

**GREAT LAKES PRESBYTERY PCA  
SESSIONAL RECORDS REVIEW CHECKLIST  
(Revised July 2025)**

Church & Address:					
Date of Review		Reviewers:			
Pages Reviewed		for meetings dated from		to	

(Reviewer shall fill out three copies of this form **(BCO 40-3)**)

For Clerk of Great Lakes Presbytery - Sessional Records Committee'- Church Session Book

**Y N EXCEPTIONS** (Show failure to comply with BCO or Presbytery requirements)

1. The opening section shows: a. <input type="checkbox"/> <input type="checkbox"/> Kind of meeting (Stated or Called)	
b. <input type="checkbox"/> <input type="checkbox"/> Date & Time	
c. <input type="checkbox"/> <input type="checkbox"/> Location	
d. <input type="checkbox"/> <input type="checkbox"/> Moderator	
e. <input type="checkbox"/> <input type="checkbox"/> Who opened in prayer	
2. <input type="checkbox"/> <input type="checkbox"/> Minutes show a quorum present, by statement/ list of attendees	
3. <input type="checkbox"/> <input type="checkbox"/> Minutes show who closed the meeting in prayer	
4. <input type="checkbox"/> <input type="checkbox"/> Minutes were approved before being submitted to Presbytery	
5. <input type="checkbox"/> <input type="checkbox"/> Approved minutes signed by clerk of session (not typed; handwritten or e-signed)	
6. <input type="checkbox"/> <input type="checkbox"/> Names of Commissioners to Presbytery or GA and reports after attending <b>(BCO 12-5.f)</b>	
7. <input type="checkbox"/> <input type="checkbox"/> Minutes show actions, motions adopted, and business transacted, and corresponding documents are included with minutes, including budget	
8. <input type="checkbox"/> <input type="checkbox"/> Minutes show session approval of pastor's housing allowance	
9. <input type="checkbox"/> <input type="checkbox"/> Minutes pages (including congregational meeting minutes and attachments) are consecutively numbered over the course of the whole year.	
10. <input type="checkbox"/> <input type="checkbox"/> Minutes are well laid out, clear, and easy to read	

11. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Minutes include an annual statistical report showing members received, dismissed, baptisms, weddings, deaths, and discipline cases <b>(BCO 12-8)</b>	
12. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dates of Lord's Supper celebration are documented <b>(BCO 12-5e)</b>	
13. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Congregational meeting minutes included and appropriately recorded <b>(BCO 25-5)</b>	
14. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Session meets at least quarterly <b>(BCO 12-6)</b>	
15. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Details of members joining, leaving, or being dismissed from the congregation are documented <b>(BCO 46, 57-5a)</b>	
16. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Session examines, ordains, and installs ruling elders & deacons <b>(BCO 12-5)</b>	
17. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Deacons regularly submit minutes & financial records to Session <b>(BCO 9-4)</b>	
18. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Session approves and adopts the church budget <b>(BCO 12-5)</b>	
19. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Session submits records at least once a year for Presbytery review <b>(BCO 12-7)</b>	
20. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Minutes address any Exceptions of Substance from previous Presbytery minute reviews <b>(BCO 40-3)</b>	
21. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Minutes are correctly recorded, and are wise, equitable, and suited to promote the welfare of the church <b>(BCO 40-2)</b>	

Additional details of N responses and comments are entered below or attached to a subsequent page.

**Please Note, Exceptions of Substance that We Request a Response to are Identified Here:**

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## Addendum: Correcting Exceptions of Substance

Your Admin Committee uses the definitions taken from RAO 16-6, and expects sessions to respond to the Presbytery when there are exceptions of substance in a similar way that Presbyteries are expected to respond to the General Assembly (according to the options in RAO 16-10, below). All exceptions cited on the form above should be deemed exceptions of form unless specifically identified as an exception of substance.

### Definitions (from RAO 16-6):

**1) Exceptions of substance:** Apparent violations of the Scripture or serious irregularities from the Constitution of the Presbyterian Church in America, actions out of accord with the deliverances of the General Assembly, and matters of impropriety and important delinquencies, and any noncompliance with RAO 16-3.e.5 should be reported under this category.

**2) Exceptions of form:** Violations of the Assembly's Guidelines for Keeping Presbytery Minutes (RAO 16-3), rules of order, etc. should normally be reported under this category. When a minor irregularity from a BCO provision or requirement is noted, it may be treated as an exception of form (BCO 40-3). If subsequent minutes continue to reflect the same particular exception of form, it may become an exception of substance.

**3) Notations:** The committee may report to the clerk of presbytery any typographical errors, misspellings, improper punctuation and other minor variations in form and clarity. These are to be given as advice for the respective clerks.

### How to respond to exceptions of substance (from RAO 16-10)

#### 16-10. Guidelines for Responding to General Assembly

- a. Presbyteries shall be advised of exceptions of form; however, they shall take note in their minutes of exceptions of substance taken by the Assembly, together with their responses adopted by the presbytery to these exceptions. These responses should normally be adopted by Presbytery in the same calendar year as the exceptions were taken by the Assembly. Regardless, responses must be filed no less than one month prior to General Assembly.
- b. Presbyteries shall correspond with the next General Assembly the disposition they have made of the exceptions of substance (including general), with specific reference to presbytery's action as recorded in its minutes. Responses shall be in one of the following forms:
  - A. Presbytery agrees with the exceptions and corrects its record (if possible), corrects its actions (if possible) and promises to be more careful in the future. Or,
  - B. Presbytery respectfully disagrees with the exception, states its grounds and refers the exception back to the Assembly.
- o If, in responding to an exception of substance, a presbytery reports that it disagrees with the conclusion of the Assembly and/or has not corrected or redressed the identified problem; and, the committee (after reviewing the presbytery's response and rationale, and, if a majority so desires, consulting with the Committee on Constitutional Business) continues to believe that the presbytery has persisted in an error that is significant enough to require an Assembly response; then, the committee shall notify the Assembly of the continuing exception, and shall make recommendation as to whether the Assembly should again seek a more acceptable response from the presbytery, or should appoint a representative to present its case and refer the matter to the Standing Judicial Commission to cite the presbytery to appear for proceedings according to BCO 40-5.