## **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 date, time, kind(regular or special), and place 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)			

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Records of						
Name of Church		Location (Town)				
Recorded Item	Page #	Included Y/N	Reviewer's Comments			
The minutes shall record the full name of applicants for <b>church membership</b> and the method of reception (profession of faith, reaffirmation of faith or letter of transfer). When received by transfer, record the name/town of the transferring church. For minor children, parent names are to be included. (G.1.0303)						
The minutes shall record the full title of the church to which a <b>certificate of transfer</b> is granted and the full name of the person dismissed.						
The minutes shall record the <b>election of the commissioner(s) to Presbytery</b> .(G-3.0202a)						
The minutes shall record the <b>attendance and report of the commissioner(s).</b> (G-3.0202a)						
The minutes of the session meetings are to be duly <b>attested (signed)</b> by the clerk or clerk pro-tem. (G-3.0107)						
REVIEWED FOR THE PRESBYTERY OF MACKINAC						
By Date						
APPROVED with without EXCEPTION  Circle One						

Thank You!