

Minutes/Register for _____ Presbyterian Church
 _____ (city), _____ (state)
 Minute Reader _____ Date _____
 Date records were last read: _____
 (VERSION: 2/12/2010)_

| <u>MINUTES</u> | <u>REGISTER</u> |
|----------------|-----------------|
| ___ Approved | ___ Approved |
| ___ Exceptions | ___ Exceptions |
| ___ Not | ___ Not |
| ___ Approved | ___ Approved |

UPPER OHIO VALLEY PRESBYTERY RULES FOR SESSION MINUTES AND REGISTERS

Clerks of sessions should see that minutes and registers are up to date and signed. The rules for Upper Ohio Valley Presbytery are as stated in each numbered item below.

Clerks: Please complete the following check-list and bring it with you or send it with your books for the annual Records Review Meeting. Answer each line **as required below** with the page number in the minutes where the requested information is found, or with Yes/No.

Records Review Readers: If the clerk has completed this form in advance, circle a line number to indicate an exception, and to the left of the line number, write the page number where the exception, missing information, etc., can be found.

RECORDS MUST SHOW

GENERAL MATTERS:

1. The name of the church is on the front cover of both the minutes book and church register. Yes ___ No ___
2. Minutes are written in accordance with *Robert's Rules of Order*. Yes ___ No ___
3. Date, time, place of all session meetings
 (list _____ page _____ num-
 bers) _____
4. Presence of a quorum (either stated as such, or implied)
 (list _____ page _____ numbers)

5. Session meetings held at least once each quarter (see No. 3 above) Yes ___ No ___
6. Names shown for moderator, and ruling elders present, absent and excused.
 (list _____ page _____ numbers)

7. The opening of each session meeting with prayer
 (list _____ page _____ numbers)

8. The closing of each session meeting with prayer.
 (list _____ page _____ numbers)

9. The reading and approval of the session minutes of the previous stated session meeting along with any intervening special session meetings.

(list page numbers) _____

10. Record of all reports received (but not necessarily content of the reports), as well as actions taken by the session. For matters on which action was begun but not completed due to postponement or referral to a committee, etc., state the motion together with pertinent amendments and the nature of the postponement or referral.

(list page numbers) _____

11. A record that regular reports of the church treasurer were read or distributed (usually monthly, at least quarterly).

(list page numbers) _____

12. There should be no empty space in the minute book. The minutes should be consecutive throughout the book. If the minutes end close to the bottom of a page (normal margin excepted), the blank section should be lined out with ink or other method so that nothing can be inserted. Yes ____ No ____

13. When prior session actions are cited, designate page where recorded. (list page numbers)

14. Erasures, interlineations, and footnotes are avoided (see *Guidelines for Clerks of Session* booklet on corrections). Yes ____ No ____

15. The record of each session meeting is attested to by clerk **or** moderator.

(list page numbers) _____

16. Minutes of **all** congregational meetings must be attested by the moderator **and** secretary (usually the clerk of session, see Book of Order G-7.0307).

(list page numbers) _____

SACRAMENTS, ORDINANCES AND MEMBERS:

17. Record actions to set the date, time and place for celebrating the Sacrament of the Lord's Supper (at least once a quarter). Dates may be approved a year at a time. (list page numbers)

18. When the Lord's Supper is celebrated, it should be recorded at the **next** stated session meeting. If the Supper was served at times or places other than the regular times for worship, list elder(s), deacon(s) or other session-authorized member(s) assisting.

(list page numbers) _____

19. The counseling of parents of children to be baptized (list page numbers)

20. Authorization of the Session prior to the baptism of children. (list page numbers) _____

21. The examination of new members by session (list page numbers)

22. Reception of new members during worship service (list page numbers)

23. Record the full name of new members. In case of married females, give the maiden name and state "wife of" or "widow of." In case of minors give "son of" or "daughter of." In all cases, state if baptized when received as member. In case of letter of transfer, give the name (including denomination), city and state of the dismissing church. This information must also be recorded in the Church Register on the Active Member Roll. (list below the session minutes page number and "yes/no" if also recorded in church register)

(list page numbers)

24. The full name of person(s) dismissed, date of dismissal and full name (including denomination), city and state of the church to which dismissed. This information must also be entered on the appropriate roll. (show session minutes page number and "yes/no" if also recorded in church register)

(list page numbers)

25. Record all marriages in session minutes and Church Register:

conducted by the pastor(s) wherever held (list page numbers)

marriages held in the church or in another place in the name of the church with another minister presiding

(list page numbers)

all marriages of members (list page numbers)

26. Record all funerals in session minutes and Church Register:

conducted by the pastor(s) wherever held (list page numbers)

held anywhere in the name of the church with another minister presiding (list page numbers)

deaths of members (list page numbers)

ANNUAL EVENTS

27. Election of clerk of session, annually or for a longer term. (list page numbers)

28. The name of the elder(s) appointed as commissioner(s) to Presbytery, the exact period of time for the appointment, and at the end of a term (or after each meeting of presbytery) record the report of attendance at the meet-

ings. (list page numbers)

29. Record motions setting the date, time and place for the annual congregational meeting and all special meetings, with a clear statement of the purpose for any special meetings (observe rules for notice indicated in G-7.0303b)

and, when calling a pastor, in G-14.0502a). (list page numbers)

30. The minutes of the Annual Meeting of the congregation and all other meetings of the congregation shall be recorded in the **Session Minute Book** (G-7.0307). (list page numbers)

31. The minutes of annual and special meetings of the congregational shall be approved at the close of each meeting when possible, or reviewed and approved by session at its next meeting (G-7.0307).
(list page numbers)

32. In comparison to the congregation, show the composition (men, women, minorities, etc.) of the session (and deacons and trustees, if the church has them). (list page numbers) _____

33. Minutes shall indicate the
Training (list page numbers)

Examination by session (list page numbers) _____

Approval by session (list page numbers)

of persons elected as elders or deacons before their ordination and/or installation.

34. Minutes show there was an annual session review of the compensation of the pastor(s) and other staff before adoption of a new annual budget, and presentation to the congregation of any recommend changes in the terms of call for the pastor(s), at the annual meeting or at a special meeting for that purpose.
(list page numbers)

35. Session alone shall approve the annual budget. (list page numbers) _____

36. Session shall elect the church treasurer each year. (list page numbers)

37. Session shall provide for the full financial review of the books of the church treasurer and financial secretary, and all the books of each church organization as per G-10.0401d, and shall record session's action on the report made by those who conducted the review. (list page numbers)

38. Record the annual review of the church rolls by the session. (list page numbers)

39. At or near the beginning of each year, the annual statistical report to the General Assembly on membership and finances for the previous year shall be included either in the Minutes of the Annual Congregational Meeting or the next stated session meeting after the Annual Meeting. (list page numbers)

40. The clerk shall report the results of this annual review of session's records. That is, the session minutes and

Church Register were approved, approved with exception, not approved, or not presented for review.

(list page number) _____

OTHER:

41. Names of elders nominated to Presby. for Commissioner to Synod or Gen. Assembly. (list page number)

42. The minutes of an administrative commission of a session shall be included in the session minute book either periodically or following its discharge. (list page numbers)

43. If discipline is administered, the minutes must record the results so as to enable Presbytery to know who was disciplined, why and how. (list page numbers)

CHURCH REGISTER RULES:

44. Session shall keep rolls of baptized members (infant and adult, recording the date of birth on the roll), active members, inactive members, and affiliate members. The session actions which put members on, transfer them from one roll to another, or remove them from the rolls (or death) shall be recorded in the session minutes as well as on the rolls. **See questions 23 and 24 to record exceptions related to these entries.**

45. Session shall keep registers of marriages, including all those where the pastor has been the minister wherever held, and those services conducted in the church building or another place in the name of the church. Member's date and place of marriage shall always be recorded in the Church Register. **See question 25 to record exceptions to these entries.**

46. Session shall keep registers of deaths, including all those funerals where the pastor has been the minister wherever held, and those services conducted in the church building or another place in the name of the church. Member's date and place of death shall always be recorded in the Church Register. **See question 26 to record exceptions to these entries.**

47. Session shall keep registers of pastors; elders and deacons (if the church has deacons), church where ordained, date of ordination, term(s) of active service, record of death or other removal, if such removal occurred. If the church has a separate Board of Trustees, a register of trustees shall be kept showing term(s) of active service, record of death or other removal, if such removal occurred.

(list session minutes page number when elected, and "yes/no" if also recorded in church register)

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(end)