

Review of Sessional Records

Sessional records should include all of the following items (check each as applies):

- 1. Minimum of quarterly meeting
- 2. Place, date and time of meeting
- 3. Names of those in attendance
- 4. Opening and closing in prayer
- 5. Minutes read and approved
- 6. Minutes signed by the Clerk (or accompanied by an e-mail or signed letter from the Clerk attesting to their veracity, per Standing Rules 5-4.b.)
- 7. Election of representatives to Presbytery and G.A.
- 8. Approval of reports, requests and overtures to Presbytery
- 9. The election and installation of REs and Deacons was in accord with **BCO 24**
- 10. Congregational meeting minutes received by Session and included
- 11. Record of administration of Communion, "frequently" in accord with **BCO 58-1**
- 12. Record of baptisms
- 13. Record of deaths
- 14. Records of communing and non-communing members
- 15. Record of transfers
- 16. Record of professions of faith
- 17. Professions of covenant children

EXCEPTIONS OF FORM (use back if needed):

EXCEPTIONS OF SUBSTANCE (use back if needed):

Church: _____

City/State: _____

Examiner: _____ Date: _____

APPROVED WITHOUT EXCEPTION
Chairman's Signature: _____

Date: _____

APPROVED WITH EXCEPTIONS
Chairman's Signature: _____

Date: _____