

Presbytery of the Pacific Northwest, EPC
Session Minutes Review
Self-Assessment Checklist

_____ Church Name

Review Range: _____

Review Date: _____

To: Pastors and Clerks of Session

Please include the appropriate items below into your Session minutes based on your agenda topics for any given meeting during the year. This Checklist is a guide for the Session Review Committee and respective Clerks as we review copies of minutes each church sends to us and for our reports at each meeting of Presbytery. Thank you!

This Self-Assessment Checklist must be completed and submitted with your minutes to be reviewed.

Routine Items: (if exceptions, please record dates)

Yes/No

Did Session meet at least once each quarter? (BOG 18-4A.1)

Are "Called" (special) meetings labeled as such and the purpose clearly stated? (BOG 18-4A.2)

Are time, date and place of meeting recorded? (RRO.60)

Are names of Elders present, excused and absent recorded? (RRO.60)

Are meetings opened and closed with prayer? (BOG 16-1A) (Opening devotional encouraged)

Did Session approved prior meeting minutes? (BOG 18-2B.2 and 18-4C)

Are minutes signed by the Clerk of Session and the Moderator? (BOG 18-2B.2 and 18-4C)

Do minutes record the dates of commemoration of the Sacrament of the Lord's Supper?
It should be observed at least quarterly. (BOW 3-3E)

Recorded Items: (Please give dates for all of the following)

Dates

Minutes of Board of Deacons were examined at least semi-annually by the Session. (BOG 17-6C)
(Please note if church does not have Deacons)

Session approved the annual budget of church. (BOG 18-3H)
(Recommended practice to include the approved amount)

Session made an *annual review* of the church membership roll to maintain an accurate roll of
(a) baptized members (b) active members (c) inactive members (d) affiliate members. (BOG 8-5)

Minutes regularly record actions by the Session to the Baptized Roll, Active Roll, Affiliate Roll,
or Inactive Roll with appropriate information? (BOG 8-3, 8-4, 8-6, 18-2B.3)
[Includes reception of members by Profession of Faith, Transfer of Membership, Reaffirmation of
Faith, deaths, births, adoptions, baptisms, marriages, transfers, and dismissals.]

Session minutes record ordination and installation of new Deacons and Elders. (BOG 13-3.E)

Minutes of the meetings of the congregation. (BOG 7-6C)
These should include election of Deacons and Ruling Elders. (BOG 10-10)

All finances of the church were audited (internal or external). (BOG 17-5B)

Presbytery/General Assembly Items:

Recorded RE Commissioners elected to each meeting of Presbytery and GA. (BOG 19-2A.4, 20-2)

Commissioners reported to the Session on their attendance at Presbytery or GA. (BOG 9-16)

Note: EPC Book of Government (BOG), EPC Book of Worship (BOW), Roberts Rules of Order (RRO)

(Revised January 2018)