

**PRESBYTERY OF WESTERN NORTH CAROLINA**

**RECORD OF EXAMINATION OF SESSION MINUTES - G.10.0301**

**CHURCH:** \_\_\_\_\_ **YEAR** \_\_\_\_\_

Is your church governed by a unicameral Session? YES NO

**CLERK OF SESSION:** Please fill in blanks to the **left** of the numbers indicating where in the Session Minutes, i.e. what Page Number, the item is located. Please provide two examples. Mark “NA” if the requirement is not applicable to your church. **This completed form is to be in your books** when they are presented for examination. Spaces to the right of the page will be completed by the Minute Reviewers.

Page(s)	Ques. No.	Question	No	Yes	Comments
	1	Date, time, place of meeting and type (Stated/Special or Congregational) (G-10.0201)			
	2	A quorum, noted with members present, absent or excused (G-10.0202; G-7.0305)			
	3	Meetings opened and closed with prayer (G-9.0301.b)			
	4	Minutes of previous meetings read and approved, with any needed corrections (G-9.0302 & G-10.0301)			
	5	Session Minutes approved and signed by the Clerk, and Congregational Minutes approved by Session and signed by Moderator and Secretary (G-7.0307; G-9.0203)			
	6	Election of Commissioner(s) to Presbytery meetings and their report to the Session after each meeting (G-10.0102.p)			
	7	Approval of baptisms (W-2.3011-12) and inclusion of details in minutes, including actual date, instructions given, full names of parents, the date and place of birth of the person who was baptized (applies to adults and children). (G-10.0302.a)			
	8	Dismissal of members and reception of new members with full names (including maiden name), recorded with name and address of church to which members are dismissed or received from. (G-10.0102.b; G-10.0302.b)			
	9	Deaths - record full name(s) of those deceased with date of death. (G-10.0302.b[8])			
	10	Approval for regular celebration of the Lord’s Supper (W-3.3101-5)			
	11	Preparation/welcoming of baptized children to the Lord’s Supper (W-4.2002)			
	12	Minutes submitted to Presbytery for annual review (G-11.0103.x)			

13	Election of Clerk of Session with specific terms indicated (when Clerk is not present, election of Clerk Pro-Tem.) (G-9.0203.b)			
14	Composition of Session (G-10.0301)			
15	Elders-elect, instructed, examined and ordained (G.10.0102.1 & G-14.0240)			
16	Composition of Church Nominating Committee, including a full roster of members and Pastor as ex-officio. (G-14.0223)			
17	Annual budget approved and congregation informed, and a copy included in minutes (G-10.0102.i)			
18	Annual review of rolls and church registers (Members, Baptisms, Marriages, Elders, Deacons, Pastors) (G-5.0502; G10.0302)			
19	Annual audit of the church financial records (G-10.0401.d)			
20	Annual Statistical Report approved by Session, submitted to General Assembly and to Presbytery, and a copy attached to these minutes (G-11.0306)			
21	Annual election of Treasurer by Session (G-10.0401)			
22	Annual review of compensation for staff (G-10.0102.n)			
23	Annual review of pastor's compensation, first by Session, then by congregation, including a breakdown of benefits. (G-10.0102n; G-7-0304) (if pulpit is vacant, served by interim, temporary supply or stated supply, or if pastor has served less than one year, write NA in left margin)			
24	Annual review of Certificate of Insurance reflected in Minutes (G-10.0102.o)			

Signature of Clerk of Session \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Name of Examiner \_\_\_\_\_ Church \_\_\_\_\_

\_\_\_\_\_ Approved with commendation    \_\_\_\_\_ Approved with ( ) exceptions    \_\_\_\_\_ Not Approved

**Additional Comments**