

**PRESBYTERY OF CINCINNATI  
CHECKLIST FOR REVIEW OF RECORDS**

Congregation \_\_\_\_\_  
Name of Reviewer \_\_\_\_\_

Year of Review \_\_\_\_\_  
Date of Review \_\_\_\_\_

YES	NO	
		<b>SESSION MINUTES (Stated and Called meetings)</b>
		Does the name of the congregation appear in the records book?
		Are the minutes on acid-free paper?
		Are all pages secured in the book?
		Are pages numbered consecutively?
		Are empty pages crossed off?
		Did the Session meet at least quarterly during the year?
		Did each Session meeting open and close with prayer?
		Do minutes record the name of the 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?
		<b>For the following, please indicate the page number(s) where each is recorded</b>
		Did Session elect a Commissioner to attend each Presbytery meeting during the past twelve months? <i>Page(s)</i> _____
		Did Commissioners report back to the Session? <i>Page(s)</i> _____
		Does the church have a Board of Deacons? If yes:
		Have Deacon minutes been reviewed by Session during the past twelve months? <i>Page(s)</i> _____
		Have Session and Deacons held a joint meeting during the past twelve months? <i>Page(s)</i> _____
		Does the church have Trustees? If yes:
		Has Session reviewed the Trustees' minutes during the past twelve months? <i>Page(s)</i> _____
		Have the Session and Trustees held a joint meeting during the past twelve months? <i>Page(s)</i> _____
		Has the Lord's Supper been observed at least quarterly during the past twelve months? <i>Page(s)</i> _____
		Do minutes/rolls include full names of new members and the manner of reception? <i>Page(s)</i> _____ N/A _____
		Do the minutes/rolls include the full names of those receiving baptism, including date and place of birth and the full names of both parents? <i>Page(s)</i> _____ N/A _____
		Is the annual budget given in full? <i>Page(s)</i> _____
		Is Session's Annual Statistical Report to the General Assembly included in minutes? <i>Page(s)</i> _____
		Has there been a full review of the congregation's finances in the last year? <i>Page(s)</i> _____

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YES	NO	MINUTES OF CONGREGATIONAL MEETINGS
		Do minutes record date, time, and place of meeting(s), as well as moderators? <i>Page(s)</i> _____
		Did meetings open and close with prayer?
		Is the 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 Deacon and Trustees (as applicable) recorded?
		Are any other main motions recorded?
		Are minutes signed by both clerk and moderator?
		Did the congregation review the terms of call of the pastoral staff?
		<b>ROLLS AND REGISTERS</b>
		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?
		<b>OTHER INFORMATION</b>
		Do minutes show the name of the COM liaison? <i>Page</i> _____
		Do minutes show the amount and payment of per capita? <i>Page(s)</i> _____
		Has Session reviewed the adequacy of insurance? <i>Page(s)</i> _____
		Has Session adopted/updated a sexual misconduct policy? <i>Page(s)</i> _____
		Has Session adopted/updated a child protection policy? <i>Page(s)</i> _____
		Does the congregation have a manual of operations? <i>Page showing approval by Session</i> _____

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

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What is one thing Presbytery could do to help or support your congregation?

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Examiner will sign and date final page of review.

Approved \_\_\_\_\_

Exceptions Noted \_\_\_\_\_

Examiner's Comments \_\_\_\_\_

Examiner's Signature \_\_\_\_\_