|  |  |  |  |
| --- | --- | --- | --- |
| **Constitution**: | Model or Unitary (please delete as appropriate) |  |  |

|  |  |  |
| --- | --- | --- |
| **Records and Rolls** | **Y/N** | **Comments** |
| **Kirk Session Minute Book**  |  |  |
| Sederunt Book (if appropriate) |  |  |
| Are all meetings open and closed with prayer? |  |  |
| Are all minutes signed by Clerk and Moderator? |  |  |
| Looseleaf minutes only:Are all pages numbered? |  |  |
| Is Safeguarding on every Agenda? |  |  |
| Have the safeguarding forms SG7 and SG11 been attested and noted in the minutes? |  |  |
| Has the Members roll been attested and noted in the minutes? |  |  |
| Has the Baptism Register been attested and noted in the minutes? |  |  |
| Have all Elders been added to and signed the Formula? |  |  |
|  |  |  |
| **Congregational Board Minute Book** |  |  |
| Sederunt Book (if appropriate) |  |  |
| Are all meetings open and closed with prayer? |  |  |
| Are all minutes signed by Clerk and Moderator? |  |  |
| Loose leaf minutes only:Are all pages numbered? |  |  |
|  |  |  |
| **Baptismal Register** |  |  |
| Was the register present at the inspection? |  |  |
|  |  |  |
| **Roll of Communicants**  |  |  |
| Was a copy of the 2024 updates to the roll present at the inspection?(This only needs to show the names of people who have been added or removed and the date and reason in 2024.) |  |  |
|  |  |  |
| **Land and Property Records** |  |  |
| Manse Inspection Schedule Was this present at the inspection? |  |  |
| Insurance DocumentWas this present at the inspection? |  |  |
|  |  |  |
| **Safeguarding** |  |  |
| Safeguarding Forms SG7 and SG11 – have they been sent to the appropriate Safeguarding Contact? |  |  |
|  |  |  |
| **Finance** |  |  |
| Financial Report – has this been sent to the Finance Committee? |  |  |
|  |  |  |
| **Miniters Log Book** |  |  |
| Ministers Log Book – has your Minister sent this in to the Convenor of Superintendence? |  |  |

**Presbytery Representative Signature:**

(this is the person who has checked the

documents on behalf of Presbytery.

**Please make additional comments if needed.**