## Presbytery of Detroit Session Records Reviewer Sheet

Date of Review:		
Church:	City:	
Documents Reviewed:		
Reviewed as of:		
Reviewer's Phone:	E-mail:	
Does the church have:  Manual of Operations	Sexual Misconduct Policy Child	Protection Policy
SESSION RECORDS REVIEWER' (Presbytery O <i>APPROVAL RATINGS</i>	'S GUIDELINES Operations Policy PO-3, SR-15)	

**Approved without exception** (No deficiencies)

Approved with minor deficiencies (see page one)

**Approved with exceptions** Corrections must be made

Not approved Corrections must be made and Books reviewed

## **CHECKLIST GUIDELINE STANDARDS**

- O 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 <u>approved with exceptions</u> 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.

Minutes and by American J. Without English in it deficiently and all formal in a formation of the contract of		
Minutes may be <u>Approved Without Exceptions</u> if deficiencies are only found in a few of these Check		
List area	S:	
Item 19	Minutes promptly transcribed (90 days) but are transcribed within six months.	
Item 24	Previous motion page numbers (if infrequent)	
Item 25	Erasures (if infrequent)	

Item 27 Election of Treasurer — new requirement (caution for future)

Item 28 Election of Clerk — new requirement (caution for future)

The deficiency should be noted on the review report and communicated to the

The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter — They should not be overlooked in future reviews.

Minutes may be <u>approved</u> if there are only a few (2 or 3) other minor (Standard 1) deficiencies, The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter — They should not be overlooked in future reviews.

## All other deficiencies should result in an Approved With Exceptions rating.

The reviewer should require correction where needed and report it on the review sheet.

The reviewer should indicate on the Review Report that a review should be conducted in <u>one year</u> instead of two if in their opinion the Exceptions are substantial and require early follow up.

Recommendation (Approved, Approved with Exceptions, Not Approved): Exceptions (please list by checklist number and give details) (these may also be typed on a separate sheet and attached): Additional comments: