

**The Presbytery of Riverside**

**Review of Records Form - 2018 REVIEW YEAR (Please Print)**

Name of Church/City \_\_\_\_\_

Name of Clerk of Session \_\_\_\_\_

Clerk's e-mail address \_\_\_\_\_

Review Year \_\_\_\_\_ Date of Review \_\_\_\_\_

Beginning Page \_\_\_\_\_ Ending Page \_\_\_\_\_

Date of last minutes approved by session and included in this review \_\_\_\_\_

*Directions:*

1. *Before presenting your Minute Book and Register, please complete the following pages: Clerks are to write only on the left side of the page (put the page number on the line before each question).*
2. *Always put full motions in the minutes.*
3. *Register entries require session action to authorize the event or entry. Be sure to record the session action within the minutes, but full duplication of all details are not necessary within the minutes.*
4. *This review is not for "punishment", but to assist you in keeping good records; remember, there is always next year!*
5. *You will receive a copy of the review and if there are exceptions, you will also receive, by e-mail a follow-up to explain how you can avoid having the same exceptions next year.*
6. *Remember: you must report the review to your session and put into the minutes, any/all exceptions and how you plan to correct them – either this year or the next.*
7. *Please bring copies of your Session approved Manual of Administrative Operations, a Sexual Misconduct Policy, and a Child and Youth Protection Policy.*
8. *Reference numbers are for the Book of Order 2017-2019. Items not referenced are required by the Stated Clerk of the Presbytery of Riverside.*

**ANNUAL REVIEW OF RECORDS REPORT FORM**

**GENERAL REQUIREMENTS (Reviewer, examine **three** instances at random)**

1. Are the following recorded:
  - a) place, hour and date of each meeting;
  - b) the Moderator, session members present, excused absences, any absent members and the names of persons present who are not session members;
  - c) that each meeting of session opened and closed with prayer? (G-3.0105)
  
2. Do the minutes of each meeting meet the following criteria:
  - a) signed by the clerk, clerk pro-tem or moderator;
  - b) recorded on consecutively numbered pages?
  
3. Do the minutes reflect that there has been periodic reporting 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-3.0205c)
  
4. Are blank places crossed out and corrections initialed by clerk?

**Reviewer, note  
Yes, No or N/A**

**YES    NO**

a) \_\_\_\_\_ \_\_\_\_\_  
 b) \_\_\_\_\_ \_\_\_\_\_  
 c) \_\_\_\_\_ \_\_\_\_\_  
  
 a) \_\_\_\_\_ \_\_\_\_\_  
 b) \_\_\_\_\_ \_\_\_\_\_  
  
 a) \_\_\_\_\_ \_\_\_\_\_  
 b) \_\_\_\_\_ \_\_\_\_\_  
 c) \_\_\_\_\_ \_\_\_\_\_  
  
 \_\_\_\_\_ \_\_\_\_\_

Clerks

Note page #s **YEARLY ITEMS** (Examine page indicated)

		YES	NO
_____ here only	5. Regarding last year's Records Review by Presbytery: (G-3.0108a)		
_____	a) is there a minute entry showing the report to session;	a) _____	_____
_____	b) do the minutes record session's corrective actions on any and all exceptions?	b) _____	_____
_____	6. 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-3.0113)	_____	_____
_____	7. Is there a minute entry showing that prior to ordination/installation of new ruling elders or deacons:		
_____	a) a period of study and preparation was completed; (G-2.0402)	a) _____	_____
_____	b) session examined the new ruling elders and/or deacons? (G-2.0104b)	b) _____	_____
_____	8. Is there a minute entry showing that session voted to approve the GA Statistical Report(s), and is the report included in the minutes? (G-3.0202f) (Session approval is a requirement of the Office of General Assembly)	_____	_____
_____	9. Is there a minute entry showing:		
_____	a) the election of the church treasurer for a definite term of office; (G-3.0205) (If previously elected for more than one year, give page number of that election.)	a) _____	_____
_____	b) the election of a ruling elder as clerk of the session for a definite term of office; (G-3.0104) (If previously elected for more than one year, give page number of that election.)	b) _____	_____
_____	c) the annual election of the corporate officers; (G-4.0101)	c) _____	_____
_____	d) the purchase of property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers? (G-3.0112)	d) _____	_____
_____	10. Is there a minute entry showing annual session review of "equitable compensation" for all staff? (G-3.0106)	_____	_____
_____	11. Is there a minute entry showing:		
_____	a) session review of the annual reports of the Board of Deacons and the church's other committees, bodies and organizations, and is there a summary of these reports incorporated in session minutes; (G-2.0202 & G-3.0108a)	a) _____	_____
_____	b) receipt of the session "at least annually" of a report of financial accounts from each "special organization" in the church which is involved in the collection and distribution of money? (G-3.0205b,c)	b) _____	_____
_____	12. Is there a minute entry showing annual session review of church rolls?	_____	_____

**SPECIAL ITEMS**

_____	13. Do minutes record session authorization of the deletion of members' names from church rolls, indicating date of member death when applicable, or the transfer of names from one roll to another, or transfer to another church? (G-3.0204a)	_____	_____
_____	14. 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?	_____	_____
_____	15. Do the minutes reflect session-authorized education for persons preparing for membership? (G-1.0402)	_____	_____
_____	16. Do minutes record session approval of the dates on which the Sacrament of the Lord's Supper is to be served – and that it was served? (G-3.0201b)	_____	_____

	<u>YES</u>	<u>NO</u>
17. Do minutes identify and record that: (G-3.0202a)		
_____ a) ruling elders were elected as commissioners to presbytery;	a) _____	_____
_____ b) written/verbal reports were received by the session from the commissioners to presbytery?	b) _____	_____
18. Do minutes identify “two duly appointed persons, or a fidelity bonded person,” for counting and recording of all offerings? (G-3.0205a)	_____	_____
19. Do the minutes show, or have you attached, a session approved Manual of Administrative Operations? (G-3.0106)	_____	_____
20. Do the minutes show, or have you attached: (G-3.0106)		
_____ a) a session approved Sexual Misconduct Policy;	a) _____	_____
_____ b) a session approved Child <b>and Youth</b> Protection Policy?	b) _____	_____

**CONGREGATIONAL MEETINGS**

21. Do congregational minutes record that adequate public notice was given for the meeting, as determined by congregational rule? (G-1.0502)	_____	_____
22. Do congregational minutes show annual congregational approval of the Terms of Call of the Pastor(s) for the review year, as recommended by session? (G-1.0503c)	_____	_____
23. Are the minutes of each meeting of the congregation “attested by the secretary” and “entered into the minute book of the session? (G-1.0505)	_____	_____
24. If there have been changes to the church Articles of Incorporation or Bylaws, attach the revised copy to this form. Show in minutes where the changes were approved by the congregation. (CA law requires changes to Articles of Incorporation and Bylaws to be approved by the corporation.)	_____	_____

(For the questions below, answer Yes, No (or N/A) and then give the Minute Book page number)

**CHURCH REGISTERS**

25. The Presbytery requires a Register of Marriages to include all marriages performed by the ministerial staff of the church. The session may require or allow other categories of marriages as deemed appropriate.		
_____ a) Does the Register of Marriages include the names of the groom, maiden name of the bride, name of the officiate, place where married, names of witnesses, and license date, number and county of issuance?	a) _____	_____
_____ b) <b>show pages in minutes where the marriage was reported to session.</b> In cases of “confidential marriage” register info may be incomplete.	b) _____	_____
26. Was the Sacrament of Baptism performed during the year of review? (G-3.0204b)		
_____ Does the Register of Baptism include the following for those being baptized?		
_____ a) persons under 18: Full name, parent’s name, as well as date and place of birth;	a) _____	_____
_____ b) adults: Full name, place and date of birth?	b) _____	_____
_____ c) <b>show pages in minutes where baptism was approved by session.</b>	c) _____	_____
27. Does the Register of Ruling 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? (Note: In cases where registered ruling 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.) (G-3.0204b)		
_____ a) _____	a) _____	_____
_____ b) <b>Show page in minutes when they were elected/ordained/installed.</b>	b) _____	_____

\_\_\_\_\_ 28. 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? (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.) (G-3.0204b)

YES    NO

a) \_\_\_\_\_

\_\_\_\_\_ b) **Show page in minutes when they were elected/ordained/installed**

b) \_\_\_\_\_

\_\_\_\_\_ 29. Does the Register of Pastors list “pastors, co-pastors, associate pastors, interim pastors, and stated supplies serving the church with dates of service”? (G-3.0204b)

\_\_\_\_\_

\_\_\_\_\_ b) Were there any changes to these positions during the year under review? (Y or N)

\_\_\_\_\_

\_\_\_\_\_ **If so, show page in minutes when they were called, ordained/installed**

\_\_\_\_\_

*Examiners' signatures:* 1. \_\_\_\_\_

2. \_\_\_\_\_

*Examiners' Home Church:* 1. \_\_\_\_\_

2. \_\_\_\_\_

*Exceptions - Yes* \_\_\_\_\_ *No* \_\_\_\_\_

*Examiners' comments:*

## **What's New for the 2017 Review Year?**

### SPECIAL ITEMS

Question 20: The 2017 *Book of Order* G-3.0106 was changed to read “All councils shall adopt and implement a sexual misconduct policy and a child **and youth** protection policy.” Question 20b was adjusted accordingly.

## **What was effective for the 2016 Review Year?**

A few changes to the review form have been made for the 2016 review year, most of these will help the clerks in doing their job:

### YEARLY ITEMS

Question 10: Wording was adjusted to read “ ‘equitable’ funding for all staff?”, instead of “ ‘adequate funding’ for all staff” in order to be more consistent with wording within the *Book of Order* G-3.0106

### SPECIAL ITEMS

Question 20: The new *Book of Order* now requires us to have a session approved Child Protection Policy.

### CONGREGATIONAL MEETINGS

Question 21: The new *Book of Order* requires congregations to have their own rule for minimum notifications requirements. Your minutes should reflect public notice was given according to your congregational rule. If your bylaws have not yet been adjusted for this, the old standard of at least 2 Sundays should have been used.

### CHURCH REGISTERS

Questions 25 & 26. We now recognize the official church registers required by the *Book of Order* and the Presbytery of Riverside as valid documentation of details of events. The minutes must still show approval of the event or registry entry, but it is not necessary to repeat all the details within the minutes. Make sure the minutes show session approval, and include enough detail so a reader can easily find the appropriate entry in the relevant register.

Question 29: If there have been any changes in the pastoral staff during the review year, we want to confirm the register is up to date, and see that the minutes properly recorded when they were called, ordained and/or installed.