**Administrative Review of Session Minutes**

The review of Session Minutes is required by the Book of Order on an annual or biennial basis.

G-3.0108a

Name of congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reader Checklist:

\_\_\_\_\_ Meetings opened and closed with prayer. G-3.0105

\_\_\_\_\_ All minutes include date of the meeting and persons present, excused, or absent. (Roberts Rules)

\_\_\_\_\_ Must meet at least quarterly in Stated Meetings. (G-3.0203)

\_\_\_\_\_ Review the rolls of active members annually. (G-3.0201c)

\_\_\_\_\_ Order quarterly celebration of the Lord’s Supper. (G-3.0201b)

\_\_\_\_\_ Elect commissioner to presbytery. (G-3.0202a)

\_\_\_\_\_ Review the work of the Board of Deacons. (G-3.0201c)

\_\_\_\_\_ Establish an annual budget. (G-3.0113, G-3.0205)

\_\_\_\_\_ Elect a Treasurer for a specific time of service. (G-30205)

\_\_\_\_\_ Order an annual audit or review of financial records. (G-3.0113)

\_\_\_\_\_ Elect a Clerk for a specific time of service. (G-3.0105b)

\_\_\_\_\_ Contain minutes of all congregational meetings held. (G-3.0204)

\_\_\_\_\_ Review the annual statistical report. (G-3.0202f)

\_\_\_\_\_ Call an annual congregational meeting. (G-1.0501; G-1.0503)

\_\_\_\_\_ Call a congregational meeting to elect Elders and Deacons. (G-1.0503a)

\_\_\_\_\_ Annual review by the Session of the minister’s terms of call. (G-2.0804)

Date read: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send a copy of this form to the Ecclesiastical Business Committee**