

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

CONGREGATION:		YEAR OF REVIEW:
YES	NO	SESSION MINUTES (Stated and Called meetings)
		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?
		Is the declaration of a quorum recorded?
		Were previous minutes read and approved or amended?
		Has the clerk signed the minutes of all Session meetings?
		Did Session elect the allowed number of Commissioners to attend each Presbytery meeting during the past twelve months?
		Did Commissioners report back to the Session?
		Does the church have a Board of Deacons? If yes:
		<ul style="list-style-type: none"> • Have Deacon minutes been reviewed by Session during the past twelve months? • Have Session and Deacons held a joint meeting during the past twelve months?
		Does the church have Trustees? If yes:
		<ul style="list-style-type: none"> • Has Session reviewed the Trustees' minutes during the past twelve months? • Have the Session and Trustees held a joint meeting during the past twelve months?
		Has the Lord's Supper been observed at least quarterly during the past twelve months?
		Do minutes/rolls include full names of new members and the manner of reception? 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? N/A _____
		Is the annual budget given in full?
		Is Session's Annual Statistical Report to the General Assembly included in minutes?
		Has there been a full review of the congregation's finances in the last year?
YES	NO	MINUTES OF CONGREGATIONAL MEETINGS
		Do minutes record date, time, and place of meeting(s), as well as moderators.
		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?
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YES	NO	ROLLS AND REGISTERS
		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?
YES	NO	OTHER INFORMATION
		Do minutes show the name of the COM liaison?
		Do minutes show the amount and payment of per capita?
		Has Session reviewed the adequacy of insurance?
		Do the church bylaws make provisions for electronic meetings and voting by email?
		Has Session adopted/updated a sexual misconduct policy?
		Has Session adopted/updated a child protection policy?
		Does the congregation have a manual of operations?
		Is the congregation's status as a not-for-profit corporation up to date with the State?
Please share two or three most important accomplishments of your congregation during the past year:		
What is one thing Presbytery could do to help or support your congregation?		
TO BE FILLED OUT BY EXAMINER:		
<i>Note: If you have the actual minutes, sign and date the final page of review in addition to this form.</i>		
NAME OF EXAMINER:		
EXCEPTIONS NOTED:		
COMMENTS:		
SIGNATURE:		DATE:

Note to Clerk: Include this form in your minutes.

Adopted 12/10/2019; Updated 8/21/21