

**PRESBYTERY OF EAST TENNESSEE  
CHECKLIST FOR SESSION MINUTES**

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

**YES NO**

- \_\_\_\_\_ Is the name of the church on the front cover of the minute book?
- \_\_\_\_\_ Is "A Guide for Session Minutes" permanently placed on the front cover?
- \_\_\_\_\_ 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, absent, or excused, listed?
- \_\_\_\_\_ Were previous minutes read and approved or corrected?
- \_\_\_\_\_ 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?

Comments of Examiner:

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

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

**YES NO**

- \_\_\_\_ Are the full names of those receiving baptism recorded, including date and place of birth of infants and full 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 audit of church finance records been done during the past twelve months?
- \_\_\_\_ Are the pages numbered accurately?
- \_\_\_\_ Have all minutes been signed by the Clerk and Moderator?

**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 main motions recorded?

**BOTH MODERATOR AND CLERK MUST SIGN.**

Comments of Examiner:

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\_\_\_\_ Approved

\_\_\_\_ Exceptions noted

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