

**Presbytery of Detroit  
Session Records Reviewer Sheet**

Date of Review: \_\_\_\_\_

Church: \_\_\_\_\_ City: \_\_\_\_\_

Documents Reviewed: \_\_\_\_\_

Reviewed as of: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

Reviewer's Church: \_\_\_\_\_

Reviewer's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Does the church have:

Manual of Operations \_\_\_\_\_ Sexual Misconduct Policy \_\_\_\_\_ Child Protection Policy \_\_\_\_\_

**SESSION RECORDS REVIEWER'S GUIDELINES**

(Presbytery Operations Policy PO-3, SR-15)

***APPROVAL RATINGS***

<b>Approved <u>without</u> exception</b>	<b>(No deficiencies)</b>
<b>Approved</b>	<b>Approved with minor deficiencies (see page one)</b>
<b>Approved <u>with</u> exceptions</b>	<b>Corrections must be made</b>
<b>Not approved</b>	<b>Corrections must be made and Books reviewed</b>

**CHECKLIST GUIDELINE STANDARDS**

- 0 Approve - Judgment Call
- 1 Approve with Exceptions - Change in future
- 2 Approve with Exceptions - Must correct — Consider 1 year review
- 3 Correct – review again prior to approval
- 4 Report Not Approved - must be corrected

**Minutes and records cannot be approved if any of the following are present:**

- Item 21 Minutes are NOT in the Standard Westminster minutes book.
- Item 67 Rolls and Registers are not in the Standard Westminster register.
- Item 52 Terms of Call by line item are not in Congregational Meeting Minutes.  
*The reviewer may inform the clerk — and set a date for another review in the near future.*

**OR** Minutes are obviously missing.  
*In a case where missing minutes cannot be located after a reasonable search — The available minutes may possibly be approved with exceptions after full committee consideration and consultation with the Stated Clerk and Presbytery Operations Team.*

**OR** The reviewer finds a large number of exceptions that should be corrected.  
*The reviewer may inform the clerk — and set a date for another review in the near future.*

