

**Record of Annual Review of Session Minutes**  
**To be completed by Clerk of the Session prior to the Review Meeting**

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

Clerk or Moderator (presenting these minutes) \_\_\_\_\_

Date of Review \_\_\_\_\_ Inclusive Dates of Minutes \_\_\_\_\_

1. Do ALL minutes indicate:	<b>Yes</b>	<b>No</b>
a. Whether meeting is stated or called (if called, by whom?) (G-3.0203)	_____	_____
b. Date, time and location of each meeting	_____	_____
c. Quorum was present (G-3.0203)	_____	_____
d. Elders & Moderator named as present and or absent	_____	_____
e. Approval of previous meeting's minutes	_____	_____
f. Prayer at beginning and end of meeting (G-3.0105)	_____	_____
g. Clerk or Moderator's signature	_____	_____

**2. Do Minutes include the following? (Y) or (N) and Page(s)**

2. Do Minutes include the following?	<b>(Y) or (N)</b>	<b>and Page(s)</b>
a. Minutes of congregational meetings recorded in Minute Book of Session: G-1.0505		
b. Previous year's Annual Statistical Report attached, after review by: G-3.0202f		
c. Reports/minutes from congregational bodies reviewed by Session: G-3.0108; G-3.0204		
d. Report of financial review approved by Session with comments: G-3.0113		
e. Election of commissioners to Presbytery, and follow-up reports noted: G-3.0202a		
f. Pre-authorization of baptisms by Session: W-2.3011		
g. Dates of baptisms recorded by Session: W-2.3011a(4)		
h. Authorization for celebration of Communion: W-2.4012		
i. Examination of deacons by Session after training: G-3.0201c		
j. Annual approval of work of deacons: G-2.0202		
k. Training and examination of new elders: G-3.0201c		
l. Annual review of pastor's salary by Congregation: G-1.0503c and by Session: G-3.0201c		
m. Review of church rolls and registers by the Session: G-3.0204a		

**CONTINUED ON REVERSE SIDE OF PAGE**

**As you prepare for this review, please be prepared to discuss your answers with your reviewer:**

1. What are the things that happened this year of which you are most proud?
2. Share something about a new ministry in your church.
3. Did you feel God's presence in your church and its work this year? Explain.
4. What are three challenges your church is facing? How do you believe they will be handled/resolved?
5. Is there anything else you would like to share about your church?
6. How can the Presbytery of South Louisiana further support your work as clerk?

**FOLLOWING TO BE COMPLETED BY REVIEWER:**

List all exceptions by number and sub-letters or show "NONE" \_\_\_\_\_

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**REVIEWER'S COMMENTS FOR COMMENDATION OR CONCERN:**

**REVIEWER** \_\_\_\_\_ **CHURCH** \_\_\_\_\_