorded. \_\_\_\_\_ \_\_\_\_\_\_\_\_

5. A. Record of quorum present at each meeting (*BCO* 12-1,7) \_\_\_\_\_ \_\_\_\_\_\_\_\_

B. There is a record of the names of elders present or absent \_\_\_\_\_ \_\_\_\_\_\_\_\_

 and the name of the Moderator listed.

 C. There is a record of invitation to seat non-members. \_\_\_\_\_ \_\_\_\_\_\_\_\_

6. A. When the pastor (moderator) was absent, there is a record \_\_\_\_\_ \_\_\_\_\_\_\_\_

 of appointment of a moderator. (*BCO* 12-2, 3)

 B. When the clerk of session was absent, record election of acting clerk. \_\_\_\_\_ \_\_\_\_\_\_\_\_

7. A. Each meeting was opened with prayer. (*BCO* 12-9) \_\_\_\_\_ \_\_\_\_\_\_\_\_

 B. Each meeting was closed with prayer. (*BCO* 12-9) \_\_\_\_\_ \_\_\_\_\_\_\_\_

8. A. When new members are enrolled, there is a record of how received \_\_\_\_\_ \_\_\_\_\_\_\_\_

 (profession of faith, transfer of letter, or re-affirmation of faith).

 B. When new members are enrolled by transfer of letter, there is a \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 record of the name and location of the church from which they came.

 C. When members are dismissed, there is a record of the name \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 and location of the church to which they were transferred.

9. A. Record of election of ruling elder commissioner(s) to \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Stated Presbytery meetings. (March, May, September, November)

 B. Record of reports to Session by commissioners to Presbytery. \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

10. A. Record of election of commissioner(s) to General Assembly. (June) \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 B. Record of report to session by commissioner to General Assembly. \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

11. Record of an annual (quarterly or monthly) examination of the minutes \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 of the Board of Deacons. (*BCO* 9-4)

12. Record of Session approval and inclusion of PCA Annual Statistical \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Report and a copy of the approved annual budget.

13. Record of stated times the Lord’s Supper was observed \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 during the year. (*BCO* 58-1)

14. A. Record of the Call and Purpose of each congregational meeting. \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 B. Record of names of officers elected, their examination \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 and/or date to be installed.

15. Minutes of any ordination and/or installation services as Called meetings \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 of the Session in the presence of the congregation for the officers elected

 by the congregation.

16. A. Signature of the clerk at the end of **all** minutes. \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 B. Signature of the Moderator at the end of all minutes of the \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Congregation/corporation. Minutes of the Corporation may

 be signed by the President and Secretary of the Corporation.

17. Session held at least four stated meetings during the year (*BCO* 12-6) \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

18. In a judicial case before the Session, there is a record of full \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 proceedings as required in the rules of discipline. (*BCO*, Part II)

19. Note of its annual review and accuracy, of its record of “baptism of \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 communing members, of non-communing members, and of deaths

 and dismissal of church members.” (*BCO* 12-8)

20. Minutes of previous meetings were read and approved by Session. \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

21. Are there loose sheets among the minutes? \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

22. Are there erasures of interlineations? \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

21. OTHER COMMENTS:

 Signed by Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_