

4.910 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, MEETING MINUTES

4.911 Form for Reviewing Minutes

1. Review Information

Review of the Minutes of the _____ Presbyterian Church.

Name of Reviewer: _____

Date: _____

No Exceptions: _____ Exceptions as Noted Below: _____

Directions for use of this form: Use the following pages for reviewing the Minute Books, Rolls and Registers. On this page, check off whether or not there were exceptions; when there are exceptions use this page to summarize those exceptions. Enclose a full copy of this form with the Session Minutes when you return it to the Clerk. Forward copies of this first page to COM's Secretary, Churches and Their Work Committee Chair, and the Presbytery Office.

No.	Section	Letter	Notation

2. Information: Items A-F may all appear at the beginning of each meeting's minutes.

A. Name the session, date, time, place, and the name of the moderator presiding; state whether it is a "stated" or "special" meeting. The minutes of a special meeting should contain verbatim the call for the meeting. (Robert's Rules Chapter IV). At least one meeting shall have been held in each quarter.

B. Record the opening and closing of the meeting with prayer G-9.0301 b.

C. Record the roll of all members present and certify the presence of a quorum (G-10.0202).

D. Minutes of the previous meeting(s) should be presented for adoption and approved by vote of the session.

- E. Adjournment should be recorded, preferably with the date of the next stated meeting.
 - F. The minutes have been attested to and signed by the Clerk of Session.
 - G. Record the submission of minutes and rolls for Presbytery review along with the report of that review and any exception. Also record submission of year-end reports to the Presbytery.
3. Matters for Annual Review: Items H-J may be done when the Session meets with newly elected officers. Item O may be met by once a year setting the schedule for communion.
- H. The composition of the session with regard to racial/ethnic members, women, men, and age groups shall be noted and comparison made with the composition of the congregation in these categories (G-10.0301).
 - I. Review that rules for ordination have been followed (G-14.0201):
 - 1. No elder or deacon elected for a term of more than three years.
 - 2. Three classes of elders established.
 - 3. Both women and men shall be elected as elders and deacons.
 - 4. Nominating committee composed of two persons designated by the session, one deacon (if the church as deacons), a majority chosen by the congregation, men, women, and racial/ethnic groups represented.
 - J. Session is to insure that those who have been elected to the office of elder and deacon have had a period of study and preparation and to confer with them as to their willingness to undertake the office and examine them as to their fitness to serve prior to their ordination (G-14.0205)
 - K. Session shall review, at least annually, the roll of members (baptized, active, inactive, and affiliate) and shall counsel with those who have neglected the responsibilities of membership (G-5.0502).
 - L. Session shall review, at least annually, the minutes of the Board of Deacons and hold at least one joint meeting annually (G-6.0404, 05).
 - M. Minutes shall contain evidence that the session has established an annual budget and has reviewed the adequacy of compensation of the pastor(s) and all church staff, and the work of the treasurer, and that reports have been received from any custodians of church funds. Note should be made of receipt of the annual audit whether conducted by a professional auditor or by a committee of the congregation versed in accounting procedures (G-10.0401). If these matters are handled by a separate board of trustees, minutes of the session shall clearly indicate the oversight of such work.
 - N. Record of election of commissioners to Presbytery and their terms of service (G-10.0102 p).

- O. Notation shall be made of all observances of the sacraments of the Lord's Supper and Baptism, including the time and place of those held outside of regular congregational worship. Names of elders and ministers participating should also be included.

3. Session Rolls and Registers

- P. Sessions shall maintain the following rolls and registers (G-10.0302).
1. Active members roll.
 2. Inactive members roll.
 3. Affiliate members roll.
 4. Register of all marriages of members, conducted by ministerial staff or performed on church property.
 5. Register of Baptisms:
 - Infant: Name, parents' names, date of birth of those being baptized, names of those presenting the child.
 - Adult: Name, parent's names, date of birth.
 6. Register of elders: name of church in which ordained, date of ordination, terms of active service, and record of removals.
 7. Register of Deacons: Same as elders.
 8. Register of Pastors, Co-Pastors, Associate Pastors, Assistant Pastors (installed prior to 12/31/85), Stated Supplies, and Parish Associates with dates of service.

4. Congregational Meetings

- Q. Minutes of the annual meeting and any special meetings of the congregation are included within the minutes of the session. (G-7.0307). The minutes of a special meeting should contain verbatim the call for the meeting. (Robert's Rules, Chapter IV)
- R. Minutes of the Annual Meeting shall indicate the following actions have been taken (G-7.0302):
1. The date and time of the meeting, who moderated, and that it was convened with prayer.
 2. A quorum was established. (Note: G-7.0305).
 3. Reports were received from the session and other boards and organizations. (G-10.0301).
 4. Officers were elected. (G-7.0305 and G-14.0204).
 5. The adequacy of the compensation of the pastor(s), or associate pastor(s), was reviewed. (G-10.0102n).
 6. The minutes have been attested to by both the moderator and the secretary. (G-7.0307).

5. Form

- S. The page size of the minutes shall not exceed the size of the pages of the minutes of the General Assembly (8 1/2 x 11). The minutes should be placed in a secure permanent binder, such as a post or pressure binder and

recorded on good quality paper. Pages should be numbered consecutively with material on both sides of the page. It is recommended that bound volumes should not exceed 400 leaves (800 pages). The pages of each volume should be numbered consecutively. Sufficient margins should be left to allow for marginal notations or corrections.

- T. There should be no erasures, footnotes or insertions or papers. Blank pages or portions thereof between sections of the minutes, should be avoided or x-d out.
 - U. Corrections or additions to the minutes should be made by vote of the session. The correction should appear in the minutes of the meeting at which it is made and a marginal notation made at the point in the minutes of a previous meeting to which it refers, indicating where the correction or addition may be found. A line should be drawn through material which is deleted or expunged. (Procedures for rescinding and expunging from the minutes are outlined in Robert's Rules of Order, Section 34, page 260, 1981 edition.)
6. Note: Meetings of all governing bodies, commissions, and Committee shall be conducted in accordance with Robert's Rules of Order, most recent edition, except in those cases where constitution proved otherwise.
 7. Distribution: Copies of this report are to be given to the Clerk of Session, Presbytery Office, COM Area Representatives and Moderator for action by COM and Presbytery.