

**SESSION MINUTES REVIEW FORM – *Presbytery of Susquehanna Valley***

<b>Church name</b>	<b>Date range of minutes being reviewed</b> <i>from</i> /    / <i>to</i> /    /
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**Thank you for your work as Clerk of Session!** Your service is greatly appreciated. Your work as clerk of session helps to bring about the work of God in your local community. As in G-3.0101 in the *Book of Order*, “Councils of the church exist to help congregations and the church as a whole to be more faithful participants in the mission of Christ. They do so as they Provide that the Word of God may be truly preached and heard, Provide that the Sacraments may be rightly administered and received, and Nurture a covenant community of disciples of Christ.” Your gifts and skills in administration help to bring this about!

As part of the Clerk’s tasks, the minutes from session need to be reviewed on a yearly basis as per the *Book of Order*. Sections G-3.01 on *General Principles of Councils* and G-3.02 on *The Session* outline what is needed.

This form is a helpful checklist for our minutes reading process. This form was reformatted last year to hopefully make it easier to read, fill out, and review. You will find most of the questions the same as the last couple of years. There is just a larger font and more space between the questions. There were new additions to the list last year: as per the change in the Book of Order in 2017 regarding G-3.0106, All Councils shall adopt and implement a sexual misconduct policy and a child and youth protection policy; and also the new NYS laws regarding sexual harassment prevention. As new additions, they were not mandatory last year but thought they would be this year. However, due to Covid-19 and knowing that several of our congregations have had to deal with more urgent matters or have not been able to meet, they are not mandatory again this year. But, if your congregation has not looked into them, it is important that you do so for next year.

This year minutes reading will take place on ZOOM due to Covid-19 precautions. Several dates and times will be offered. You can attend a ZOOM meeting via a computer, a tablet, or by phone call.

**You will be the reviewer this year for your own minutes. Please fill out this form before attending a minutes reading session. At the minutes reading session, we will gather as a group to review our forms, ask questions, and share wisdom. Once they are reviewed, you can send the forms to us. We will sign, copy, and file them as usual. We will send you a signed copy for your records and will send you a letter with the stamp that you can place in your book as a placeholder until we can gather safely and stamp your book officially.**

If you cannot attend any of the scheduled minutes reading sessions, you may deputize a trusted member of your congregation to come in your place. If that is not possible, you may make an appointment to meet at another time with one of the Stated Clerks. [Statedclerk@susvalpresby.org](mailto:Statedclerk@susvalpresby.org) or 607-323-4477

Again, thank you for your work!

Chris Burger and Becky Kindig  
Co-Stated Clerks  
Susquehanna Valley Presbytery

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**Instructions:**

The Clerk of Session should fill out the dates and page numbers on the next 2 pages prior to the review. Then circle any of the items not found or incomplete and write notes in the comments section (use a separate sheet if necessary). Have this form ready for the review time.

When the review session is completed, send the form and any additional sheets to the Stated Clerks. You can send them by email to [statedclerk@susvalpresby.org](mailto:statedclerk@susvalpresby.org) or mail to Stated Clerk, Presbytery of Susquehanna Valley, PO Box 87, Nineveh, NY 13813.

Section I: The following items are required to be recorded in the minutes.	Date	Page #
1. Each congregation is to maintain the membership rolls (active, affiliate, baptized), baptismal roll, deaths, pastors, elders, deacons (if applicable). This register of the rolls of the church was updated on:		
2. The Annual Meeting of the Congregation was held on:		
At this meeting, the following transpired: ( <i>mark yes, no, or N/A</i> )		
Reviewed Terms of call for pastor	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
Elected Members of the Nominating Committee	<input type="radio"/> Yes <input type="radio"/> No	
Elected new elders, and deacons if applicable	<input type="radio"/> Yes <input type="radio"/> No	
If the election of the Nominating Committee or new elders did not occur at the annual meeting, please indicate below when this occurred:		
3. The annual meeting of the corporation (which can be the same as the annual meeting of the congregation) was held on:		
4. New Officers were examined by the Session on:		
5. New Officers were ordained/installed during worship on:		
6. If you have deacons, you held a joint meeting with the session on:		
7. Session meetings were held at least quarterly ( <i>mark one</i> ): ( <i>List at least 4 meeting dates</i> ):	<input type="radio"/> Yes <input type="radio"/> No	
8. The Session established the annual budget on: (please include a copy of the budget in your minutes)		
9. The session elected the treasurer for a term of _____ on:		
10. The session elected the clerk for a term of _____ on:		
11. The Annual Statistical Report has been included in the minutes:	<input type="radio"/> Yes <input type="radio"/> No	
12. The church has had a financial review (G-3.0113) with the findings reported to the session on:		
13. ( <i>Optional</i> ) A detailed financial report within the year has been included:	<input type="radio"/> Yes <input type="radio"/> No	

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Section II: Please take an average session meeting and check if the following information has been recorded in the session minutes. <i>(mark yes/no for each)</i>	Date	Page #
1. The meeting was opened and closed with prayer.	<input type="radio"/> Yes <input type="radio"/> No	
2. Date, hour and place of the meeting was recorded.	<input type="radio"/> Yes <input type="radio"/> No	
3. Name of the moderator is given.	<input type="radio"/> Yes <input type="radio"/> No	
4. A quorum was declared	<input type="radio"/> Yes <input type="radio"/> No	
5. Names of those absent and excused were listed	<input type="radio"/> Yes <input type="radio"/> No	
6. The minutes of the last meeting were approved	<input type="radio"/> Yes <input type="radio"/> No	
7. All action items are recorded	<input type="radio"/> Yes <input type="radio"/> No	
8. Clerk has signed the minutes	<input type="radio"/> Yes <input type="radio"/> No	

Section III: The following items should be contained in the minutes, if applicable.	
1. Session authorized baptisms on <i>(dates)</i> :	
2. Session authorized the observance of the Lord’s Supper at least quarterly <i>(mark one)</i> : <input type="radio"/> Yes <input type="radio"/> No <i>(Indicate the dates)</i> :	
3. Session received new members of the congregation: By letter of transfer on <i>(dates)</i> : _____ By (re)affirmation of faith on <i>(dates)</i> :	(Page #):
4. A new pastoral relationship was established on <i>(date)</i> :	
5. A pastoral relationship was dissolved on <i>(date)</i> :	
6. Any matters relating to property issues such as purchase, lease, or sale, were discussed and voted on by the congregation:	

Section IV: These items are important polity and regulatory requirements for all congregations, but are not necessary for your minutes to be approved without exception.	
1. The Current Form of Government (Book of Order 2019–21) allows congregations to set their quorums for congregational meetings and for sessions. It would be advisable to state these quorums in the beginning of your minutes for each calendar year. <b>(Page #)</b> : Quorum for session meeting: _____ people/percentage of the session Quorum for congregational meeting: _____% of active members Announcements of congregational meetings are to be determined in the By-Laws of the church. <b>(Checkmark if your church needs help with re-writing your by-laws)</b> :	
2. Sexual misconduct policy (G-3.0106) adopted and implemented	<b>(Date)</b> :
3. Child and youth protection policy (G-3.0106) adopted and implemented	<b>(Date)</b> :
4. NYS Law requires every employer to adopt a sexual harassment prevention policy. This policy should be reviewed annually.	<b>(Date)</b> :
5. NYS Law requires every employer to provide sexual harassment prevention training to all employees, annually.	<b>(Date)</b> :

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**TO BE COMPLETED BY THE REVIEWER:**

Items that are particularly well done or commendable:

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Items to be worked on for next year's review

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The minutes of \_\_\_\_\_ Church were reviewed and approved as:

*mark one*                      **Without exception**                      **With exception**

Date: \_\_\_\_\_

Reviewer's Name  
(please print): \_\_\_\_\_

Reviewer's  
Signature: \_\_\_\_\_

Presbytery  
Representative's  
Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_