

SAVANNAH PRESBYTERY
CHECKLIST FOR ANNUAL EXAMINATION OF SESSION MINUTES, MEMBERSHIP ROLLS/RECORDS

CHURCH NAME: _____ YEAR: _____

Each Session shall keep full and accurate records of its procedures, which shall be submitted at least once each year to the Presbytery for its general review and control. (G-3.0204)

	Cite Information Location - REQUIRED	Yes	No
I. Stated Meetings of the Session (G-3.0203)			
A. Dates, hour and place of meeting listed	_____	_____	_____
B. Meeting opened and closed with prayer (G-3.0107)	_____	_____	_____
C. Quorum present	_____	_____	_____
D. Agenda approved	_____	_____	_____
E. Matters considered with reports and minutes of committees	_____	_____	_____
II. Reception and/or Transfer of Members (G-1.0303)			
A. Date of reception or transfer	_____	_____	_____
B. Method of reception or transfer (when reception or transfer, full name and address of church from which or to which member is received or transferred)	_____	_____	_____
III. Record of Administration of Sacraments (W-2.4012)			
A. The Lord's Supper (W-2.4000)			
1. Public notice of Lord's Supper if observed less often than weekly	_____	_____	_____
2. Lord's Supper observed (W-2.4009)	_____	_____	_____
3. Private administration of Lord's Supper (W-2.4010)	_____	_____	_____
4. Names of officers serving in private administration	_____	_____	_____
IV. Additional Matters Related to Session Meetings			
A. Signature of Clerk on all session minutes	_____	_____	_____
B. Signature of Clerk and Moderator on meeting of congregation	_____	_____	_____
C. Communications from Presbytery office, Synod, and General Assembly	_____	_____	_____
D. Election of and reports of Commissioners attending presbytery	_____	_____	_____
E. Annual record of examination, training, date of installation of new officers	_____	_____	_____
F. Annual meeting of congregation (G-1.0501)	_____	_____	_____
G. Minutes of any other congregational meeting	_____	_____	_____
V. Annual Report			
A. Annual Statistical Report	_____	_____	_____
B. Membership changes of active elders on session	_____	_____	_____
C. Review of adequacy of pastor(s)'s compensation	_____	_____	_____
D. Review of pastor(s)'s call	_____	_____	_____
E. Budget adopted (G-3.0113)	_____	_____	_____
VI. Membership Rolls/Records - Each Session shall maintain rolls of members as defined by (G-3.0204a) and registers as listed in (G-3.0204b)			
A. Membership (G-1.0401, G-1.0402, G-1.0403)	_____	_____	_____
B. Marriages	_____	_____	_____
C. Deaths	_____	_____	_____
D. Baptisms	_____	_____	_____
E. Elders	_____	_____	_____
F. Deacons, if any	_____	_____	_____
G. Pastors	_____	_____	_____
VII. Annual Review of Finances (G-3.0113)			
	_____	_____	_____

_____ Approved with Exceptions

_____ Approved Without Exceptions

Signature of Examiner

Date