

ANNUAL REVIEW OF RECORDS REPORT FORM 2009 MINUTES

The Presbytery of Los Ranchos

CHURCH: _____ CITY: _____ REVIEW DATE: _____

BE SURE TO LEAVE ENOUGH SPACE [AT LEAST THREE INCHES] ON LAST PAGE OF 2009 MINUTES FOR ATTESTATION STAMP.**Bring with You:**

Current Minute Book(s)

Church Rolls/Register

(if not in Minute Book): By-Laws, Annual Report, Full Financial Review, Session Annual Statistical Report, Proof of Insurance, Corporation papers.

Current Book of Order.

This Checklist---completed.

The Odyssey Group is presenting a new design for presbytery's life that places emphasis on congregation with congregation partnerships, networks of individuals across congregational lines, and new ways of doing "mission on our doorstep." Are there any such groups, programs, ministries, mission that your congregation is engaged in that the presbytery would benefit from knowing about?

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BOLD = may be included in a Consent Docket Motion early in the year.

GENERAL REQUIREMENTS (Examine two instances at random)		YES	NO	
1.	Are the place, hour and date of each meeting recorded? (G-10.0301) See also Robert's Rules. (G-9.0302)			
2.	Do the minutes identify the meeting moderator, list session members present and absent, indicate excused absences, and name persons present who are not session members? (G-9.0203) (G-10.0200)			
3.	Was each meeting of session opened and closed with prayer? (G-9.0301b)			
4.	Are the minutes of each meeting signed by the clerk, clerk pro-tem, or moderator? (G-9.0302)			
5.	Are the minutes recorded on consecutively numbered pages?			
6.	Is there a record of periodic report to Session of income and expenses for each fund account of the church? (G-10.0401 and .0401c)			
YEARLY ITEMS (Examine page indicated.)		Page No.	YES	NO
7.	Is there a minute entry showing the report to session of last year's review by presbytery? (G-9.0410 & G-10.0301)			
8.	Do the minutes record session's corrective actions on any and all exceptions? (G-9.0410)			
9.	Was an Audit Committee for review of financial records elected? (G-10.0401d)			
10.	Is there a minute entry showing the report resulting from a full financial review of all books and records relating to finances during the calendar			

	year preceding this review year? (G-10.0401d)			
11.	Is there a minute entry showing that prior to ordination/installation of new elders or deacons (in accordance with G-14.0205): a. a period of study and preparation was completed? b. session examined the new elders and/or deacons?		a ____ b ____	____ ____
12.	Is there a minute entry showing the composition of session as to gender, age, ethnicity, and persons with disabilities and how this corresponds to the composition of the congregation? (G-4.0403; G-10.0301) a. gender b. age c. ethnicity d. persons with disabilities		a ____ b ____ c ____ d ____	____ ____ ____ ____
13.	Is there a minute entry showing the annual election of the church treasurer? (G-10.0401)			
14.	Is there a minute entry showing the election of an elder as clerk of the session for a definite term of office? If previously elected for more than one year, give page number of that election of the clerk. (G-9.0203b)			
15.	Is there a minute entry showing the annual election of the corporate officers?			
16.	Is there a record of a) the proper election of and b) report from a Nominating Committee? (G-14.0223)		a.____ b.____	a.____ b.____
17.	Is there a minute entry showing annual session review of "the adequacy of compensation for all staff"? (G-10.0102n)			
18.	If applicable, is a vouchered, reimbursable professional expense policy in place? (IRS)			
19.	Is there a minute entry show joint meeting of Session and Deacons? (G-6.0405)			
20.	Is there a minute entry showing session review of the annual reports of the Board of Deacons, of the congregation, and of the church's other committees, bodies and organizations? Is a summary of these reports incorporated in session minutes? (G-9.0407a) May be in the form of Annual Reports incorporated into the Minutes.			
21.	Is there a minute entry showing receipt by the session "at least annually" of a report of financial accounts from each "special organization" in the church which was involved in the collection and distribution of money? (G-10.0401c)			
22.	Is there a record of designation of Pastor's Housing Allowance? (If applicable) (IRS)			
23.	Is there a record of the Annual Budget being approved by session? (G-10.0102i)			
24.	Is there a copy (inserted or printed on Minute paper) of the current Standing Rules/By Laws in the front of the Minutes Book?(G-7.0400ff)			
25.	If there have been changes to the church Articles of Incorporation or By-Laws, are they reflected in the attached document(s)?			
26.	Attach to this review proof of insurance and treasurer statement verifying timely payment of premiums. (G-10.0102o)			
27.	Attach a copy of proof of current, state not-for-profit corporation papers. (G-7.0400ff)			
28.	Attach to this review a statement from the church treasurer verifying timely payment and filing of payroll taxes and payroll tax returns for the			

	review year. (IRS)			
29.	Do the minutes reflect that there has been periodic reporting to the <u>congregation</u> of financial activities? Such evidence may include, but not be limited to a) summary of receipts, disbursements and current balance; b) statement that there had been a review of the financial activities; c) attachment of the entire financial report. (G-10.0102i)			
Notes by examiners:				
SPECIAL ITEMS (Examine page indicated)		Page No.	YES	NO
30.	Do the minutes record an annual review of the church rolls—and a program to minister to members on the Inactive Roll?(G-5.0502)			
31.	Do minutes record session authorization of the deletion of members' names from church rolls, indicating date of member death when applicable, or of the transfer of names from one roll to another? (G-10.0302b ff)			
32.	Do the minutes record preparation and reception of new members? (If applicable) (G-10.0102a & b; G-5.0400 ff)			
33.	Is the Register in order? Alpha and chronological ordering of members; registry of weddings, baptisms, elders, deacons, pastors? (membership number, dates, etc.) (G-10.0302 ff)			
34.	Do minutes record session confirmation of the choice and appointment of persons serving in the church's educational programs, including all leaders, teachers, sponsors & volunteers working with children and youth? (G-10.0102e & f; W-6.2006; W-1.4007)			
35.	Do minutes reflect session-authorized education for persons preparing for membership? (G-5.0400)			
36.	Do minutes record session approval of the dates on which the Sacrament of the Lord's Supper was celebrated? (W-2.4012a)			
37.	Is there a record of the authorization & recording of all baptisms? (G-10.0302a(1); 10.0102b&d; W-2.2011 & W-2.3012.)			
38.	If records are stored off site, is there a record of permanent storage of minutes and registers? (G-9.0406)			
39.	If applicable, is there a record of congregational and presbytery approval of real property transactions: loans, encumbrances, sale, etc. G-8.0500 ff)			
40.	Do minutes identify action/report (a) and session receipt of (b): a. Elder(s) elected as commissioner(s) to presbytery? (G-10.0102p(1)) b. Written/verbal reports from commissioner(s) to presbytery? c. Report from presbytery of per capita apportionment? (G-10.0102p)		a ____ b ____ c. ____	____ ____ ____
41.	Do minutes identify "two duly appointed persons, or a fidelity bonded person," for the counting and recording of all offerings? (G-10.0401a)			

Notes by examiners:			
CONGREGATIONAL MEETINGS (Examine page indicated)			
	Page No.	YES	NO
42.	Do congregational minutes record that proper notice was given for the meeting (G-7.0303.b): (a) Annual Meeting (b) to elect a pastor nominating committee or a pastor? (2 successive Sundays) (c) called congregational meeting? (2 Sundays)	a.____ b.____ c.____	a.____ b.____ c.____
43.	Do congregational minutes show annual congregational approval of the Terms of Call of the Pastor(s) [including all items included in original Terms] for the review year, as recommended by session? (G-7.0302; G-10.0102n)		
44.	Are the minutes of each meeting of the congregation “attested by the moderator and the secretary” and “entered into the minute book of the session”? (G-7.0307)		
Notes by examiners:			
CHURCH REGISTERS Note: Cite SESSION MINUTE BOOK cross-reference page numbers.		MINUTES Page No.	YES NO
45.	Does the session maintain the following: a. Active Members’ Roll? [G-10.0302a(2)] b. Inactive Members’ Roll? [G-10.0302a(3)]		
47.	If the Sacrament of Baptism was performed during the year of review: Does the Register of Infant Baptisms include the full “name, parents’ names, and date of birth of those being baptized”? [G-10.0302c(2a)] Provide name of a recently Baptized Infant : _____		
48.	If the Sacrament of Adult Baptism was performed during the year of review: Does the Register of Adult Baptisms include the full “name, parents’ names and date of birth of those being baptized”? [G-10,0302c(2b)] Provide name of a recently Baptized Adult _____		
49.	Does the Register of Elders show “the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals”? [G-10.0302c(3)] Note: In cases where registered elders were ordained prior to membership in this church, register information may be incomplete as to exact names of churches and dates of ordination, but should be accurate about this specific installation.		
50.	Does the Register of Deacons show “the name of the church in which each was		

	ordained, the date of ordination, terms of active service, and the record of removals"? [G-10.0302c(4)] Note: In cases where registered deacons were ordained prior to membership in this church, register information may be incomplete as to exact names of churches and dates of ordination, but should be accurate about this specific installation.		
51.	Does the Register of Pastors list "pastors, co-pastors, associate pastors, interim pastors, and stated supplies serving the church, with dates of service"? [G-10.0302c(5)]		
Notes by examiners:			

<p>Date of last minutes approved by session and included in this review: _____ (G-10.0301) (G-11.0103x)</p> <p>Page number of the last page of minutes included in this review: _____</p> <p>Examiners' Signatures: 1. _____ 2. _____</p> <p>Examiners' Home Church: 1. _____ 2. _____</p>
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