

# PRESBYTERY OF SAN DIEGO

## 2023 RECORDS REVIEW CHECKLIST

Presbytery Review Date:		Reviewer:	
Church Name:		Clerk of Session:	
Beginning Page Number in Minutes for Year Being Reviewed		Ending Page Number in Minutes for Year Being Reviewed	

This Checklist is to be used for the annual review of congregation’s proceedings and actions, as required by the Presbyterian Church (U.S.A.) (PC(USA)) *Book of Order (BoO)* G-3.0108a, and the Presbytery of San Diego (Presbytery) *Manual of Administrative Operations (Manual)* chapter 10 &16, Operations Committee, paragraph III.C.

The purpose of the review of records is not to find fault, but to determine if proceedings have been correctly recorded and have been in accordance with the Constitution of the Presbyterian Church (U.S.A.), have been prudent and equitable, and have been faithful to the mission of the whole church. The review also will determine whether lawful injunctions of the PC(USA) and the Presbytery have been met. The records include (see *BoO* G-3.0204):

1. Minutes of all meetings of the session (see *BoO* G-3.0107) and congregation and all joint meetings with the deacons (if the congregation elects deacons) and trustees (see *BoO* G-3.0204)
2. Membership roll of baptized, active and affiliate members (see *BoO* G-3.0204a); and
3. Registers of baptisms, ruling elders and deacons, installed pastors with dates of service, and such other registers as the session may deem necessary (see *BoO* G-3.0204b).

The minutes, typically contained in a session minutes book, the roll, and the registers:

1. Establish a comprehensive historical and legal record of the life and work of the church; and
2. Conform to the requirements of the *BoO*, the California non-profit religious corporation laws, and the *Manual*.

*BoO* citations in the Checklist are in the format “G-n” and *Manual* citations identify the chapter and paragraph with “Ch. n, Nn.”

Prior to the annual records review, each clerk of session should prepare this Checklist by identifying representative session minute book page number(s) for each item in the Checklist. If an item is not applicable, place an "N/A" in the “Page” column. The Checklist should be included with the session minute book, roll and registers when they are provided for the Presbytery’s annual review. The completed Checklist will be returned to the clerk with the records. Clerks may contact the reviewer identified on the Checklist if there are any questions regarding any discrepancies or deficiencies identified by the review.

The Operations Committee reports results of the annual review to the Presbytery, including the number of deficiencies found in each church’s review. All deficiencies should be corrected, and the action noted in the next Session minutes.

**Part 1 — Administration: Meeting Minutes & Rolls and Registers**

	FOR PRESBYTERY USE ONLY			
	Page	Yes	No	Comments
<b>Session Meeting Minutes</b>				
1. Presbytery stamp from previous year's review in minutes book, role, and registers.				
2. Do the session minutes show the following:				
a. Date of the prior year's Presbytery review?				
b. A report to session listing all exceptions and administrative corrections identified on the checklist (G-3.0108c)				
c. Corrective action taken for each exception and/or administrative findings for which such action was appropriate (G-3.0108a)				
3. Did the clerk of each meeting sign stated and special session meeting minutes?				
4. Items to be recorded for each session meeting (G-3.0203):				
a. Date, time, place, quorum present, and type of the meeting; name of the Moderator, designating name of the Moderator if other than Pastor)				
b. For each special session meeting, by whom called, date of notice of the call, and business identified in the call. (Presbytery direction for a meeting, if so called).				
c. Each teaching and ruling elder member present, absent or excused. Identify any visitors and guests if applicable,				
d. Were minutes signed for each Session meeting (including Special and Congregational meetings. Meeting opened and closed with prayer. (G-3.0105)				
e. Names of session members that dissent from a decision of the session. (G-3.0105a)				
f. Text of any protest filed before adjournment of a meeting. (G-3.0105b); along with answer to any protest filed. (may have been a prior meeting)				
5. Regarding the Annual Statistical report to General Assembly (G-3.0202f & Ch. 16, III.B.1):				
a. Is a copy attached to and included in Session minutes, showing that report was submitted.				
6. <i>Optional:</i> Did session hold a joint meeting with the deacons? (G-3.0204)				
7. Was the annual pastor compensation report approved and forwarded to the Presbytery? (Ch. 16, III.B.1.d)				

<p>8. Does the church have a sexual misconduct policy approved by Session: (G-3.0106)/Ch. 16, III.B.d &amp; VII.e).</p> <p>a. Was a policy adopted or an existing policy modified or affirmed during the year and if revised, copy forwarded to the Presbytery</p>				
<p>9. Does the church have a child and youth protection policy approved by Session (G-3.0106)/Ch.16, III.B.2.d &amp; VIII.E</p> <p>a. Was a policy adopted or an existing policy modified or affirmed during the year and if revised, copy forwarded to Presbytery?</p> <ul style="list-style-type: none"> <li>• Does it comply with California AB 506</li> </ul>				
<p>10: Does the church have a transportation policy approved by Session?</p> <p>a. Was a policy adopted or an existing policy modified or affirmed during the year, and if so copy forwarded to Presbytery. (Ch. 16, VI.K)</p>				
<p>11. Does the church have approved bylaws and/or manual of administrative operations: (G-3.0106)/Ch.16, III.B.2.b</p> <p>a. Were either revised during the year and if yes, copy forwarded to Presbytery.</p>				
<p>12. Does the church have any corporations related to the church? If yes, were articles of incorporation forwarded to the Presbytery. (Ch. 16, VI.I), Note: Articles of Incorporation Statement of Information is filed every two years with the State or annually if corporation Officers change.</p>				
<p><b>Rolls &amp; Register</b></p>				
<p>13. Does the register:</p> <p>a. Record any changes to the current installed pastors during the year (<i>i.e.</i>, pastors, co-pastors, or associate pastors)? (G-2.0504a &amp; G-3.0204b)</p>				
<p>b. Record any temporary pastoral relationships (<i>e.g.</i>, designated pastor, interim pastor, stated supply, parish associate) (G-2.0504b)</p>				
<p>14. Is each ordination and/or installation of officers (<i>i.e.</i>, ruling elders and deacons) recorded in Session minutes and the Register with terms of service indicated. (G-3.0204b)</p>				
<p>15. Does the session routinely review rolls to:G-3.0204a</p> <p>a. Delete names from the roll, with reason for deletion (<i>i.e.</i>, death, admission to another congregation or presbytery, member request, ceased to participate actively for 2 years) cited.</p>				

b. Seek to restore members to active participation; provide written notice before deleting names due to member inactivity.				
16. Does the session admit persons into active church membership and add their name to the roll: a. Careful examination and public profession of faith? (G-1.0303a)				
b. Certificate of transfer? (G-1.0303b)				
c. Reaffirmation of faith? (G-1.0303c)				
d. Baptized member who has not made a profession of faith? (G-1.0401) Note: this typically is infant baptism.				
17. Are appropriate entries made in the register of all baptisms, listing names in full and date; list names of infant and parents for infant baptisms; cite reason if not pre-approved. (G-3.0204b & W-3.0403) a. Is Session authorization of all baptisms? included in the minutes				
18. Does the session: (G-1.0403) a. Receive affiliate members and include in the Rolls?				
19. <i>If deemed necessary by Session:</i> Are appropriate entries made in the minutes and register showing marriages of church members, all marriages conducted by the pastor(s), and all marriages performed on church property; listing names in full and officiating pastor? (recommended) G-3.0204).				
<b>Congregational Meeting Minutes</b>				
20. Secretary of meetings: (G-1.0505) a. Did the clerk of session serve as secretary for all congregational meetings? If the clerk did not serve for a particular meeting, did the congregation elect a secretary?				
21. Do minutes record the following for each congregational meeting: a. Recorded as annual or special; if special, by whom called and for what purpose? (G-1.0501)				
b. Record Leader of discussions of pastoral salary during the pastor's recusal from the meeting. Note: the discussion should be limited to compensation and no other business related to the pastoral relationship.				
c. Date, time, place of meeting, quorum present; adequate notice of meeting made to members? Meeting opened and closed with prayer (G-1.0501 /0502/0503); (G-3.0105)				

<p>22. Regarding business conducted at each meeting: (G-1.0503) a. Was business limited to matters related to the 6 topics identified by the <i>BoO</i>? If corporate business was conducted, do the minutes identify it as such.</p>				
<p>23. Officer Elections a. Election of elders, deacons, and trustees (if not provided for by standing rules), and Congregation Nominating Committee with ballot votes recorded, if applicable (G-1.0503a) • Was there a call for nominations from the floor? (G-2.0401)</p>				
<p>24. Regarding terms of call for each installed pastor at an annual Congregational meeting: (G-2.0804) a. Do the minutes record approval of the itemized terms of call for the year.ds</p>				
<p>25. Recording congregation action to consent to call a pastor or to dissolve a pastoral relationship; the vote is to be recorded in the Minutes (G-1.0503b)</p>				

**Part 2 — RESPONSIBILITIES: SESSION**

	FOR PRESBYTERY USE ONLY			
	Page	Yes	No	Comments
<p>S1. Did session take the following actions for the current year? (Note: this may be by an annual omnibus motion.) a. Are actions recorded in Minutes? • Election of the Clerk of Session and any pro-tem clerks elected for one or more meetings, noting term of office (G-3.0104) • Election of a Treasurer • Election of Corporation Officers • Election of Commissioners to Presbytery</p>				
<p>b. Authorize dates for celebrating Communion? (G-3.0201b); Authorize Pastor to administer Communion to shut-ins. and authorize officers or church members to assist? (G3.0201b)</p>				
<p>c. Authorize any special offerings (<i>e.g.</i>, OGHS, Peace, Christmas Joy, Disaster Relief) (G-3.0205)</p>				
<p>S2. Regarding session-conducted training of each newly elected officer: a. Completion of study or training for ruling elders and deacons recorded in minutes? (G-3.0201c)</p>				
<p>b. Examination and approval for ordination and/or installation recorded in minutes? (G-2.0402 &amp; G-3.0201c)</p>				

<p>S3. Was the church’s relationship with an officer (<i>i.e.</i>, ruling elder or deacon) dissolved (G-2.0405), or released from ministry upon request (G-2.0406), renounce jurisdiction of the PC(USA) (G-2.0407) or by censure? (D-12.0100).                  a. Session action and reason for action recorded in minutes and register. (G-2.0405)</p>				
<p>S4 Regarding finances, did session: (G-3.0205)                  a. Adopt a budget for this year and review Pastor’s terms of call for the year to ensure it meets or exceeds the Presbytery’s minimum requirements for the reporting year and includes participation in the PC(USA) benefits plan? (Ch. 16, III.B.1.b)</p>				
<p>b. Receive and review periodic financial reports for congregational budget, listing previous balance, receipts, special offerings, disbursements, current balance? (G-3.0205c)</p>				
<p>c. Approve the results of an annual full financial review of all financial books and records; is it recorded in minutes? (G-3.0113)</p>				
<p>S5. Regarding Insurance, did Session conduct a review to determine if insurance meets the minimum standards established by the PC(USA) Office of Risk Management? (Ch. 16, VI.F.1)</p>				
<p>a. Does insurance provide workers’ compensation coverage for paid and volunteer workers? (Ch. 16, VI.F.1.b)</p>				
<p>b. If the church permits use, rent or lease property to any group not sponsored by that particular church was a Certificate of Comprehensive Liability Insurance provided by each group? (Ch. 16, VI.F.2)</p>				
<p>c. Do the minutes record a report to Presbytery with Certificate of Comprehensive Liability Insurance recognizing the Presbytery as an additional insured? (Ch. 16, VI.F.2)</p>				
<p>S6. Did the church allow the use of its real property for the purpose of worship by any group outside the particular church, or lease any of its real property for a period of more than 5 years? If yes, was permission received from the Presbytery? (see Ch. 16, VI.G.2)</p>				
<p>S7. Did the session take any actions to buy, sell or lease any property during the year. (G-4.02)?                  a. Recommend the sale, purchase, mortgaging or leasing of real property and any loans? (G-4.0206a &amp; b)</p>				
<p>b. Did session call a special congregational meeting to approve buying, mortgaging, or selling real property? (G-1.0503d)</p>				

c. Do minutes record a request submitted to BP&F for review any proposed use or lease as described above? (Ch. 16, VI.G.1.a)				
d. Do minutes record approval received from the Presbytery for the action and prior to listing the property or retaining a selling or leasing agent? (Ch. 15, III.E & Ch. 16, III.B.2.c)				
S8. Did the pulpit of the church become vacant, or did session receive notice that it was about to become vacant? If yes, did session immediately consult with COM? (Ch. 16, VI.B.1)				
S9. Did the congregation establish a temporary pastoral relationship with a teaching elder during the year? If yes, was permission received from the Presbytery? (Manual Ch. 16, II.D)				
S10. Did the session take any actions related to possibly dissolving the congregation? If yes, did session consult with the Committee on Ministry (COM)? (Ch. 16, VI.A.2.a)				

Annual Review Report for

Church

**CLERK DEFICIENCIES**

No.	Checklist No.	Description

**SESSION DEFICIENCIES**

No.	Checklist No.	Description			
<b>Reviewer</b>		<b>Phone</b>		<b>Date</b>	

I completed this review on the above date, have provided a copy to the Presbytery of San Diego Operations Committee and retained a copy. If you have any questions, please call me at the number above. The Operations Committee also can answer questions.

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Signature