

2017 Record of Annual Review of Session Minutes  
To be completed by Clerk of the Session **prior** to the Review Meeting

Name of Church \_\_\_\_\_ City \_\_\_\_\_

Clerk or Moderator (presenting these minutes) \_\_\_\_\_

Date of Review \_\_\_\_\_ Inclusive Dates of Minutes \_\_\_\_\_

**As you prepare for this review, please be prepared to discuss your answers:**

1. How is your congregation a community of faith, hope, love and witness? (G-3.0201)
  
2. What are the things that happened this year of which you are most proud?
  
3. Share something about a new ministry in your church.
  
4. What are three challenges your church is facing? How do you believe they will be handled or resolved?
  
5. What else you would like to share about your church?
  
6. How can the Presbytery of New Covenant further support your work as clerk?

**REVIEWER'S COMMENTS FOR COMMENDATION OR CONCERN:**

**REVIEWER** \_\_\_\_\_ **CHURCH** \_\_\_\_\_

1. Do ALL minutes indicate:	<b>Yes</b>	<b>No</b>
a. Whether meeting is stated or called? If called, by whom? (G-3.0203)	_____	_____
b. Date, time and location of each meeting	_____	_____
c. Quorum was present (G-3.0203)	_____	_____
d. Elders & Moderator named as present and or absent	_____	_____
e. Approval of previous meeting's minutes	_____	_____
f. Prayer as beginning and end of meeting (G-3.0105)	_____	_____
g. Clerk or Moderator's signature	_____	_____

2. Do Minutes include the following?	Yes/No	Page(s)	Exception?
a. Minutes of congregational meetings recorded in Minute Book of Session (G-1.0505)			
b. Previous year's Annual Statistical Report attached, after review by Session (G-3.0202f)			
c. Annual review of the roll of active members (G-3.0201c, G-3.0204a&b)			
d. Reports/minutes from congregational bodies reviewed by Session (G-3.0108; G-3.0204)			
e. Annual report of financial review approved by Session with comments (G-3.0113)			
f. Election of commissioners to Presbytery, and follow-up reports noted (G-3.0202a)			
g. Pre-authorization of baptisms by Session (W-2.3011)			
h. Dates of baptisms recorded by Session (W-2.3011a(4))			
i. Authorization for celebration of Communion – to be celebrated at least quarterly (W-2.4012)			
j. Examination of deacons by Session after training (G-3.0201c)			
k. Annual approval of work of deacons (G-2.0202)			
l. Training and examination of new elders (G-3.0201c)			
m. Annual review of pastor's salary by Session: (G-3.0201c) and by Congregation (G-1.0503c)			
n. Review of church rolls and registers by the Session (G-3.0204a)			
o. Please include your Sexual Misconduct Policy (G-3.0106)			
p. Please include your manual of administrative operations (G-3.0106)			
q. Nomination of ruling elders to serve on presbytery committees, or as commissioners to Synod or General Assembly (G-3.0202b)			
PLEASE INCLUDE THE ANNUAL REPORT GIVEN TO YOUR CONGREGATION			