

The Presbytery of San Gabriel

Review of Records Form (Please Print)

Name of Church/City \_\_\_\_\_

Name of Clerk of Session \_\_\_\_\_

Clerk's e-mail address \_\_\_\_\_

Review Year \_\_\_\_\_ Date of Review \_\_\_\_\_

Beginning Page \_\_\_\_\_ Ending Page \_\_\_\_\_

Date of last minutes approved by session and included in this review \_\_\_\_\_

Directions:

1. Before presenting your Minute Book and Register, please complete the following pages: Clerks are to write only on the left side of the page (put the page number on the line before each question).
2. Always put full motions in the minutes.
3. When you enter anything into the Register, it must be in the minutes also!
4. This review is not for "punishment", but to assist you in keeping good records; remember, there is always next year!
5. You will receive a copy of the review and if there are exceptions.
6. Remember: you must report the review to your session and put into the minutes, any/all exceptions and how you plan to correct them – either this year or the next.
7. Please bring copies of your Session approved Manual of Administrative Operations and Sexual Misconduct Policy, including a Child Safety Policy.
8. Reference numbers are for the Book of Order 2017-2019. Items not referenced are required by the Presbytery.

ANNUAL REVIEW OF RECORDS REPORT FORM

Clerk

Check **GENERAL REQUIREMENTS** (Examine **three** instances at random)

Here Only 1. Are the following recorded:

- a) place, hour and date of each meeting;
- b) the Moderator, session members present, excused absences, any absent members and the names of persons present who are not session members;
- c) that each meeting of session opened and closed with prayer. (G-3.0105)

2. Do the minutes of each meeting meet the following criteria:

- a) approved as read/corrected & signed by the clerk, clerk pro-tem or moderator;
- b) recorded on consecutively numbered pages?

3. Do the minutes reflect that there has been periodic reporting of financial activities?

Such evidence may include, but not be limited to:

- a) summary of receipts, disbursements, and current balance;
- b) statement that there had been a review of the financial activities;
- c) attachment of the entire financial report. (G-3.0205c)

4. Are blank places crossed out and corrections initialed by clerk?

YES    NO .

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

a) \_\_\_\_\_

b) \_\_\_\_\_

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

\_\_\_\_\_

**YEARLY ITEMS** (Examine page indicated)

**YES**    **NO** .

- \_\_\_\_\_ 5. Regarding last year's Records Review by Presbytery: (G-3.0108a)
- \_\_\_\_\_ a) is there a minute entry showing the report to session; a) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ b) do the minutes record session's corrective actions on any and all exceptions? b) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 6. Is there a minute entry showing the report resulting from a full financial review of all books and records relating to finances during the calendar year preceding this review year? (G-3.0113) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 7. Is there a minute entry showing that prior to ordination/installation of new ruling elders or deacons:
- \_\_\_\_\_ a) a period of study and preparation was completed; (G-2.0402) a) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ b) session examined the new ruling elders and/or deacons? (G-2.0104b) b) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 8. Is there a minute entry showing that session voted to approve the GA Statistical Report(s), and is the report included in the minutes? (G-3.0202f)(Session approval is a requirement of the office of the General Assembly.) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 9. Is there a minute entry showing:
- \_\_\_\_\_ a) the election of the church treasurer for a definite term of office; (G-3.0205) a) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ (If previously elected for more than one year, give page number of that election.)
- \_\_\_\_\_ b) the election of a ruling elder as clerk of the session for a definite term of office; b) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ (G-3.0104) (If previously elected for more than one year, give page number of that election.)
- \_\_\_\_\_ c) the annual election of the corporate officers; (G-4.0101) c) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ d) the purchase of property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers? (G-3.30112) d) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 10. Is there a minute entry showing annual session review of "equitable compensation" for all staff? (G-3.0106) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 11. Is there a minute entry showing:
- \_\_\_\_\_ a) session review of the annual reports of the Board of Deacons and the church's other committees, bodies and organizations, and is there a summary of these reports incorporated in session minutes; (G-3.0108a) a) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ b) receipt of the session "at least annually" of a report of financial accounts from each "special organization" in the church which is involved in the collection and distribution of money? (G-3.0205b,c) b) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 12. Is there a minute entry showing annual session review of church rolls? (G-3.0201c) \_\_\_\_\_ \_\_\_\_\_

**SPECIAL ITEMS**

- \_\_\_\_\_ 13. Do minutes record session authorization of the deletion of members' names from church rolls, indicating date of member death when applicable, or the transfer of names from one roll to another, or transfer to another church? (G-3.0204a) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 14. Do minutes record session confirmation of the choice and appointment of persons serving in the church's educational programs, including all leaders, teachers, sponsors & volunteers working with children and youth? (G-3.0201c) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 15. Do the minutes reflect session-authorized education for persons preparing for membership? (G-1.0402) \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ 16. Do minutes record session approval of the dates on which the Sacrament of the Lord's Supper is to be served – and that it was served? (G-3.0201b) \_\_\_\_\_ \_\_\_\_\_

17. Do minutes identify and record that: *(G-3.0202a)*  
 \_\_\_\_\_ a) ruling Elders were elected as commissioners to presbytery;  
 \_\_\_\_\_ b) written/verbal reports were received by the session from the commissioners  
 to presbytery? a) \_\_\_\_\_  
 b) \_\_\_\_\_
18. Do minutes identify “two duly appointed persons, or a fidelity bonded person,”  
 \_\_\_\_\_ for counting and recording of all offerings? *(G-3.0205a)* \_\_\_\_\_
19. Do the minutes show, or have you attached, a session approved Manual of  
 \_\_\_\_\_ Administrative Operations? *(G-3.0106)* \_\_\_\_\_
20. Do the minutes show, or have you attached, a:  
 \_\_\_\_\_ a) session approved sexual misconduct policy *(G-3.0106)* \_\_\_\_\_  
 \_\_\_\_\_ b) session approved child safety policy? *(G-3.0106)* \_\_\_\_\_  
 \_\_\_\_\_ c) session approved youth safety policy? *(G-3.0106)* \_\_\_\_\_

**CONGREGATIONAL MEETINGS**

21. Do congregational minutes record that adequate public notice, as determined  
 \_\_\_\_\_ by congregational rule, was given for the meeting: *(G-1.0502)* \_\_\_\_\_
22. Do congregational minutes show annual congregational approval of the Terms of  
 \_\_\_\_\_ Call of the Pastor(s) for the review year, as recommended by session? *(G-1.0503c)* \_\_\_\_\_
23. Are the minutes of each meeting of the congregation “attested by the  
 \_\_\_\_\_ secretary” and “entered into the minute book of the session? *(G-1.0505)* \_\_\_\_\_
24. If there have been changes to the church Articles of Incorporation or By-Laws,  
 \_\_\_\_\_ attach the revised copy to this form. Show in minutes the occurrence of  
 congregational approval. *(CA law requires changes to Articles of Incorporation  
 and By-Laws to be approved by the corporation.)* \_\_\_\_\_

**Answer the questions below with a yes or no.**

- YES/NO CHURCH REGISTERS** *(G-3.0204a, b)* (The Register of marriages is actually  
 no longer a BOO Requirement. Please keep the register until otherwise notified.)
25. Does the Register of marriages include the names of the groom, maiden name  
 \_\_\_\_\_ of the bride, name of the officiate; place where married, names of witnesses;  
 \_\_\_\_\_ and license date, number and county of issuance?  
 b) **show pages in minutes where marriage was approved by session.** b) \_\_\_\_\_  
 In cases of “confidential marriage” register info may be incomplete.
26. If the Sacrament of Baptism was performed during the year of review -  
 Does the Register of Baptism include for those being baptized:  
 \_\_\_\_\_ a) Persons under 18: full “name, parents’ names, and date and place of birth;  
 \_\_\_\_\_ b) Adults: full name, place and date of birth  
 \_\_\_\_\_ c) **show pages in minutes where baptism was approved by session.** c) \_\_\_\_\_
27. Does the Register of Ruling Elders show “the name of the church in which each  
 \_\_\_\_\_ was ordained, the date of ordination, terms of active service, and the record of  
 removals? (Note: In cases where registered ruling elders were ordained prior  
 to membership in this church, register information may be incomplete as to exact  
 names of churches and dates of ordination, but should be accurate about this  
 specific installation.)  
 \_\_\_\_\_ b) **Show page in minutes when they were elected/ordained/installed** b) \_\_\_\_\_

\_\_\_\_\_ 28. Does the Register of Deacons show “the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals? (Note: In cases where registered Deacons were ordained prior to membership in this church, register information may be incomplete as to exact names of churches and dates of ordination, but should be accurate about this specific installation.)

\_\_\_\_\_ b) **Show page in minutes when they were elected/ordained/installed**

b) \_\_\_\_\_

\_\_\_\_\_ 29. Does the Register of Pastors list “pastors, co-pastors, associate pastors, interim pastors, and stated supplies serving the church with dates of service”?

\_\_\_\_\_ b) **Show page in minutes when they were called/ordained/installed**

\_\_\_\_\_

\_\_\_\_\_ 30) Are the rolls of active members & affiliate members up-to-date?

\_\_\_\_\_

*Examiners' signatures:* 1. \_\_\_\_\_

2. \_\_\_\_\_

*Examiners' Home Church:* 1. \_\_\_\_\_

2. \_\_\_\_\_

*Exceptions - Yes* \_\_\_\_\_ *No* \_\_\_\_\_

*Examiners' comments:*