

## **Presbytery of Southern Kansas Session Records Review Sheet**

**Church Name** \_\_\_\_\_ **Year(s) Covered** \_\_\_\_\_

**Page # in Minutes to be filled in by  
Clerk of Session BEFORE the Review**

***Included Y/N and Comments to  
Completed by Reviewer DURING  
the Peer Review***

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Y/N/NA</b>	<b>Reviewer's Comments</b>
Date, time, and place of each meeting, and stated or special at least quarterly	G-3.0203			
Names 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 accepted at least quarterly	G-3.0205			
Session plan and approval for Sacrament of the Lord's Supper, including taken to home bound, care facilities, etc.	G-3.0201b W-2.4012			
Report of administration of the Lord's Supper, including number served. (next meeting).	G-3.0201b			
Lord's Supper taken to sick or shut-in members, and names of those who served the sacrament	W-2.4012			
Approval and Administration of the Sacrament of Baptism.	G-3.0201b W-2-3011			
Commissioner(s) to presbytery meetings elected by session at least annually	G-3.0202a			
Report of Commissioner(s) given at next session meeting following presbytery meeting.	G-3.0202a			
Signature of Clerk of Session on each set of minutes	G-3.0107			

***Items to be Recorded Annually in Minutes:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Page #</b>	<b>Incl. Y/N</b>	<b>Reviewer's Comments</b>
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			
Annual statistical report approved and included with minutes.	G-3.0204			
Annual Election of Church Treasurer(s) by Session	G-3.0205			
Annual Election of Clerk of Session by Session	G-3.0104			
Session approval of budget.	G-3.0205			
Annual full financial review or audit	G-3.0113			
Review of all committees and organizations of the church.	G-3.0201c			
Review of Deacons	G-2.0202			
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			
Session composition with regard to racial ethnic members, gender, age groups, and how this corresponds to composition of congregation.	F-1.0403			
Amendments to church's By-Laws recorded in minutes of congregational meeting.	G-4.0101 Robert's Rules			

### **Minutes of Congregational Meetings:**

<b>Recorded Item</b>	<b>Reference Page #</b>	<b>Incl Y/N</b>	<b>Reviewer's Comments</b>
Congregation met at least annually	G-1.0501		
Minutes of meeting approved at end of Congregational Meeting or at next Session meeting.	Robert's Rules; Article X, 59		
Presentation of Session approved budget in minutes	G-3.0205		
Election of Nominating Committee by congregation	G-2.0401		
Election of elders, deacons, trustees ( <i>where applicable</i> ).	G-1.0503		
Minutes of all congregational meetings are signed by clerk and Moderator of the meeting	G-1.0505		
Review of pastor's compensation by the congregation or session.	G-1.0503		
Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-5.0505		

### **Church Rolls and Registers:**

<b>Recorded Item</b>	<b>Reference Pg#</b>	<b>Incl Y/N</b>	<b>Reviewer's Comments</b>
Roll of Active Members	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, Associates, with dates of service	G-3.0204		
Record baptisms with date of birth and name of parents.	G-3.0204b		

## ***Church Records and Required Documents:***

<b>Recorded Item</b>	<b>Reference</b>	<b>Y/N</b>	<b>Reviewer's Comments</b>
Kansas Articles of Incorporation on file at Presbytery office and copy in church manual	G-4.0101		
Up to date church by-laws, on file in Presbytery office and copy in church manual	G-4.0101		
Up to date sexual misconduct polity and copy in church manual	G-3.0106		
Up to date church manual of Operations	G-3.0106		
Up to date child protection policy and copy in church manual	G-3.0106		

Date prepared: \_\_\_\_\_

Clerk of Session who prepared this review sheet \_\_\_\_\_

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

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Names of Reviewer \_\_\_\_\_

**Minutes and Registers Approved:**

( ) Without Exception - OR -

( ) With Exception(s): \_\_\_\_\_

\_\_\_\_\_

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