

Lehigh Presbytery Record of Annual Review of Session Minutes

*To be completed by Clerk of Session **prior** to Review Meeting*

Name of Congregation _____ City _____

Clerk or Moderator (presenting these minutes) _____

Date of Review ____/____/____

G-3.0107 Records **“Each council shall keep a full and accurate record of its proceedings.”**

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|--|-------|-------|
| 1. Do ALL minutes indicate: | Yes | No |
| Whether a meeting is stated or called
(and if called, by whom?) (G-3.0203)..... | _____ | _____ |
| Date, time, and location of each meeting..... | _____ | _____ |
| Those present, excused, or absent..... | _____ | _____ |
| Approval of previous meeting’s minutes..... | _____ | _____ |
| Prayer to begin and end meetings (G.3.0105) | _____ | _____ |
| Clerk or Moderator’s signature..... | _____ | _____ |

2. Do Minutes include the following?

	Yes (include date) or No	Page(s)
a. Minutes of congregational meetings recorded in Minute Book of Session (G-1.0505)		
b. Summary of previous year’s Statistical Report as approved by Session (G-3.0202 f)		
c. Summary of annual reports from congregational bodies reviewed by Session (G-3.0108)		
d. Report of financial review approved by Session with comments (G-3.0205)		
e. Election of commissioners to Presbytery (G-3.0202 a)		
f. Report to Session by commissioners to Presbytery (G-3.0202 a)		
g. Pre-authorization of baptisms by Session (W-2.3011)		
h. Dates of baptisms recorded by Session (W-2.3011)		
i. Authorization for celebration of Communion (W-2.4012)		
j. Training and examination of elders and deacons by Session after training (G-3.0201 c)		
k. appropriate membership registers are maintained (G-3.0204)		
l. Annual review of all staff salaries by Congregation (G-1.0503 c)		
m. Budget established by the Session, determination of benevolences and setting of special offerings. (G-3.0205)		

EXCEPTIONS: List according to number and letter on check list or show "None."

COMMENTS OF COMMENDATION OR CONCERN: _____

SIGNATURE(S) OF EXAMINING READER(S):

(NAME)

(CHURCH)

SIGNATURE OF STATED CLERK OR PRESBYTERY REPRESENTATIVE:

DATE: ____/____/____

It is a gift for people from different churches from within the Presbytery to have "free time" together. When you are not in the midst of your review, take time to chat with others nearby or your reviewing partner on such things as:

- What are some things that happened in your church this year about which you are most proud?
- Share something about a new ministry in your church?
- How did you feel God's presence in your church and its activities this year?
- What are three challenges your church is facing? How do you believe they will be resolved?
- What else would you like to share about your church?

How can Lehigh Presbytery further support your work as clerk? _____
