South Texas Presbytery Sessional Record Review Check List

Name of Church and City Covenant PCA - Harlingen
Date of Review 10.6-05 Reviewer's Name Fred B. Willard
Year of Records Reviewed 2004
Instructions: • Reviewer shall fill out two copies of this form: 1) one for the Clerk of Presbytery, 2) other one to be inserted in the Session Book. (BCO.40.3)
 On the last page of reviewed minutes, Presbytery shall mark the book with date of review and whether it approves or disapproves the records with Notations or Exceptions.
List any comments on the report.
NOTATIONS 1500 hours to be a faithful to the state of the
Yes No Minutes are kept in a bound type book with consecutively numbered pages. Yes No Minutes were approved at following stated meeting.
Yes No Opening paragraph show kind of meeting: Stated or Called.
Yes No Minutes showed date, time and place of meeting along with who moderated. Yes No Minutes listed elders present or absent and any visitors.
Yes No Minutes reflect who opened and closed in prayer.
Yes No Minutes showed actions, motions adopted, and business transacted.
Yes No Names of commissioners appointed to Presbytery and General Assembly
are shown, and their reports after attending.
Yes No Minutes were signed by Clerk of Session. Yes No Church keeps a consecutive roll of all communicant members and
their baptized children. Accurate listing of date member received
(noting whether by profession, reaffirmation of faith, or transfer),
dismissals (noting the cause), baptisms, death and discipline. A
separate record of all of the above was included for review.
Yes No Year-end PCA Statistical report is included in Minutes.
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Yes No Session meets at least once a quarter (12.6).
Yes No Deacons regularly submit minutes and financial records to Session (9.4).
Yes No Session approves and adopts the church budget (12.5). (Annually)
Yes No Minutes showed a quorum present either by list of attendees or by a
statement (12.1). YesNo Session submits records at least once a year for review by Presbytery (12.7).
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Please note the above areas which need
to be corrected or included. Very good
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South Texas Presbytery Sessional Record Review Check List

Short and sity Covenant PCA - Harlingen
Name of Church and City Covenant PCA - Harlingen
Date of Review 10.6-05 Reviewer's Name Fred B. W. Mark
Year of Records Reviewed 2004
Instructions: • Reviewer shall fill out two copies of this form: 1) one for the Clerk of Presbytery, 2) other one to be inserted in the Session Book. (BCO.40.3)
 On the last page of reviewed minutes, Presbytery shall mark the book with date of review and whether it approves or disapproves the records with Notations or Exceptions.
List any comments on the report.
Yes No Minutes are kept in a bound type book with consecutively numbered pages. Yes No Minutes were approved at following stated meeting. Yes No Opening paragraph show kind of meeting: Stated or Called. Yes No Minutes showed date, time and place of meeting along with who moderated. Yes No Minutes listed elders present or absent and any visitors. Yes No Minutes reflect who opened and closed in prayer. Yes No Minutes showed actions, motions adopted, and business transacted. Names of commissioners appointed to Presbytery and General Assembly are shown, and their reports after attending. Yes No Church keeps a consecutive roll of all communicant members and their baptized children. Accurate listing of date member received (noting whether by profession, reaffirmation of faith, or transfer), dismissals (noting the cause), baptisms, death and discipline. A separate record of all of the above was included for review. Yes No Year-end PCA Statistical report is included in Minutes.
Yes No Session meets at least once a quarter (12.6). Yes No Deacons regularly submit minutes and financial records to Session (9.4). Yes No Session approves and adopts the church budget (12.5). (Annually) Yes No Minutes showed a quorum present either by list of attendees or by a statement (12.1). Yes No Session submits records at least once a year for review by Presbytery (12.7). Please note the above areas which need to be corrected or included. Very your
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Year of Records Reviewed 2004
Instructions:
Reviewer shall fill out two copies of this form:
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On the last page of reviewed minutes, Presbytery shall mark the book with date of
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or Exceptions.
List any comments on the report.
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separate record of all of the above was included for review.
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Yes No Year-end PCA Statistical report is included in initiates.
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