

Presbytery of the Rio Grande REVIEWERS REPORT FORM FOR ANNUAL REVIEW OF SESSIONAL RECORDS

INSTRUCTIONS: Review the Session's minutes and check either "Yes" or "No" on each numbered line with "No" characterized as "exceptions of substance" (EOS) or "exceptions of form" (EOF). The reviewer may also include "notations".

NAME OF CHURCH:

Review year:

BCO and GA Administrative Committee Record Requirements:

1. Each meeting was opened with prayer. (*BCO 12-9*)
 Yes No, EOS No, EOF Notation:

2. Each meeting was closed with prayer. (*BCO 12-9*).
 Yes No, EOS No, EOF Notation:

3. Record of stated times the Lord's Supper was observed during the year. (*BCO 58-1*).
 Yes No, EOS No, EOF Notation:

4. In a judicial case before the Session, there is a record of full proceedings as required in the rules of discipline. (*BCO, Part II*).
 Yes No, EOS No, EOF Notation:

5. Note of its annual review and accuracy, of its record of "baptism of communing members, of non-communing members, and of deaths and dismissal of church members." (*BCO 12-8*).
 - a. When new members are enrolled, there is a record of how received (profession of faith, transfer of letter, or re-affirmation of faith).
 - b. When new members are enrolled by transfer of letter, there is a record of the name and location of the church from which they came.
 - c. When members are dismissed, there is a record of the name and location of the church to which they were transferred. *BCO 38-4* may also apply if members are removed for willfully neglecting the church for a period of one year or have made it known that they have no intention of fulfilling their church vows. Yes No, EOS No, EOF Notation:

6. Minutes of any ordination and/or installation services as Called meetings of the Session in the presence of the congregation for the officers elected by the congregation.
 Yes No, EOS No, EOF Notation:
7. Church name appears on a front cover or on each set of minutes.
 Yes No, EOS No, EOF Notation:
8. The pages are numbered.
 Yes No, EOS No, EOF Notation:
9. Each page contains information.
 Yes No, EOS No, EOF Notation:
10. The date of each meeting is recorded.
 Yes No, EOS No, EOF Notation:
11. The place of each meeting is recorded.
 Yes No, EOS No, EOF Notation:
12. The type (stated or called) of each meeting is recorded.
 Yes No, EOS No, EOF Notation:
13. Session held at least four stated meetings during the year (*BCO 12-6*).
 Yes No, EOS No, EOF Notation:
14. There is a record of the names of those present or absent.
 Yes No, EOS No, EOF Notation:
15. There is a record of invitation to seat non-members.
 Yes No, EOS No, EOF Notation:
16. When the clerk of session was absent, record election of acting clerk.
 Yes No, EOS No, EOF Notation:
17. When the pastor (moderator) was absent, there is a record of appointment of a moderator. (*BCO12-2, 3*)
 Yes No, EOS No, EOF Notation:
18. Record of quorum present at each meeting (*BCO 12-1,7*)
 Yes No, EOS No, EOF Notation:
19. Record of ruling elder commissioner(s) representing the Session at Stated Presbytery meetings.
 Yes No, EOS No, EOF Notation:

20. Record of reports (verbal or written) to Session by commissioners to Presbytery.
 Yes No, EOS No, EOF Notation:

21. Record of an annual or periodic examination of the minutes of the Board of Deacons.
(BCO 9-4).
 Yes No, EOS No, EOF Notation:

22. Record of the Call and Purpose of each congregational meeting.
 Yes No, EOS No, EOF Notation:

23. Record of names of officers elected, their examination and/or date to be installed.
 Yes No, EOS No, EOF Notation:

24. Record of election of commissioner(s) to General Assembly (if applicable)
 Yes No, EOS No, EOF Notation:

25. Record of report to session by commissioner to General Assembly (if applicable)
 Yes No, EOS No, EOF Notation:

26. Record of Session approval of annual statistical report.
 Yes No, EOS No, EOF Notation:

27. Signature of moderator at the end of minutes on hardcopy submissions (electronic signature or statement that the originals are signed and are on file at the church).
 Yes No, EOS No, EOF Notation:

28. Signature of the clerk of session at the end of hardcopy minutes (electronic signature or statement that the originals are signed and are on file at the church).
 Yes No, EOS No, EOF Notation:

29. Minutes of previous meetings were read and approved by the Session.
 Yes No, EOS No, EOF Notation:

Definitions for "Exceptions of Substance", "Exceptions of Form" and "Notations" as they apply to Presbytery records are taken from BCO 16-6, c and applied to Session minutes. The reviewer will select the appropriate category (EOS and EOF) for any "No" items.

Notes:

Reviewer:

Date Reviewed: