

## 2025 Record of Annual Review of Session Minutes

Both sides are 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? (F-1.0301 & G-3.0201)
2. What have you learned about church community since emerging from COVID?
3. What is breaking God's heart in your community and how are you responding?
4. What challenges is your church facing other than budget and declining membership? How might they will be 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** \_\_\_\_\_

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|---|------------|-----------|
| 1. Do ALL minutes indicate:   | <b>Yes</b> | <b>No</b> |
| a. Whether meeting is stated or called?<br>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 at beginning and end of meeting (G-3.0105)                      | _____      | _____     |
| g. Clerk or Moderator's signature   | _____      | _____     |

<b>2. Do Minutes include the following?</b>	<b>Yes/No</b>	<b>Page(s)</b>	<b>Exception?</b>
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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. Reports/minutes from congregational committees/commissions reviewed by Session (G-3.0108; G-3.0204)			
d. Annual report of financial review approved by Session with comments (G-3.0113)			
e. Election of commissioners to Presbytery, and follow-up reports noted (G-3.0202a)			
f. Pre-authorization of baptisms by Session (W-3.0403)/Dates recorded (G-3.0204b)			
g. Authorization for celebration of Communion – to be celebrated at least quarterly (G-3.0201b)			
h. Training and examination of new elders (G-3.0201c).			
i. If there are deacons - Examination of deacons by Session after training (G-3.0201c)			
j. If there are deacons - Annual approval of work of deacons (G-2.0202)			
k. Annual review of pastor's salary by Session: (G-3.0201c) and by Congregation (G-2.0804)			
l. Annual Review of church rolls, including active members, and registers by the Session (G-3.0204a & b)			
m. Please include your Sexual Misconduct, Child and Youth Protection, Anti-Harassment and Anti-Racism policies (G-3.0106)			
n. Please include your Manual of Administrative Operations (G-3.0106)			
o. Evidence of Boundary Training including the topics of sexual misconduct and child sexual abuse training (G-3.0106)			
p. Nomination of ruling elders for consideration as commissioners to Synod or General Assembly or to serve on committees/commissions of the same. (G-3.0202e)			
q. Please include the annual report given to your congregation if there is one.			