

# MINUTES REVIEW FORM

Revised June 2023

**YEAR REVIEWED** \_\_\_\_\_ **CHURCH NAME:** \_\_\_\_\_

Please complete this form by inserting the appropriate dates where this information is found in the minutes.

## CONGREGATIONAL MEETING MINUTES

Annual Meeting of the congregation was held on \_\_\_\_\_

Meeting where installed pastor(s) terms of call were approved \_\_\_\_\_

Meeting where members of Nominating Committee were elected \_\_\_\_\_

Meeting where elders and deacons (if applicable) were elected \_\_\_\_\_

Clerk's signature \_\_\_\_\_

### *IF APPLICABLE*

Called meetings of the congregation regarding property \_\_\_\_\_

Pastoral relationship dissolved \_\_\_\_\_

New pastoral relationship established \_\_\_\_\_

Any other called congregational meetings \_\_\_\_\_

## SESSION MEETING MINUTES

**For each meeting:** \_\_\_\_\_ **MONTH(S) MISSING**

Moderator named YES  NO  \_\_\_\_\_

Quorum declared YES  NO  \_\_\_\_\_

Names of present, absent, and excused elders YES  NO  \_\_\_\_\_

Date, hour, and place of meeting is recorded YES  NO  \_\_\_\_\_

Meeting was opened and closed with prayer YES  NO  \_\_\_\_\_

Minutes of last meeting were approved YES  NO  \_\_\_\_\_

All action items recorded YES  NO  \_\_\_\_\_

Clerk's signature YES  NO  \_\_\_\_\_

**Occasional Items:** \_\_\_\_\_ **LIST MEETING DATES**

Authorization of baptisms \_\_\_\_\_

Reception of members by profession of faith or reaffirmation of faith \_\_\_\_\_

Reception of members by transfer along with name of church \_\_\_\_\_

Authorization of Lord's Supper \_\_\_\_\_

A detailed financial report with expenditures/revenues \_\_\_\_\_

Election and reports of elder commissioners to presbytery meetings \_\_\_\_\_

**Annual Requirements:**

**LIST MEETING DATES**

Rolls of the church reviewed	_____
New officers examined	_____
New officers installed	_____
Approval and attachment of budget	_____
Joint meeting with Deacons (if applicable)	_____
Financial review has taken place (see G-3.0113)	_____
Approval and attachment of Annual Statistical Report	_____
Report of previous year’s minutes review	_____
Session elected clerk on (date) for term of	_____
Session elected treasurer on (date) for term of	_____
Session took a candidate under care (if applicable)	_____

**TO BE COMPLETED BY THE REVIEWER**

Items that need to be worked on for next year’s review:

\_\_\_\_\_

\_\_\_\_\_

APPROVED WITHOUT EXCEPTION: \_\_\_\_\_

APPROVED WITH EXCEPTION (describe): \_\_\_\_\_  
\_\_\_\_\_

Date of this review \_\_\_\_\_

Reviewer’s signature \_\_\_\_\_

Presbytery Representative’s Signature \_\_\_\_\_

We recommend that minutes include the following addenda:

- a copy of your bylaws so that quorum size, how you call a congregational meeting, and your nominating committee process are explained.
- a list of all people baptized with date and names of parents, for easy reference.

A full financial review is NOT the same as the treasurer’s monthly or quarterly report but is rather required under G-3.0113. A professional auditor is not required—you may have an internal review by a team not related to the treasurer or the finance committee.