

Session Records Review- Hudson River Presbytery

Name and Location of Church _____

Period covered (from date of last stamp in book through 12/31/17) _____

NOTE: Clerk is to enter minute book page number(s) where each item will be found in Page Number(s) column and then bring completed form with minutes book to Hudson River University on March 17.

ITEM	PAGE NUMBER(S)	Y	N	NA
1 Date, time, place, moderator, attendance, type of meeting				
2 Meeting opened and closed with prayer				
3 Additions, corrections, approval of minutes recorded				
4 Record of administration of sacraments (baptisms/communion)				
5 Record of ordinations and installations				
6 New member information accurately recorded				
7 Dismissals/transfers accurately recorded				
8 Evidence of election of commissioner to Presbytery				
9 Evidence of report of Presbytery commission to Session				
10 Copy of annual (internal or external) financial accounting/ audit included				
11 Copy of approved church budget included				
12 Evidence of Session review of rolls				
13 Copy of annual statistical report included				
14 Record of examination & training of ruling elders and deacons				
15 Record of annual pastor salary review				
16 Report of Session record review/including note of exceptions and commendations				
17 Report of pastor's annual study leave included				
18 Session minutes signed by Clerk of Session				
19 Congregational meeting minutes signed by moderator and Clerk of Session				
20 Roll book is up-to-date				

Reviewer's Name _____

Reviewer's Church Name & Location _____

Reviewer recommendation: approve *without exception* _____ approve *with exception* _____

Reviewer is to write *specific commendations* on back of this page