

**EPC Presbytery of the Pacific Southwest  
Session Minutes Review  
Self Assessment Checklist**

\_\_\_\_\_  
Church Name

Review Range: \_\_\_\_\_

Review Date: \_\_\_\_\_

**To: Pastors and Clerks of Session**

Please include the appropriate items below into your Session minutes based on your agenda topics for any given meeting during the year. This Checklist is a guide for the Session Review Committee and respective Clerks as we review copies of minutes each church sends to us and for our reports at each meeting of Presbytery. Thank you!

**This Self-Assessment Checklist must be completed and submitted with minutes to be reviewed.**

**Routine Items:**

**Yes/No**

Did Session meet at least once each quarter? (BOG 18-4A.1) \_\_\_\_\_

Are "Called" (special) meetings labeled as such and the purpose clearly stated? (BOG 18-4A.2) \_\_\_\_\_

Time, date and place of meeting recorded? (RRO.60) \_\_\_\_\_

Names of Elders present, excused and absent recorded? (RRO.60) \_\_\_\_\_

Meeting opened and closed with prayer? (BOG 16-1A) (Opening devotional encouraged) \_\_\_\_\_

Session approved prior meeting minutes? (BOG 18-2B.2 and 18-4C) \_\_\_\_\_

Minutes signed by Clerk of Session and Moderator? (BOG 18-2B.2 and 18-4C) \_\_\_\_\_

Do minutes record the dates of commemoration of the Sacrament of the Lord's Supper?  
It should be observed at least quarterly. (BOW 3-3E) \_\_\_\_\_

**Recorded Items:**

**Dates**

Minutes of Board of Deacons were examined at least semi-annually by the Session. (BOG 17-6C)  
(Please note if church does not have Deacons) \_\_\_\_\_

Session approved the annual budget of church. (BOG 18-3H)  
(Recommended practice to include the approved amount) \_\_\_\_\_

Session made an *annual review* of the church membership roll to maintain an accurate roll of  
(a)baptized members (b) active members (c) inactive members (d) affiliate members. (BOG 8-5) \_\_\_\_\_

Session minutes record ordination and installation of new Deacons and Elders. (BOG 13-3.E) \_\_\_\_\_

Do minutes *regularly record actions* by the Session to the Baptized Roll, Active Roll, Affiliate Roll,  
or Inactive Roll with appropriate information? (BOG 8-3, 8-4, 8-6, 18-2B.3) \_\_\_\_\_

[Includes reception of members by Profession of Faith, Transfer of Membership, Reaffirmation of  
Faith, deaths, births, adoptions, baptisms, marriages, transfers, and dismissals.]

Minutes of the meetings of the congregation. (BOG 7-6C)  
These should include election of Deacons and Ruling Elders. (BOG 10-10) \_\_\_\_\_

**Presbytery/General Assembly Items:**

Recorded RE Commissioners elected to each meeting of Presbytery and GA. (BOG 19-2A.,4, 20-2) \_\_\_\_\_

Commissioners reported to the Session on their attendance at Presbytery or GA. (BOG 9-16) \_\_\_\_\_

Note: EPC Book of Government (BOG), EPC Book of Worship (BOW), Roberts Rules of Order (RRO)

(Revised 1/2018)