

Name of Church
Name of person submitting records
Church of person reviewing records
Attested by Member of CoCO / Stated Clerk

Presbytery of Cincinnati – Committee on Church Order – Session Records Checklist

See "Session Records Guidelines" for explanation of each item.

General Appearance and Format (to be filled out by reviewer – circle Yes or No)		
1	Printed on acid-free or 25% rag content paper	Y N
	Secured so pages will not be lost	Y N
	Pages number consecutively and on both sides	Y N
	Appendix pages numbered in continuation	Y N
	Legibility -- no erasures, footnotes or insertions	Y N
	Blank pages and large spaces X'd out	Y N

If "approved with exception", list exceptions here:

Rolls and Registers (G-10.0302) See Session Records Guidelines, pp. 5-7	Date of last entry
Baptized Members Roll	
Active Members Roll	
Inactive Members Roll	
Affiliate Members Roll	
Register of Marriages	
Register of Baptisms	
Register of Elders	
Register of Deacons (if applicable)	
Register of Pastors	

Comments:

SESSION MEETINGS CHECKLIST

Person submitting record book, please fill in date of each meeting and list page number(s) for each item.		DATE OF MEETING											
REQUIRED EACH MEETING													
2	Name of session, date, beginning time, place, type of meeting												
	Name of Moderator presiding												
	Opened with prayer												
3	Attestation of quorum												
4	Roll and attendance including guests (use full names)												
5	If "special" meeting, include the purpose of meeting and by whom called												
6	Review, correction, adoption of minutes												
7	Record of all motions adopted; significant discussion or information recorded												
8	Ending time and closed with prayer												
9	Minutes signed by clerk												
10	Date, place, and time of next meeting												
PERIODIC ACTIONS (Recording of the following actions is required if and when they occur.)													
11	Report of presbytery commissioner(s)												
12	Authorization of Lord's Supper												
13	Dates Lord's Supper celebrated												
14	Authorization of Baptisms												
15	Record Baptisms												
16	Approve/Record Changes in Membership												
17	Record Funerals												
18	Record Marriages												
19	Elect Clerk of the Session												
20	Record actions re: judicial matters												

SESSION MEETINGS CHECKLIST, CONTINUED

Person submitting record book please fill in date of each meeting and list page number(s) for each item.		DATE OF MEETING											
REQUIRED AT LEAST ANNUALLY													
21	Review of session minutes by presbytery												
	Corrective action taken, if required												
22	Annual Statistical Report												
23	Record Session demographics												
24	Annual Budget												
25	Adopt full financial review												
26	Election of Treasurer												
27	Election of Presbytery commissioner(s)												
28	Review membership rolls												
29	Training, examination, ordination and installation of Officers												
30	Review adequacy of compensation for ministers and lay staff												
31	Review adequacy of insurance												
32	Joint meeting with Deacons (if applicable)												
33	Review of Deacons' records (if applicable)												
34	Review of Trustees' work (if applicable)												

CONGREGATIONAL MEETINGS CHECKLIST

Person submitting record book, please fill in date of each meeting and list page number(s) for each item.		DATE OF MEETING							
REQUIRED EACH MEETING									
35	Name of congregation, date, beginning time, place, type of meeting								
	Name of Moderator presiding								
	Opened with prayer								
36	Attestation of quorum								
37	If "special" meeting, include the purpose of meeting and by whom called								
38	Ending time and closed with prayer								
39	Minutes signed by clerk and moderator								
ACTIONS *required at least annually									
40	*Election of officers/nominating committee								
41	*Review of adequacy pastor's compensation (if applicable)								
42	*Session's Report concerning Annual Budget								
43	Other actions as needed								