

TRINITY PRESBYTERY

Annual Examination of Session Records, Rolls, and Registers for calendar year _____

Church Name _____ Location _____

In an effort to comply with the Book of Order (G-3.0107 and G-3.0108a), Trinity Presbytery requests the following information:

	Yes	No	<u>Mark a yes or no in response to each statement</u>
	_____	_____	1. Record of at least quarterly session meetings (G-3.0203)
	_____	_____	2. Records are neatly and carefully kept.
	_____	_____	3. Records, place, date, time, type of meetings (Robert's Rules of Order, Section 47; G-3.0107).
	_____	_____	4. Meetings opened and closed with prayer (G-3.0105).
	_____	_____	5. Minutes approved by session.
	_____	_____	6. Contains complete motions and actions taken.

Page #'s	Yes	No	<u>Place in the parenthesis the page number where each item is to be found.</u>
()	_____	_____	7. Presbytery commissioners elected by the session (G-3.0202a).
()	_____	_____	8. Presbytery commissioners report to the session (G-3.0202a)
()	_____	_____	9. Copy of Annual Statistical report entered into records.
()	_____	_____	10. Session review of Diaconate minutes (G-2.0202).
()	_____	_____	11. Minutes signed by Clerk or Moderator.
()	_____	_____	12. Records of officer election, training, examination, ordination/installation.
()	_____	_____	13. Records of congregational meetings and proper call having been issued
()	_____	_____	14. Records of financial audit (G-3.0113).
()	_____	_____	15. Celebration of the Lord's Supper regularly (W-2.4009).
()	_____	_____	16. Approval of annual budget by the Session (G-3.0205).
()	_____	_____	17. Minutes show reception and dismissal of confirmed members, (G-3.0204a).
()	_____	_____	18. Session maintains liability insurance on property and personnel, (G-3.0112)

Circle missing rolls and registers

Rolls of churches shall contain the following:

Yes	No	(G-3.0204a)
_____	_____	Baptized members' roll
_____	_____	Active members' roll
_____	_____	Affiliate members' roll

Registers of churches shall include the following:

Yes	No	(G-3.0204b)
_____	_____	Installed Pastors
_____	_____	Baptisms
_____	_____	Ruling Elders
_____	_____	Deacons (if unicameral, N/A)
_____	_____	*Other (*G-30204b)

Clerks: Please do not write below this line.

Session Record Approved:

With Exceptional Merit _____
Without Exception _____
With Exception _____

Rolls and Registers Approved:

With Exceptional Merit _____
Without Exception _____
With Exception _____

Examiner _____ Date _____

Notes: