

ANNUAL ADMINISTRATIVE REVIEW – SPECIAL ITEMS

Records of _____

Name of Church

Location (Town)

The following items usually are found once a year in the session and congregational meeting minutes. **Please indicate the page number on which the item is recorded in your minutes (to be completed by the CLERK OF SESSION prior to the meeting).**

To be completed by Clerk		To be completed by Reviewer	
Recorded Item	Page #	Included Y/N	Reviewer's Comments
The congregation shall elect ruling elders, deacons and trustees.(G-1.0503).			
The session shall instruct, examine, approve examination, and set a date for the ordination and/or installation of ruling elders and deacons. (G-3.0201c)			
The minutes shall report the meeting(s) between the Board of Deacons and the Session. (G-3.0204)			
The congregation shall review annually the adequacy of the compensation of the Pastor , upon the report of prior review by the session, and the minutes shall reflect that action. (G-2.0804 and G-1.0501c).			
The minutes shall record the action of the session annually on the compensation of all other staff. (G-3.0201c)			
The session shall prepare and adopt a budget. (G-3.0205)			
The session shall elect a church treasurer for such term as the session shall decide.(G-3.0205)			

ANNUAL ADMINISTRATIVE REVIEW – SPECIAL ITEMS

Records of _____

Name of Church

Location (Town)

Recorded Item	Page #		Included Y/N	Reviewer's Comments
The session shall elect a clerk who shall be a ruling elder for such term as it may determine.(G-3.0104)				
The session shall conduct a full financial review of all financial books and records every year.(G-3.0113)				
The session shall annually approve and submit the statistical report required by the General Assembly.(G-3.02042f and G-3.0204) (A copy or summary should be included in the minutes.)				
The minutes shall contain a statement of the composition of the session and how well it matches the composition of the congregation(F-1.0403).				
The minutes shall record the annual review of the membership rolls by the session. (G-3.0201c and G-3.0204a)				
The session shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers.(G-3.0112)				
The congregation shall hold an annual meeting and may hold special meetings as necessary.(G-1.0501) (The clerk of session shall serve as secretary for all meetings of the congregation and the minutes are to be duly attested by the moderator and the clerk.)				
The clerk shall report to the next session meeting of participation in and results of the Annual Administrative Review . Any action taken shall be reflected in the minutes. (G-3.0108a,b,c)				

ANNUAL ADMINISTRATIVE REVIEW – SPECIAL ITEMS

Records of _____
 Name of Church _____ Location (Town) _____

CHURCH ROLLS AND REGISTERS

The Reviewer shall check the Registers for the recording of any of the following items since the last review and indicate: Yes/No/NA

There shall be rolls of baptized, active and affiliate members in accordance with G-1.0401, G-1.0402, and G-1.0403. (Record with date of birth and names of parents of minors)

Recorded Item	Y/N/NA	Reviewer's Comments
The roll of the active members is being maintained by the clerk of session.(G-3.0204a)		
The roll of baptized members is being maintained by the clerk of session.(G-3.0204a)		
The roll of affiliate members is being maintained by the clerk of session.(G-3.0204a)		
The list of ruling elders and deacons along with date of ordination is being maintained by the clerk of session.(G-3.0204b)		
The list of Pastors and Associates with dates of service is being maintained by the clerk of session.(G-3.0204b)		
The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. (G-3.0204a)		

REVIEWED FOR THE PRESBYTERY OF MACKINAC

By _____ Date _____

APPROVED with without EXCEPTION
 Circle One

Thank You!