

Presbytery of the Pacific SW, EPC
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. Thanks!

Yes/No (Page Ref)

Self Assessment Checklist completed and submitted with minutes to be reviewed _____

Monthly Items:

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) _____

Annual Items:

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

Were minutes of Board of Deacons examined at least semi-annually by the Session? (BOG 17-6C)
[Please note if church does not have Deacons] _____

Did Session approve annual budget of church? (BOG 18-3H)
[Recommended practice to include the approved amount] _____

Did Session make 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) _____

Presbytery Items:

Were RE Commissioners elected to each meeting of Presbytery and GA? (BOG 19-2A.4, 20-2) _____

Did commissioners report to the Session on their attendance at Presbytery or GA? (BOG 9-16) _____

Recorded Items:

Do minutes state whether a meeting is "Stated" (regularly scheduled) or "Called" (special)? (BOG 18-4A.2) _____

If "Called" is the purpose of the meeting clearly stated? (BOG 18-4A.2) _____

Were meetings of the congregation recorded? (BOG 7-6C) _____

Should include election of Deacons and Ruling Elders. (BOG 10-10) _____

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

Do 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.]] _____

Reviewed by: _____

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