

**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: \_\_\_\_\_