

**ANNUAL REVIEW OF SESSION RECORDS**

Records of \_\_\_\_\_

\_\_\_\_\_

Name of Church

Location (Town)

**To be completed by the Reviewer**

The minutes to be read begin on Page \_\_\_\_\_

Recorded Item	Included Y/N	Page # if omitted	Reviewer's Comments
The minutes shall contain the <b>date, time, kind(regular or special), and place</b> of each meeting. (G-3.0203)			
The minutes shall contain the <b>names</b> of the moderator, ruling elders present, and the names of ruling elders absent and excused or absent without excuse. (G3-3.0104)			
The minutes shall contain the opening and closing of each meeting with <b>prayer</b> .(G-3.0105)			
The minutes shall record the <b>approval</b> of the minutes of previous meeting(s).(G-3.0204)			
The minutes shall record the regular <b>financial report</b> of the treasurer.(G-3.0205)			
The minutes shall indicate the plan and approval for the <b>Sacrament of the Lord's Supper</b> and report of its administration at the next meeting(including to home bound members). (G-3.0201b and W-2.4012)			
The minutes shall record the approval for the <b>Sacrament of Baptism</b> and record by name of its administration at the next meeting (for infants/children include parent's names). (G-3.0201b and W.2.3011)			

