

Presbytery of Cincinnati
Checklist for Review of Records for Year _____

- | Yes | No | |
|------------|-----------|---|
| ___ | ___ | Does the name of the congregation appear on the Minutes Book? |
| ___ | ___ | Are minutes on acid-free paper? |
| ___ | ___ | Are all pages secured in the book? |
| ___ | ___ | Are pages numbered consecutively? |
| ___ | ___ | Has session met at least quarterly during the past twelve months? |
| ___ | ___ | Did each session meeting open and close with prayer? |
| ___ | ___ | Do minutes show names of moderator and ruling elders present, absent, or excused? |
| ___ | ___ | Were previous minutes read and approved or amended? |
| ___ | ___ | Has the clerk signed the minutes of all session meetings? |

For the following, please indicate the page number(s) where each is recorded.

- | | | |
|-----|-----|---|
| ___ | ___ | Did session elect a commissioner to attend each Presbytery meeting during the past twelve months? <i>Page(s)</i> _____. |
| ___ | ___ | Did commissioner(s) report back to the session?
<i>Page(s)</i> _____. |
| ___ | ___ | Does the church have a Board of Deacons? If, yes: |

- | Yes | No | |
|------------|-----------|--|
| ___ | ___ | Have their minutes been reviewed by session during the past twelve months?
<i>Page</i> _____. |
| ___ | ___ | Have session and Deacons held a joint meeting during the past twelve months?
<i>Page</i> _____. |
| ___ | ___ | Does the church have Trustees? If, yes: |

- | Yes | No | |
|------------|-----------|---|
| ___ | ___ | Has session reviewed the Trustees' minutes during the past twelve months?
<i>Page</i> _____. |
| ___ | ___ | Have the Session and Trustee met jointly during the past twelve months?
<i>Page</i> _____. |
| ___ | ___ | Has the Lord's Supper been observed at least quarterly during the past twelve months?
<i>Page(s)</i> _____. |
| ___ | ___ | Do the minutes include the full names of new members and the manner of their reception?
<i>Page(s)</i> _____. ___ (Check here if not applicable—i.e. no new members.) |
| ___ | ___ | Do the minutes include the full names of those receiving baptism, including date and place of birth and full names of both parents?
<i>Page(s)</i> _____. ___ (Check here if not applicable—i.e. no baptisms during year.) |
| ___ | ___ | Is the annual budget given in full?
<i>Page</i> _____. |
| ___ | ___ | Is Session's Annual Statistical Report to the General Assembly included in the minutes?
<i>Pages</i> _____. |
| ___ | ___ | Has there been a full review of the congregation's finances in the last year? |

Minutes of Congregational Meetings

Yes No

- Do minutes record date, time, and place of meeting(s), as well as moderator? Page(s)_____.
- Did meeting(s) open and close with prayer?
- Is declaration of a quorum recorded?
- Was the purpose of the meeting recorded?
- Is the election of the nominating committee recorded?
- Is the election of elders and deacons and trustees (if applicable) recorded?
- Are any other main motions recorded?
- Are minutes signed by both the clerk and moderator?
- Did the congregation review the terms of call of the pastoral staff? ____ (check if **Not Applicable**)

Rolls and Registers

Yes No

- Are new members recorded? Date of most recent addition _____
- Are baptisms recorded? Date of most recent addition _____
- Are ordination/installation of elders and deacons recorded? Date of most recent class _____
- Is register of pastors updated?

Other Information

Yes No

- Do minutes show the name of the COM liaison? Page _____.
- Do minutes show amount and payment of per capita? Page _____.
- Has the session reviewed adequacy of insurance? Page _____.
- Has the session adopted a sexual misconduct policy? Page _____.
- Has the session adopted a child protection policy? Page _____.
- Does the congregation have a manual of operations? Page showing approval by Session _____.

Please share the two or three most important accomplishments of your congregation during the past year!

What is two or three ways that the Presbytery could do to help or support your congregation?

Approved _____

Exceptions Noted _____

Examiner's Comments _____

Date _____ Examiner's Signature _____