

2024 Record of Annual Review of Session Minutes  
**Both sides are to be completed by Clerk of the Session  
prior to the Review Meeting**

Name of Church \_\_\_\_\_City \_\_\_\_\_

Clerk or Moderator (presenting these minutes) \_\_\_\_\_

Date of Review \_\_\_\_\_Inclusive Dates of Minutes \_\_\_\_\_

**As you prepare for this review, please be prepared to discuss your answers:**

1. How is your congregation a community of faith, hope, love and witness? (G-3.0201)
  
2. How has your congregation been innovative emerging from the pandemic?
  
3. What about your congregation makes you smile? Frown?
  
4. What challenges is your church facing other than budget and declining membership? How might they will be resolved?
  
5. What else you would like to share about your church?
  
6. How can Grace Presbytery further support your work as clerk?

**REVIEWER'S COMMENTS FOR COMMENDATION OR CONCERN:**

**REVIEWER** \_\_\_\_\_ **CHURCH** \_\_\_\_\_

1. Do ALL minutes indicate:	<b>Yes</b>	<b>No</b>
a. Whether meeting is stated or called? If called, by whom? (G-3.0203)	_____	_____
b. Date, time and location of each meeting	_____	_____
c. Quorum was present (G-3.0203)	_____	_____
d. Elders & Moderator named as present and or absent	_____	_____
e. Approval of previous meeting's minutes	_____	_____
f. Prayer at beginning and end of meeting (G-3.0105)	_____	_____
g. Clerk or Moderator's signature	_____	_____

2. Do Minutes include the following?	Yes/No	Page(s)	Exception?
a. Minutes of congregational meetings recorded in Minute Book of Session (G-1.0505)			
b. Previous year's Annual Statistical Report attached, after review by Session (G-3.0202f)			
c. Reports/minutes from congregational committees/commissions reviewed by Session (G-3.0108; G-3.0204)			
d. Annual report of financial review approved by Session with comments (G-3.0113)			
e. Election of commissioners to Presbytery, and follow-up reports noted (G-3.0202a)			
f. Pre-authorization of baptisms by Session (W-3.0403)			
g. Dates of baptisms recorded by Session (G-3.0204b)			
h. Authorization for celebration of Communion – to be celebrated at least quarterly (G-3.0201b)			
i. Training and examination of new elders (G-3.0201c).			
j. If there are deacons - Examination of deacons by Session after training (G-3.0201c)			
k. If there are deacons - Annual approval of work of deacons (G-2.0202)			
l. Annual review of pastor's salary by Session: (G-3.0201c) and by Congregation (G-2.0804)			
m. Annual Review of church rolls, including active members, and registers by the Session (G-3.0204a & b)			
n. Please include your Sexual Misconduct and Child and Youth Protection Policies (G-3.0106)			
o. Please include your Manual of Administrative Operations (G-3.0106)			
p. Nomination of ruling elders to serve on presbytery committees, or as commissioners to Synod or General Assembly (G-3.0202b)			
q. Please include the annual report given to your congregation if there is one.			