

Name of Church _____

REPORT SHEET FOR 2015 SESSION RECORDS

(To be filled out by Clerk of Session or Moderator **BEFORE** the Review.

Where you find "P____," insert page number. If an item is not applicable, indicate with "N/A.")

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|--------------------------|--|
| Yes____ No____ | 1. Name of church on outside cover and back binding. |
| Yes____ No____ | 2. Pages numbered in order (inserts should also be numbered). |
| Yes____ No____ | 3. Date, time and place of each meeting, and type of meeting (whether stated or special).
(G-3.0203) |
| Yes____ No____ | 4. Names of elders present and absent. (G-3.0201) |
| Yes____ No____ | 5. Name of Moderator. (G-3.0201) |
| Yes____ No____
*P____ | 6. Up-to-date listing of elders in active service in front or back of each year's Minutes; or indicate where such a listing is to be found in church register (G-3.0201) |
| Yes____ No____ | 7. Minutes are to be approved by Session and signed by Clerk. (<i>Robert's Rules of Order Newly Revised</i> [2011], pp. 473ff) |
| Yes____ No____ | 8. All meetings opened and closed with prayer. |
| Yes____ No____
*P____ | 9. Examination of Board of Deacon's records, if applicable--minutes reviewed by Session at least annually. (G-3.0204) |
| Yes____ No____ | 10. (If applicable) Provision made for preserving records of boards of deacons and trustees. (G-3.0107) |
| Yes____ No____ | 11. Session meetings at least quarterly. (G-3.0203) |
| Yes____ No____ | 12. Election of representatives to Presbytery, and report given; or Session requested, and Presbytery approved, excuse from attendance. (G-3.0202) |

	ELECTED			REPORT			EXCUSED		
	Yes____	P____	No____	Yes____	P____	No____	Yes____	P____	No____
STATED Feb. 28, 2015	Yes____	P____	No____	Yes____	P____	No____	Yes____	P____	No____
STATED June 11, 2015	Yes____	P____	No____	Yes____	P____	No____	Yes____	P____	No____
STATED Aug. 29, 2015	Yes____	P____	No____	Yes____	P____	No____	Yes____	P____	No____
STATED Dec. 3, 2015	Yes____	P____	No____	Yes____	P____	No____	Yes____	P____	No____

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|--------------------------|---|
| Yes____ No____ | 13. Full names given to all admissions to membership and how received.
(G-3.0204) |
| Yes____ No____ | 14. Record dismissals to other churches, and other deletions from membership rolls and reasons, any temporary exclusions or removals from membership, and dates of actions. (G-3.0204) |
| Yes____ No____
*P____ | 15. When names were removed from active to inactive rolls, were diligent efforts made to reach out to the members and restore them to activity? (G-3.0204) |
| Yes____ No____ | 16. Record of baptisms, with date of birth and name of parents. (G-1.0401) |
| Yes____ No____ | 17. Report of marriages performed. (W-4.9000) |
| Yes____ No____
*P____ | 18. Report of the Session's annual review of compensation for pastor and all other staff. (G-2.0804) |
| Yes____ No____ | 19. Minutes of all congregational meetings entered, signed by moderator and secretary (G-1.0505) |
| Yes____ No____
*P____ | 20. Minutes of annual congregational meeting, including review of compensation of pastor(s). (G-1.0503) |
| Yes____ No____
*P____ | 21. Session's copy of annual statistical report bound with minutes, with note of information being reported to Session. Consideration and action by Session should be noted. (G-3.0104) |
| Yes____ No____
*P____ | 22. Approval of annual budget. (G-3.0205) |
| Yes____ No____
*P____ | 23. Election of church treasurer. (G-3.0205) |
| Yes____ No____
*P____ | 24. Full financial review of all treasurer's books. (G-3.0113) |
| Yes____ No____
*P____ | 25. Training, examination of newly elected elders and deacons. (G-2.0402) |
| Yes____ No____
*P____ | 26. Oversight of church school, approval of educational leaders and materials. (G-3.0201c) |
| Yes____ No____ | 27. Do minutes reflect the review of all organizations in the church? (G-3.0106) |

- Yes____ No____ 28. Do minutes reflect support of the programs and mission of the Presbyterian Church (U.S.A.)? (G-3.0101)
- Yes____ No____ 29. Statement of Session's composition, in terms of racial ethnic members, sex, age groups, and disabilities. (G-3.0103)
- *P____
- Yes____ No____ 30. Baptized, active, affiliate, and inactive member rolls and church registers-- Bring for review, or if cumbersome, provide a written description of how they are kept, signed by the moderator or clerk. (G-3.0204)
- Yes____ No____ 31. Submitted for review at the time requested.
- Yes____ No____ 32. Was the Lord's Supper observed at least quarterly? (W-2.4012)
- Yes____ No____ 33. Provide instruction for new church members. (G-3.0201)
- Yes____ No____ 34. Adequate property and liability insurance coverage is in effect? (G-3.0112)
- *P____
- Yes____ No____ 35. Provide copy of church by-laws, Manual of Operations, or note that there are none. (G-3.0106)
- *P____
- Yes____ No____ 36. Provide copy of church sexual misconduct policy and child protection policy, or note that there are none. (G-3.0106)
- *P____

Note: *P - Fill in page number where action is found.

EXAMINER'S REPORT

1. Actions of Session seem consistent with the mandates of Scripture and the Constitution of the Church, in promoting the mission and ministry of the congregation and of the wider Church. (If "no" is marked, comment.) Yes____ No____
2. Minutes are explicit enough to give understanding of Session's actions. Yes____ No____
3. Pastoral Concerns:
 - a. Actions or procedures that are especially commendable:
 - b. Concerns which should be brought to the attention of the Ministry Committee for assistance or encouragement:

RECOMMENDATION OF EXAMINER:

Approval without exception _____

Approval with exception _____

Cite exception, by number in Clerk's Report or by description:

Signature of Examiner _____ Date _____

Signature of Representative of the
Presbytery of West Virginia _____ Date _____

(After being signed, bind with session minutes.)