

Checklist for Review of Session Records  
Ohio Presbytery, PCA

- General:
  - Neat, legible, and pages numbered (*CCBJM Rules for Review 3.b.*)
  - Name of congregation, date, place, time, and type of each meeting (*CCBJM Rules for Review 3.c.*)
  - Meetings opened and closed with prayer (*BCO 10-5; 12-9*)
  - Minutes signed by the clerk (*CCBJM Rules for Review 3.d.*)
  - Meet at least once quarterly (*BCO 12-6*)
- Attendance and officers:
  - Record of members and visitors present; whether quorum is present (whether explicitly or impliedly) (*BCO 12-1; CCBJM Rules for Review 3.c.vi.*)
  - When the Pastor is absent, record of the moderator (*BCO 12-2, -3, -4*)
  - When the clerk of session was absent, record of election of acting clerk (*CCBJM Rules for Review 3.c.iv.*)
- The following must be approved:
  - Budget (*BCO 12-5b.*)
  - All observances of the Lord's Supper (*BCO 58-1*)
  - Ruling Elder commissioners to Presbytery and General Assembly (*BCO 13-1; 14-2*)
- Business:
  - An accurate record of proceedings (*BCO 12-7*)
  - All motions passed recorded (*CCBJM Rules for Review 3.f.i.*)
  - Points of order, appeals from decision of chair, and reason for chair's ruling included (*CCBJM Rules for Review 3.e.i.*)
  - Counted vote when requested or when voted by ballot (*CCBJM Rules for Review 3.e.ii.*)
  - Examinations of candidates for ruling elder and deacon (*BCO 24-1; see CCBJM Rules for Review 3.e.iv.*)
  - Minutes of executive session included, but may be under separate cover (*CCBJM Rules for Review 3.e.v.*)
- The following records included:
  - Minutes of meetings of the Board of Deacons (*BCO 9-4*)
  - Minutes of congregational meetings (*BCO 25-5*)
  - Rolls of communing and non-communing members (*BCO 12-8*)
  - Records of baptisms, deaths, and dismissions of members (*BCO 12-8*)
  - Congregational bylaws and other rules of the Session (*OP Bylaws 5-7b.*)
- Take note of exceptions of substance taken by Presbytery and the Session's response to those exceptions (*CCBJM Rules for Review 8*)