

CHURCH \_\_\_\_\_ CITY \_\_\_\_\_

**YES NO**

- \_\_\_ \_\_\_ Is the name of the church on the front cover of the minute book?
- \_\_\_ \_\_\_ Has session met at least quarterly during the past twelve months?
- \_\_\_ \_\_\_ Does each session meeting open and close with prayer?
- \_\_\_ \_\_\_ Is date, place, and time of meeting, whether regular or called, indicated?
- \_\_\_ \_\_\_ Are names of moderator and ruling elders present listed?
- \_\_\_ \_\_\_ Were previous minutes read and approved or corrected?
- \_\_\_ \_\_\_ Are records neat and orderly?
- \_\_\_ \_\_\_ Has session elected an elder commissioner to attend each meeting of Presbytery during the past twelve months?
- \_\_\_ \_\_\_ Did commissioners report to session on Presbytery meeting?
- \_\_\_ \_\_\_ During the past twelve months was an annual meeting of the congregation held at which the adequacy of the pastor's salary was discussed?
- \_\_\_ \_\_\_ Does the church have a Board of Deacons: If yes,

**YES NO**

- \_\_\_ \_\_\_ Have minutes of Board of Deacons been reviewed during the past twelve months?
- \_\_\_ \_\_\_ Has joint meeting of Session and Board of Deacons been held during the past twelve months?
- \_\_\_ \_\_\_ Has the Lord's Supper been observed at least quarterly during the past twelve months?
- \_\_\_ \_\_\_ Do the minutes include the full names of new members and the manner of their reception?
- \_\_\_ \_\_\_ Is the church budget recorded?

Comments of Examiner:

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

CHURCH \_\_\_\_\_ CITY \_\_\_\_\_

**YES NO**

- \_\_\_ \_\_\_ Are the full names of those receiving baptism recorded, including date and place of birth of infants and names of both parents?
- \_\_\_ \_\_\_ Is the election of the nominating committee noted?
- \_\_\_ \_\_\_ Is the annual budget given in full?
- \_\_\_ \_\_\_ Is Session's Annual Statistical Report to the General Assembly included?
- \_\_\_ \_\_\_ Has a financial review of church finances been done during the past twelve months?
- \_\_\_ \_\_\_ Are the pages numbered accurately?
- \_\_\_ \_\_\_ Are any blank pages marked as unusable?
- \_\_\_ \_\_\_ Have all minutes been signed by the Clerk?
- \_\_\_ \_\_\_ Is the annual review of the pastor(s) compensation recorded?
- \_\_\_ \_\_\_ Is the Statistical Report to the General Assembly recorded?

**MINUTES OF CONGREGATIONAL MEETINGS**

**YES NO**

- \_\_\_ \_\_\_ Date, time, place of meeting, and name of moderator recorded?
- \_\_\_ \_\_\_ Meeting opened and closed with prayer?
- \_\_\_ \_\_\_ Declaration of quorum?
- \_\_\_ \_\_\_ Reading of call?
- \_\_\_ \_\_\_ All motions and the results recorded?
- \_\_\_ \_\_\_ Minutes signed by Clerk.

Comments of Examiner:

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\_\_\_ Approved

\_\_\_ Exceptions noted

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