

### SCORING OF SESSION MINUTES

#	<b>ERROR</b>	<b>Point Value</b>	<b>Points Lost</b>
	No examination form submitted with minutes	4	
A-1	Name of church not on outside of book	1	
A-2	Standard session book not used, pages not numbered, or written on both sides	5	
A-3	Blank spaces not crossed out, insertions between lines, foot notes, erasures, or white out present	1	
B-1	Date, Time, and name of church not recorded (each occurrence, maximum 4)	1	
B-2	Name of moderator and of elders present, excused and absent not recorded.(each occurrence, maximum 5)	1	
B-3	Meeting opened or closed with prayer (each occurrence, maximum 6)	1	
B-4	Minutes of previous meetings not approved (each occurrence, maximum 6)	1	
B-5	Session minutes not signed or congregational minutes not signed by clerk and moderator.	1	
C-1	No statement of composition of session compared to the congregation	1	
C-2	Summary of annual report to General Assembly not included	1	
C-3	No record of completion of a period of study and preparation for elders and deacons	3	
C-4	No record of election, ordination, or installation of officers	6	
C-5	No record of joint meeting of elders and deacons (if applicable)	2	
C-6	No record of election of commissioners to presbytery	4	
C-7	No record of reports of Presbytery Commissioners to Session	4	
C-8	Congregational meetings not called by session (each occurrence, maximum 4)	2	
C-9	No record quorum was present at congregational meeting (each occurrence, maximum 4)	1	
C-10	No record of annual election of church treasurer by session	4	
C-11	Annual budget not established by session	6	
C-12	No annual review of adequacy of compensation of staff	1	
C-13	No record of annual financial review	5	
C-14	No record of session annually reviewing reports of all church boards, committees and organizations	4	
C-15	No record of property management including insurance	1	
C-16	The Lord's Supper not celebrated at least quarterly	6	
C-17-18	Record of authorization and performance of communion missing (each occurrence, maximum 6)	1	
C-19-20	Record of authorization and performance of baptism missing including information (each occurrence, maximum 5)	1	
C-21-22	Inadequate information on reception or dismissal of members (each occurrence, maximum 5)	1	
C-23	No record of dates when a previous action is referred to in the minutes (each occurrence, maximum 4)	1	
C-24	No monthly record of church membership (each occurrence, maximum 4)	1	
C-25	No monthly record of Worship attendance (each occurrence, maximum 4)	1	
C-26	No monthly record of Sunday School attendance (each occurrence, maximum 4)	1	
C-27	No record of the report of the findings of the review of session minutes	5	
	<b>SCORE = (100 - Total)</b>	<b>Total</b>	
	<b>SCORE</b>		

(100-70 = "Received and Approved", 70-50 = "Received and Approved with Exception", 0-50 = "Received and Reviewed") 2008