

# 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

- 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.

- 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 good minutes. Thanks.  
Fred B. Willard  
Chm. Sessional Records

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