

Guidelines for the Review of Sessional Records

Next Due Date: Dec 15, 2018

Sessional records should include all of the following items. These are the items listed on the form used by those who will review the sessional records.

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 email or signed letter from the Clerk of Session 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

The reviewer is also asked to rate the overall neatness and appearance of the minutes as well its thoroughness in content. For more information, see the Standing Rules, 5-4 (Church Care Committee and Sessional Records).

Copies (not the originals) of a session's unexamined records must be sent to the Chairman of the Church Care Committee by the deadline listed at the top of this page. These should be mailed to:

**TE Ed Eubanks
195 Mack Edwards Dr.
Oakland, TN 38060**