

*Presbytery of Northern Waters*

**Handbook**  
**for Clerks of Session**

*January 2006*

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## The Session Clerk's Responsibilities

### **Records management:**

- Record accurate minutes of meetings of the Session and Congregation
- Maintain permanent Session records (minutes book and church register)
- Compile annual statistical reports
- Keep a file of all relevant papers, records, etc. and update the file periodically
- Preserve important records (minutes and register)
- Function as the church's "corporate memory"—that is, remind Session of prior actions, policies, etc., and make sure unfinished business and referrals get handled properly

### **Communications:**

- Serve as the official line of communications from higher governing bodies (Presbytery and General Assembly)
- Notify the congregation, committees, groups, persons, etc. of Session actions that affect them
- Send a reminder of Session meetings to Session members (optional, but helpful)

### **Parliamentarian:**

- Serve as an advisor to the Moderator on the *Book of Order* and parliamentary procedure
- Consult with the Moderator for meeting docket planning

## Keeping the Minutes Book

### **Format:**

- Either paragraph or outline format is acceptable
- Paper should be standard 8 1/2 x 11" size
- The minutes may be done in permanent ink, but preferably typed, on consecutively numbered pages
- Pages must be consecutively numbered on both sides of the page
- Blank sections should be avoided; but if you have them, they must be labeled "Intentionally left blank", with a slash through the blank area
- There must be no erasures, footnotes or insertions
  - Corrections or additions are made only by vote of the Session
  - When approved, corrections should be made in the original minutes, dated and initialed
- Minutes may be kept in three-ring binders until permanently stored
- The clerk must sign each set of minutes; in addition, the Moderator must sign the minutes of congregational meetings
- *Sample formats for regular and special Session meetings, and annual and special congregational meetings are included in this handbook. These are from the Presbytery's Manual of Operations and the Book of Order.*

### **Content:**

- Some things need to be included in each meeting; some need only be included once annually. These are all explained in the *Manual of Operations* section "Form for Reviewing Minutes," and they are also found in the "Checklist for Session Meetings" and "Checklist for Congregational Meetings."
- The minutes of congregational meetings will be included within the book of Session meeting minutes

## Examples of Minutes Formats

### **Paragraph format:**

The monthly stated meeting of the session of First Presbyterian Church was held at the church at 7:00 pm on Thursday, April 4 with the following members (constituting a quorum) in attendance: Sarah Bellum, Guy Wire, Angie O'Plasty, and Sandy Beach. Elder Steve Smith was excused.

The meeting was opened with prayer by the Rev. Manny Words, Moderator, after which the minutes of the session meeting of March 3 were read and approved.

The following committee reports were given:

Sarah Bellum, Chairperson of the Christian Education Committee, presented a report regarding Vacation Bible School with the following recommendations:

### **Outline format #1:**

The session of First Presbyterian Church met at 7:00 pm on April 4 for its monthly meeting, with prayer by Moderator the Rev. Manny Words.

A quorum was present.

Members present:	Sarah Bellum Guy Wire Angie O'Plasty Sandy Beach
Members excused:	Steve Smith
Visitors present:	none
Previous minutes:	approved as read
Committee reports:	Christian Education 1. VBS 2. Sunday Adult Study

## Examples of Minutes Formats, cont'd

### Outline format #2:

<b>September 14, 2006 Session Meeting of First Presbyterian Church</b>			
Members Present:	Agenda: 1. Open with prayer 2. Minutes approval 3. Clerk's report and correspondence 4. Mission report 5. Treasurer's report (etc.)	Meeting Opened: 7:05 pm	
Excused:		Meeting Adjourned: 8:55 pm	
Others Present:		Location: church basement	
Quorum Present: (yes or no)		Moderator: Clerk:	
Topic	Discussion/Conclusions	Action	Responsible Party
1.	Session meeting was opened with prayer at 7:05 pm by Pastor Blaster. Minutes were corrected by changing the date of the last meeting.	MSC	Session
2.	Motion made to approve Sarah Bellum as Clerk of Session	MSC	Session

### Modified outline/paragraph format:

#### FIRST PRESBYTERIAN CHURCH OF CALVINVILLE

Session Meeting  
September 14, 1002, Church basement

The monthly stated meeting of the session was called to order with prayer at 7:05 pm by Moderator Pastor Blaster	<b>Called to order with prayer</b>
The following committee reports were given:	<b>Committee reports</b>
Christian Education: VBS will be held June 3-7 at the church.	<b>Christian Education</b>

## Taking Minutes

### **Accuracy is essential**

- Minutes must reflect the exact truth of what was said and done
- Minutes are an historical record meant to preserve the record of the Session's and congregation's work throughout time
- Future generations (and sometimes the courts) will refer to them
- The clerk, or a substitute, must be present at all regular and special meetings, to take note and later inscribe them accurately in the permanent record

### **Tips for taking minutes**

- Record only that which is vital to the transaction of the business: minutes should be as brief as possible, but long enough to tell the story
- As soon as possible after the meeting, send copies of the minutes to the pastor or moderator, as there may be items of unfinished business that require thought and preparation before presentation at the next meeting
- All motions that are passed should be recorded, using the exact wording of the motion as it was proposed
  - It is not necessary to record the names of those making or seconding motions
  - It is not necessary to record the number of votes for or against a motion, except in rare occasions
- Motions that are lost are not recorded, except in rare occasions
- Avoid descriptive terms, whether complimentary or otherwise, as minutes should not reflect any opinion or promote any particular view of events

## Checklist for Session Meeting Minutes

### **To be included in each meeting's minutes:**

- \_\_\_\_\_ Name of Session; date, time, place of meeting
- \_\_\_\_\_ Stated (or special) meeting called to order with prayer, by (name of Moderator) at (time)
- \_\_\_\_\_ If special meeting, state purpose for meeting as it was presented to members
- \_\_\_\_\_ Roll of members, pastor, guest(s); record of the presence of a quorum (1/3 of the elders, but no less than 2)
- \_\_\_\_\_ Reading and approval of the minutes of previous meeting(s); corrections noted, when necessary
- \_\_\_\_\_ Reading or highlighting of correspondence received; referral of correspondence noted (*any actions taken as a result of correspondence will be handled under Old or New Business*)
- \_\_\_\_\_ Clerk's report, including weddings, baptisms, funerals, communion served (including to the homebound and hospitalized) and which elders were involved. Baptisms held outside of regular congregational worship should be noted, including the names of elders and ministers participating
- \_\_\_\_\_ Motions passed, and also motions not passed that involved a great deal of discussion.
- \_\_\_\_\_ Committee reports, briefly summarized
- \_\_\_\_\_ Treasurer's report, and action taken to receive the report
- \_\_\_\_\_ Motions to adjourn, closing prayer, date and place of next meeting
- \_\_\_\_\_ Signature of clerk



## **Checklist for Congregational Meeting Minutes:**

- \_\_\_\_\_ Name of congregation; date, time and place of meeting
- \_\_\_\_\_ Annual (or special) meeting convened with prayer by (name of Moderator)
- \_\_\_\_\_ If special meeting, state purpose for meeting as it was presented to members
- \_\_\_\_\_ Certification that a quorum was established
- \_\_\_\_\_ Record (in summary) of reports received from the Session and other boards and organizations
- \_\_\_\_\_ Election of officers
- \_\_\_\_\_ The adequacy of the compensation of the pastor(s) salary(ies) was reviewed
- \_\_\_\_\_ The minutes have been signed by both the Moderator and the Clerk

## **Checklist of Minutes Items to be Included Annually:**

- \_\_\_\_\_ Notice of financial audit
- \_\_\_\_\_ The holding of officer training
- \_\_\_\_\_ Any personnel actions
- \_\_\_\_\_ Special offerings received, and amounts received
- \_\_\_\_\_ Record of Triennial visit
- \_\_\_\_\_ Record of minutes having been read by Presbytery, and action taken to correct any noted exceptions
- \_\_\_\_\_ Schedule for communion in worship
- \_\_\_\_\_ Note of the composition of the session with regard to racial/ethnic members, women, men, and age groups, and comparison made with the composition of the congregation in these categories
- \_\_\_\_\_ Evidence that three classes of elders has been established
- \_\_\_\_\_ Annual reports approved and filed with OGA and Presbytery
- \_\_\_\_\_ Both women and men have been elected as elders and deacons
- \_\_\_\_\_ The nominating committee is composed of two persons from the Session, one deacon (if the congregation has deacons), and a majority chosen from the congregation
- \_\_\_\_\_ The rolls have been reviewed, and those who have neglected the responsibilities of membership have been counseled with
- \_\_\_\_\_ The minutes of the Board of Deacons have been reviewed at least annually, and at least one joint meeting has been held with the Session
- \_\_\_\_\_ Receipt of, and results of, an annual financial audit
- \_\_\_\_\_ An annual budget has been established
- \_\_\_\_\_ reports have been received from any custodians of church funds
- \_\_\_\_\_ the adequacy of all staff compensation has been reviewed
- \_\_\_\_\_ Election of Presbytery commissioner(s)

## Records Management

### **Clerk's Responsibilities**

- See that the Session reviews the rolls annually (G-5.0502)
- Maintain the church rolls of Baptized, Active, Inactive and Affiliate members according to the definitions in G-10.0302
- Maintain a register that includes marriages, baptisms, elders, deacons, and pastors (see G-10.0300)
- *Note: in some churches the pastor or secretary may maintain the church register and rolls; it is ultimately the clerk's responsibility, however, to see that these records are accurate*
- See that permanent records are permanently archived, such as with the Presbyterian Historical Society

### **Preserving Records**

- Session minutes are best kept on acid-free paper
- Maintain at the church only those records that you find yourself referring to on a fairly regular basis—perhaps the past 10 years worth of records
- Old registers and rolls may be stored in a climate-controlled facility with our denomination's Department of History

### **About the Presbyterian Historical Society**

- They will store your records indefinitely without cost to you, except the cost of sending them (items should be sent without bindings—pages only)
- If at any time you need to make valid use of your records the staff will conduct a search for you, or they will send the records that you request. When your research is complete you may return them for re-storage
- **Contact the Presbyterian Historical Society at:**  
425 Lombard St., Philadelphia, PA 19147-1516  
215-627-1852  
preshist@shrsys.hslc.org

## The Church Rolls

### **Baptized Member Roll:**

- Includes:
  - Those who have been baptized in the congregation but not yet made profession of faith
  - Children of active members or current pastors, when those children have been baptized elsewhere
- Roll should include:
  - name, parent name(s), date and place of birth
  - date and place of baptism, person baptizing, persons presenting the child(ren) for baptism
- Transfer from this roll:
  - When parents transfer to another church
  - When the child becomes an active member upon profession of faith

### **Active Member Roll:**

- Some churches keep rolls both chronologically and alphabetically
- Roll should include:
  - full name and address
  - date received, how received (profession of faith, transfer, etc.)
  - date removed, transferred or died; cause of removal; any remarks

### **Inactive Member Roll:**

- Roll should include:
  - Full name and address
  - Date received, how received
  - Date removed from Active to Inactive roll and cause for removal
  - Date removed from Inactive roll; cause of removal from inactive roll (restored to Active, deleted, transferred, died), any remarks

## **The Church Rolls, cont'd)**

### **Affiliate Member Roll:**

- Roll should include:
  - Full name and address, as well as permanent address
  - Church where membership resides
  - Date received as an Affiliate member, dates of renewal (every 2 years)

### **Deletion of Names from Rolls:**

- Names should never actually be erased (or deleted, when using a computer); instead, write the word “delete,” and the reason for removal in the appropriate blank beside the person’s name

## The Church Register

### **Permanent Register of Elders:**

- Should include:
  - Full name, date of ordination and name of church in which ordained
  - Dates of service, date of death or removal, reason for removal

### **Permanent Register of Deacons:**

- Should include the same information as the Register of Elders

### **Permanent Register of Pastors:**

- Should include:
  - full name of pastor
  - type of service (Pastor, Co-Pastor, Associate Pastor, Interim Pastor, Stated Supply, Parish Associate) and dates of service

### **Permanent Register of Infant Baptisms:**

- Should include:
  - Full name of child, date baptized, birth date
  - Father's name and church membership (if a different church)
  - Mother's name and church membership (if a different church)
  - Name and membership (if a different church) of persons presenting child for baptism

### **Permanent Register of Adult Baptisms:**

- Should include:
  - Full name of person, date baptized, birth date
  - Father's name, mother's name

## **The Church Register, cont'd**

### **Permanent Register of Marriages:**

- Should include:
  - Husband's full name, wife's full maiden name, date of marriage
  - Name of officiant, location of wedding

## How Long to Keep Records

### **Administration:**

Annual Reports	Permanent
Bylaws/Charters	Permanent
Contracts	3 years beyond currently active
Incorporation Records	Permanent
Legal Cases	Permanent
Minutes	Permanent
Personnel Records	Duration of employment
Property Records	20 years after sale

### **Financial:**

Accounts payable invoices	3 years
Accounts payable records	7 years
Accounts receivable records	3 years
Audits, annual	Permanent
Bank deposit slips	3 years
Bank statements	7 years
Budgets, annual	Permanent
Cancelled checks	7 years
Cash receipt records	3 years
Expense reports	7 years
FICA/W- records	7 years
Financial records, year-end	Permanent
Financial statements, periodic	2 years
Loan agreements	20 years after satisfaction
Petty Cash Records	7 years
Receipts of purchases	7years
Wills, bequests	Permanent

### **Other:**

Correspondence, general/routine	3 years
Newsletters	Permanent
Mailing lists	Active/current
Photographs	Permanent
Resource files	Active/current



## **Resources for Clerks**

### **1. The Constitution of the Presbyterian Church (USA)**

This resource includes two parts: the *Book of Confessions* and the *Book of Order*. Both are helpful; the Book of Order is essential! It will give you all the information you need about the duties of the session, keeping rolls and records, worship and disciplinary matters, etc.

### **2. Presbytery of Northern Waters Directory**

Among the things you'll find in this handy little booklet are:

- Contact information for Presbytery and Synod staff
- All Presbytery committees and their members
- A list of all churches in the Presbytery, along with their pastors, clerks of session, treasurers and secretaries
- Contact information for the people listed above

### **3. Presbyterian Planning Calendar**

This will give you, among other things:

- An extensive list of every office and staff person in the OGA, as well as telling you how to contact them.
- Information about when to begin planning for various events, including the churchwide offerings
- Designations for each Sunday/feast day when the celebration of Communion is suggested

### **4. Roberts Rules of Order, newly revised**

If you dare! This is a truly detailed, dry and boring account of parliamentary procedure; but it is the standard upon which our system rests. There are many other resources and shortened versions that take some of the pain out of figuring it all out. In most small groups this is seldom used; but it's good to have some kind of basic reference anyway, in case it's ever needed.

### **5. Presbyterian Polity for Church Officers (John Knox Press) by Joan Gray and Joyce Tucker.** This is a very readable resource that has a lot of good information on how our church works.

### **6. Your own church's Bylaws, Manual of Operation, Policies, etc.**

## What is Per Capita?

“In order to give meaning to the interdependent nature of Presbyterian policy . . .” (*Book of Order, G-9.0404*), per capita is the responsible way of sharing the costs that equitably belong to the whole Presbyterian church community, expressing the essential unity of the church. The payment of the per capita apportionment can be seen as a sign of healthy relationships within the church, giving tangible witness to the unity and wholeness promised to us in Jesus Christ.

It has been said that per capita apportionment (not “tax,” not “assessment”) is like a utility bill. Just as we pay for heat, light, water, and telephone in order to remain connected to the utility systems and benefit from the services provided, we also pay per capita so that the Presbyterian system can function on behalf of all of us. It is the necessary linkage in our connectional system.

The per capita apportionment can be historically documented in the Presbyterian Church since the mid-1880s when a “plan of mileage” was adopted by the G.A. in order to defray the expenses of commissioners attending meetings of the General Assembly. Over the ensuing years, per capita has been defined in various documents and reports as being used to fund “ecclesiastical and administrative” (not “mission”) functions. The costs of these functions are appropriately shared by the whole church.

*Per capita is an opportunity for all communicant members of the Presbyterian church through the governing bodies to participate equally, responsibly, and interdependently by sharing the cost of coordination and evaluation of mission; of performing ecclesiastical, legislative and judicial functions that identify a Reformed Church, while at the same time strengthening the sense of community among all Presbyterians.*

*(G.A. Minutes, Part 1, 1995, Journal, p. 301)*

The per capita budget of the General Assembly principally provides for the cost of holding G.A. meetings (arrangements, meeting facilities, travel costs, hotel expenses, meals, etc.), expenses incurred by commissioners, etc., expenses of the permanent and special committees of the G.A., the Office of the General Assembly (including the historical function and the office of ordination exams), General Assembly Council meetings, the council office and some staff, and comparable expenses to our membership in ecumenical bodies. Fair share costs of corporate and administrative services relating to building operations and centralized accounting services are also included.

# **Docket Form for Regular Session Meeting**

*From the Presbytery of Northern Waters Manual of Operations*

**Church  
City, State**

Minutes of Regular Session Meeting  
Month, Day, Year

1. The session (church name), of (city, state), held a regular meeting on (day, month, date, year), at (time), in the (room) of the church. The moderator was (name).
2. The meeting was opened with prayer by (name).
3. Elders present: (names)  
Excused: (names)  
Absent: (names)  
Visitors Present: (names)  
  
A quorum was present and the meeting was called to order.
4. The following minutes were read and approved: (Insert Regular or Special) Meeting on (date). Corrections made as follows: (Note here any reference to this correction made in the margin of corrected minutes).
5. Communications/Correspondence: (List)
6. Changes in Rolls and Registers of the Church:  
Weddings: (name(s), date, witnesses); (In the church, conducted by an Installed Pastor); (In the church, not conducted by an Installed Pastor); (Not on church property, conducted by an Installed Pastor)  
Marriages: (Other than above that affect member status on the roll.)  
Deaths: (name, date of death, date of funeral)  
New Members: (received by transfer, reaffirmation, etc.)  
Requests for Letters of Transfer  
Requests for Baptism: (name, parent's names, date of birth, baptismal date)  
Other Changes
7. Reports heard, actions taken.
8. New Business
9. The meeting was adjourned at (time) and closed with prayer by (name).
10. Date of next regular session meeting is (insert date).

Respectfully submitted,

Minutes Approved: (initials)

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Clerk of Session

Date of Approval: (insert date)

# **Docket Form for Special Session Meeting**

*From the Presbytery of Northern Waters Manual of Operations*

**Church**  
**City, State**

Minutes of Special Session Meeting  
Month, Date, Year

1. The session of (church name), of (city, state), held a special meeting on (day, month, date, year), at (time), in the (room) of the church. The moderator was (name).
2. The meeting was opened with prayer by (name).
3. Elders present: (names)  
Excused: (names)  
Absent: (names)  
Visitors Present: (names)

A quorum was present and the meeting was called to order.

4. The meeting was called for (state the express purpose of the meeting-the same purpose as given in the invitation to the elders to attend).
5. Changes in Rolls and Registers of the Church:  
New Members: (received by transfer, reaffirmation, etc.)  
Requests for Letters of Transfer  
Requests for Baptism: (name, parent's names, date of birth, baptismal date)  
Other Changes
6. Reports heard, actions taken.
7. The meeting was adjourned at (time) and closed with prayer by (name).
8. Date of next regular session meeting is (insert date).

Respectfully submitted,

Minutes Approved: (Initials)

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Clerk of Session

Date of Approval: (Insert Date)

# **Docket Form for Annual Congregational Meeting**

*From the Presbytery of Northern Waters Manual of Operations*

**Church**  
**City, State**

Minutes of Annual Congregational Meeting  
Month, Date, Year

1. The congregation of (church name), of (city, state), held its annual meeting on (day, month, date, year), at (time), in the (room) of the church. The moderator was (name).
2. The purpose of the meeting was to (state the express purpose of the meeting-the same purpose given in the invitation to the congregation to attend).
3. Notice of the meeting was given by (oral announcement, and/or bulletin, and/or letter).
4. The meeting was called to order and opened with prayer by (name).
5. A quorum was declared with (number) members present. (Quorum is 10% of active members.)
6. The following minutes of congregation meeting(s) were noted as having been approved by the session: Minutes of Meeting(s) on (Date(s)) were approved by session on (Date(s)).
7. Reports heard, actions taken: Include election of officers, nominating committee, etc.
8. Review of pastor's compensation.
9. Motion to grant authority to session to approve minutes of this meeting.
10. Adjournment, closing prayer.

Respectfully submitted,

Minutes Approved: (Initials)

Date of Approval: (Insert Date)

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Clerk of Session

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Moderator (Name)

# **Docket Form for Special Congregational Meeting**

*From the Presbytery of Northern Waters Manual of Operations*

**Church**  
**City, State**

Minutes of Special Congregational Meeting  
Month, Date, Year

1. The congregation of (church name), of (city, state), held a special meeting on (day, month, date, year), at (time), in the (room) of the church. The moderator was (name).
2. The purpose of the meeting was to (state the express purpose of the meeting-the same purpose given in the invitation to the congregation to attend).
3. Notice of the meeting was given by (oral announcement, and/or bulletin, and/or letter).
4. The meeting was called to order and opened with prayer by (name).
5. A quorum was declared with (number) members present. (Quorum is 10% of active members.)
6. Reports heard, actions taken.
7. Motion to grant authority to session to approve minutes of this meeting.
8. Adjournment, closing prayer.

Respectfully submitted,

Minutes Approved: (initials)

Date of Approval:

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Clerk of Session

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Moderator (Name)

## Form for Reviewing Minute

*From the Presbytery of Northern Waters Manual of Operations*

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.