

**PRESBYTERY OF TAMPA BAY
REVIEW OF 20__ SESSION MINUTES AND DOCUMENTS**

CLERK OF SESSION'S SELF-REVIEW CHECKLIST

Name of Church _____ Location of Church _____

Name of Clerk _____ Clerk's Email _____

Use this checklist as you prepare your minutes and documents for examination. This should not only help you with your own records but also if you review another church's documents. You should provide the completed checklist to the reviewer, along with your Minutes and Other Required Documents.

Notes:

1. "G-" or "W-" prefixes refer to the Form of Government and Directory for Worship respectively in the Book of Order of the Presbyterian Church (U.S.A.), 2023-2025 Edition.
2. "RONR" refers to Robert's Rules of Order Newly Revised and are followed by the relevant section number from the 12th Edition (Sep 2020).
3. Absence of some items does not necessarily constitute an "exception."
4. The reviewer (other session clerk, stated clerk, COM rep) initials the "R" column during their review.

A. MINUTES OF EVERY MEETING OF THE SESSION

Please put a checkmark if the item is always present; note page numbers ONLY where missing item is missing. Every meeting must include all these items. If an item is usually there, but occasionally missing, it does not constitute an "Exception." If it is never present, then the exception is to be noted and write "Exception" under "Missing."

	Item	Y/N	Missing	R
1	Whether stated (regular) or called (w/business in call) (RONR 48:4)			
2	Date and time (place, if not the usual) (RONR 48:4)			
3	Quorum present and declared (G-3.0203)			
4	Opened and closed with prayer (G-3.0105)			
5	Name of Moderator of meeting (RONR 48:4, G-3.0104, G-1.0505)			
6	Names of those present			
7	Minutes of previous meeting(s) acted on (RONR 48:4)			
8	Decisions made/actions taken (RONR 48:4)			
9	Time of adjournment (RONR 48:4)			
10	Signed by Clerk of Session (RONR 48:7)			

B. MINUTES OF EVERY MEETING OF THE CONGREGATION

The minutes of the congregation are part of the records of the Session (G-3.0204) and are to be considered by and approved by the Session (if not already approved by the congregation) and included with the Session's minutes. Please put a checkmark if the item is always present; note page numbers ONLY where missing. If a necessary item is always missing, then note the exception below.

	Item	Y/N	Missing	R
1	Whether stated (regular) or called (special) (RONR 48:4)			
2	If called, how called & business in the call (G-1.0501-.0503)			
3	Date and time (place, if not the usual) (RONR 48:4)			
4	Affirm presence of quorum (G-1.0502)			
5	Opened and closed with prayer (implied in G-1.0501)			
6	Name of Moderator of meeting (G-1.0505)			
7	Minutes signed by secretary of the meeting (G-1.0506, RONR 48:7)			
8	Minutes of meeting added to session minutes (G-3.0204)			

C. MINUTES SHALL NOTE THE FOLLOWING ANNUALLY

Omission of any of these likely constitutes an exception. Please note after each item the page number(s) where it can be found or its omission.

	Item	Y/N	Page(s)	R
1	Adoption of Budget (G-3.0113)			
2	Full Financial Review (G-3.0113)			
3	Property and liability insurance noted (G-3.0112)			
4	Review of terms of call of all pastor(s) (G-2.0804/G-3.0303c.)			
5	Preparation, examination, and approval for ordination and installation of deacons and elders (G-2.0402, .0403)			
6	Election of clerk and term specified. (G-3.0104)			
7	Election of treasurer and term specified. (G-3.0205)			
8	Annual review of membership rolls. (G-3.0201c)			

D. MINUTES SHALL HAVE THESE AS NEEDED

These matters are the Session's responsibility and need to be noted in the minutes. Please indicate the page numbers where such items are found. If none, put N/A.

	Item	Y/N	Page(s)	R
1	Authorization of Baptism (G-3.0201b., W-3.0403)			
2	Prior authorization for at least quarterly celebration of Holy Communion. (G-3.0201b, W-3.0409)			
3	Action to receive and dismiss members (G-3.0201c)			
4	Commissioners to Presbytery elected and their reports made to Session. (G-3.0202a)			
5	Minutes of joint meetings (if any) of session with deacons or trustees, and approval of such minutes. (G-3.0204)			

E. OTHER MATTERS

	Item	Y/N	Comments	R
1	Are the minutes legible?			
2	Are the minutes on acid-free archival quality paper?			
3	Are the pages sequentially numbered?			

F. OTHER REQUIRED DOCUMENTS

All churches are required to develop and adopt the following manual and policies.

	Item	Y/N	Comments	R
1	Manual of administrative operations. (G-3.0106)			
2	Sexual misconduct policy. (G-3.0106)			
3	Child, youth & vulnerable adult protection policy. (G-3.0106)			
4	Harassment policy (G-3.0106)			
5	Anti-racism policy. (G-3.0106)			
6	Documentation of property and liability insurance. (G-3.0112)			
7	Congregational Bylaws and Articles of Incorporation (G-4.0101)			

OTHER COMMENTS

Additional notes if needed.

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REVIEWERS FORM

(e.g. Stated Clerk, outside Clerk of Session, COM Rep)

Church being reviewed (name and location)

Name of Reviewer _____ Date of Review _____

Home church or ministry of Reviewer: _____

REVIEWER: Please review the Clerk of Session’s Checklist with G-3.0108 in mind.

In reviewing the procedures of lower council, the higher body shall determine whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church. It shall also determine whether lawful injunctions of a higher body have been obeyed.

As you review these minutes and documents, please reflect on and respond, with examples as possible, to the following questions:

1. Does the clerk’s self-review give an adequate and accurate assessment of the minutes and documents of the church?

2. Do you find that these records reflect the ministry of the congregation as “prudent, equitable, and faithful to the mission of the whole church”? Do you see evidence of this congregation being engaged in ministry in healthy ways?

3. Do you have recommendations for ways these minutes could be improved?

4. Do you have comments to offer regarding good work and fruitful ministry of this church?

Reviewer’s Assessment:

___ These minutes and records are recommended for approval without exception.

___ These minutes and records are recommended for approval with exceptions as noted.

___ Assistance from the Presbytery could be helpful in improving record-keeping.

This form, along with the Clerk of Session’s Checklist, should be scanned and emailed to statedclerk@pbtv.com or mailed to Stated Clerk, Presbytery of Tampa Bay, P.O. Box 7458, St. Petersburg, FL 33734). Please do *not* use any fax number you may have for PTB for this.

Date Received by Stated Clerk from Examiners: _____

_____ APPROVED Without Exception _____ APPROVED With Exceptions Noted
_____ Stated Clerk of the Presbytery Date