

PLEASE PASS THIS BOOK TO YOUR SUCCESSOR

HANDBOOK
FOR
CLERKS OF SESSION

This Handbook is dedicated to all of the Clerks of Session of the Presbytery of Grand Canyon, both past and present.

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ACKNOWLEDGMENT

We are pleased to present the Revised (May 2003) Edition of the Handbook for Clerks of Session which was originally developed for Clerks of Session in the Presbytery of Grand Canyon in September 1997.

Many hands have been involved in the preparation of the original manual as well as this revision. However, certain persons need to be acknowledged for their contributions.

We thank the Stated Clerk of Pittsburgh Presbytery, for permission to use portions of the Manual prepared by that Presbytery. The format and some of the content of this Manual is copy directly.

The Original Manual, in draft form, was circulated to those Clerks of Session of the Presbytery of Grand Canyon, who participated in the two reading sessions in 1996 for the review of Session Minutes and Records. Many valuable comments were received from them and most could be incorporated in the completed manuscript. We thank Rev. Haydn O. White (HR) for his work in assembling the content of the original manual and preparing the manuscript for duplication.

Since the manual was originally completed in 1997 we have had six years of experience in using the manual and having discussions about various aspects of it during the many session record review opportunities scheduled each year. These discussions and the many suggestions received in other ways over the past six years have led to the development of this 2003 revision. We appreciate the work of Marcia McCabe, Office Manager for the Presbytery of Grand Canyon, who has completely redrafted the entire original manual and the various forms found on pages 27 through 33 to make them easier to read and use. We appreciate the continued work of Haydn White. We express thanks and appreciation to Elder Grace Nelson, Clerk of Session of Christ Presbyterian Church, who participated in the editing of this revision and who has the longest continuing service as a member of the Review of Records Committee.

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FORWARD

The **Handbook for Clerks of Session** is written for clerks by clerks as a guide to the responsibilities of the clerk of session. It is written with the following assumptions:

- a. the clerk of session plays a vital role within the Presbyterian Church (USA)

- b. the clerk of session maintains the history of the faithfulness of the church through careful minutes and records;
- c. the clerk of session is interested in and knowledgeable about Presbyterian polity;
- d. the clerk of session, along with the moderator, is the liaison between session and presbytery;
- e. the clerk of session is always striving to be a servant to session, in the fullest New Testament sense, and is equipped spiritually to fulfill the servant role.
- f. the clerk of session is elected to be the continuing ecclesiastical officer of the congregation. In this capacity, the clerk has the responsibility to see that worship takes place and that the pulpit is filled.

A clerk of a governing body understands that our order is to be derived from Scripture, as it is expressed in the Confession of our church. Our order expresses the principle that we must live our lives together in accord with our faith and as witness to the demands of Scripture. A clerk of a governing body respects the Constitution of the Presbyterian Church (USA) as our covenant with one another about how we can, in our diversity, be such a witness. And a clerk knows that our rules are never an end in themselves, but rather an attempt to be faithful to our covenant. Our polity commits to a shared ministry among elders, deacons, members, and ministers of Word and Sacrament; it commits to a representative form of government in which elders and ministers have care of the congregation; and it commits to corporate governance in which decisions are always corporate, never singular. The moderator and the clerk of session, together, are the guardians of this polity. . . all to the goal of furthering the "Great Ends of the Church."

The great ends of the church are the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world. (G-1.0200)

ARE YOU A NEW CLERK?

A successful clerk is not made overnight. Knowledge of your resources and diligence in using them will help you to become proficient in your task of clerking. Here follows a list a priorities for you to pursue from the day of your election.

1. Locate the Minutes Book and Church Register. Locate all previous record books. Are they properly stored? ***These records should never be taken from the church (except when being read by Presbytery's Committee on Session Records) and should be kept in a fire proof safe when not in use. You are the only person who can authorize entries into these books.***
2. Locate a ***current Book of Order***. Chapter Ten tells about the duties of session. You will find most of the information you need immediately in this chapter. In this chapter the rolls and registers of the church are described, and you will find instructions on how to maintain them.

3. Locate a copy of your church bylaws and congregational charter. Where the *Book of Order* is silent, the congregation's bylaws will often tell you what needs to be done.
4. Locate copies of architectural drawings, mortgage papers, church histories.
5. Consider the purchase from Cokesbury Books of the Companion to the Constitution – Polity for the Local Church published by the PCUSA. It is a book that addresses the needs of a church session.
6. Keep the presbytery address and telephone number close at hand. You will find help on almost every problem at presbytery. The Stated Clerk of the Presbytery of Grand Canyon is the person to whom you directly relate. For help on your questions and knowledge of whom to call, contact:

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7. Supplies you will need:
Cokesbury Books and Church Supplies, 3425 W. Thunderbird Rd., Phoenix has many of the supplies you will need. They usually will mail them to the church and invoice the church.
 - The correct minute paper (*if you buy unnumbered paper a numbering stamp and pad is available in the Presbytery office for your use*)
 - Register fillers
 - Minute and register binders (*because these are very expensive, we recommend that when your minute book is filled that you have the pages bound and reuse your present binder.*)
 - Member transfer forms and stubs
 - Baptismal forms and stubs
8. Plan to attend the annual clerk's training. You will receive notice of the training. Here you will receive answers to your questions, additional help. You will find the fellowship with other clerks of session invaluable.

TIME LINE FOR CLERKS: PRESBYTERY

- January Complete your annual statistical report and submit on-line or send copies of the completed worksheet to the Stated Clerk of Presbytery by the announced due date (usually around February 15). Do not wait for your congregational meeting.
- February Prepare your Minute Book and Register for the annual administrative review by Presbytery. Fill in the requirements form with the requested page numbers for each book. Be alert to look for the announcement of dates when the review will take place.
- Announce Presbytery meeting dates for the year. (See "Commissioners to Presbytery," p. 37 for number of Commissioners and process)

The five stated meetings of Presbytery will be held as follows:

<u>January</u>	3rd Tuesday at 2:00 p.m.
<u>March</u>	2nd Friday beginning no later than 4:00 p.m. and ending the following Saturday to no later than 12:00 noon
<u>June</u>	2 nd Tuesday at 2:00 p.m. to be selected by Council
<u>September</u>	3rd Friday beginning no later than 4:00 p.m. and ending the following Saturday no later than 12:00 noon
<u>November</u>	2nd Saturday at 9:00 a.m.

Early December The annual report of Session to the General Assembly will be mailed to the church c/o Clerk in a large envelope and appropriately marked. If you do not have your report by the end of the second week in December, search for it around the church. Someone has usually put it in a drawer or on the bottom of a pile. If you cannot find it, call us **immediately**.

SUGGESTED TIME LINE FOR CLERKS: SESSION

Many clerks are aided by the church secretary. However, the clerk is accountable for the following responsibilities and directs the church secretary in the following tasks.

<u>Two Weeks Before Session</u>	<ul style="list-style-type: none"> *Send meeting notices. *Contact committee chairs about unfinished and referred business for which they are responsible. Remind chairs that all recommendations need to be in writing with enough copies for the members of session.
<u>One Week Before Session</u>	<ul style="list-style-type: none"> *Develop the docket of the session meeting with the moderator.
<u>Session Meeting</u>	<ul style="list-style-type: none"> *Seek approval of the minutes of the previous meeting. *Record the minutes of the meeting (see minute format).
<u>After the Session Meeting</u>	<ul style="list-style-type: none"> *Write the minutes. They may be mailed to all session members. If the minutes are not mailed, send excerpts from the minutes to each chair of all motions related to the particular committee. *Complete all correspondence directed by the minutes, including letters of transfer. <u>Remember that all correspondence between the governing bodies of the church is "clerk to clerk."</u> * Record in the rolls and registers all membership changes ordered by session.

NOTE: This is a manageable task if it is done regularly. If a clerk falls behind, the task becomes very difficult and memory fades. Set a regular schedule for yourself.

THE CLERK AND THE SESSION BEFORE THE MEETING

1. Plan the docket: it is the responsibility of the clerk of session and the moderator of session to prepare the docket so that all business is handled in the most efficient manner. The docket becomes the outline for the session minutes. (A sample docket appears at the end of this section).
2. Meeting notices: send, or arrange to have sent, notices of the meeting. It is helpful to accompany these notices with reminders to committee chairs of reports due and docketed, business referred, previous assignments. *(The call of a special meeting must include the exact purpose for which the meeting is called and no business other than that named can be transacted. The phrase. "...and such other business as may come before session..." is not adequate in the call of a special meeting.)*

3. Most sessions have found that written reports enable the flow of business. In such reports historical and informational material always comes first in the report and the recommendations come last. Only the recommendations appear in session minutes unless session orders the entire report spread on the minutes. Many sessions find it very helpful for committees to have their reports ready in time to be mailed with the call of the meeting.

TAKE TO THE MEETING

You are responsible for all papers and documents that aid the session in reaching its decision. It will be helpful to have at each meeting...

***Current Book of Order**

*Congregational bylaws (contents of a notebook for all session members appears at the end of this section, beginning on page 11).

*Session committee membership lists;

*Current-year session minutes;

*A list of all referred and unfinished business.

DURING THE SESSION MEETING

*Session **cannot** meet without its moderator, who normally is the pastor of the church. If the moderator is absent or ill, the moderator may appoint another minister of Presbytery to moderate or the session, with the **approval of the pastor**, may elect one of its own members to preside. If your pulpit is vacant, presbytery will appoint a moderator for session. In this event, please call presbytery.

*A quorum of session must be present to have a legal meeting at which actions may be taken. The quorum of session is one-third of the total membership except for reception and dismissal of members, in which case the moderator and two elders is sufficient.

*Session meetings in most churches are informal. However, as clerk, **require** that **all** actions by session be voted upon. As clerk, you can **require** that all motions be in writing. Stop the meeting if you must until you are given the exact wording of the motion in writing.

*Include the name of the maker of each motion made.

*You may find it necessary to help members of session word their motions. Helpful questions to ask about every session action are:

What exactly is going to be done?

Who is going to do it?

When will it be completed or reported?

How much will it cost?

Where will the money come from?

Is the action compatible with the *Book of Order*? (If it is not, the action is null and void.)

***Do Not** include discussion in your minutes -- only main motions made and subsidiary motions adopted.

*Robert's Rules of Order, Newly Revised, (10th edition) governs all the procedures of session in all cases not specifically provided for by the *Book of Order*. (G-p.0302)

AFTER THE MEETING

1. Write up the minutes **immediately**, Transcribe or have them transcribed into the minute book. Never include attachments or place inserts in the minutes book. If necessary, photocopy whatever must be included onto number minutes paper **(Recommended for page 1 of the annual General Assembly Statistical Report or reports to be spread on the minutes.)**
2. Make all necessary entries into the rolls and registers. No entry should be made unless a session action which appears in the minutes directs the entry.
3. Complete or dictate all necessary correspondence related to the actions of session. Within the church, **all** communication is **from clerk to clerk** or from **clerk to stated clerk**. The clerk's signature (not the moderator's or the secretary's signature) authenticates any document coming from the session.

*Some clerks have secretaries who have the primary responsibility for the minutes and the rolls and registers. **The clerk of session supervises the church secretary in all matters related to the minutes and rolls and register.** The accuracy of these records is the clerk's responsibility, **not** the secretary's.*

SESSION'S CONTINUING EDUCATION (G-10.0102)

National studies show that very few elders understand their office, or the history, theology and polity of the Presbyterian Church (USA). The *Book of Order* requires the session plan for the continuing education of its elders.

Here follows a sample docket of the business which should take place at a session meeting. Use it to guide your preparation of the session docket.

SAMPLE SESSION DOCKET

1. Constitute meeting with prayer
2. Roll (present, excused, absent)
3. Approve minutes of previous meeting
4. Report of Clerk
 - Correspondence received and referrals
 - Unfinished business to be completed
5. Report of Pastor
 - Baptisms requested
 - Baptisms performed
 - Weddings
 - Funerals
 - Other information such as people in hospital, people needing visits
 - Communion to shut-ins off church property with elder or deacon
6. Report of the Treasurer
7. Report of Commissioner to Presbytery and appointment of commissioner to next Presbytery meeting.

8. Reports of session committees
9. Reports of commissions or special committees
10. Recess: meeting of the board of trustees
11. Reconvene with prayer
12. New Business
13. Adjournment with Prayer

A NOTEBOOK FOR SESSION MEMBERS

Some churches have developed notebooks, or manuals, for each session member that include the necessary documents and information for intelligent decision making. Such a tool is particularly helpful in orienting new session members to their task. There should be the following suggestions for index tabs for such a notebook.

Introduction

Church History

includes a list of programs and activities with contact people, telephone numbers, meetings times and places.

Church Officers and Staff

includes names, addresses, and telephone numbers

Bylaws of the Congregation

Functions, Duties and Responsibilities

includes ordination vows

Session Committees -- Objectives and Duties

includes list of committee membership

Other Committees

Deacons

Presbyterian Women

Presbyterian Men

Annual Budget

Special Purpose Funds

Special Rules and Regulations

Session Minutes

Church Members

SESSION AND ITS RELATIONSHIPS TO OTHER ORGANIZATIONS

Session supervises all organizations of the congregation. All organizations of the congregation are accountable to session. **All organizations should make a financial and programmatic report to session and the congregation annually.**

Board of Trustees (G-7.0400; G-8.0000)

The Board of trustees is accountable to the session. Their powers as trustees are listed in G-7.0402 and shall not infringe on the powers of session.

G-7.0401 provides that the active elders shall be the trustees of the corporation unless the by laws provide otherwise. Having such a unicameral board eliminates conflicts between the session and the board of trustees.

(Recommendation: it is possible for session to delegate powers to the trustees, although session is still responsible for the delegated powers.)

(Recommendation: the budget should be prepared by the board of trustees **and** the session together.)

The Board of Deacons (G-6.0400)

The board of deacons is accountable to session; chooses its own officers; meets annually with the session; and must submit its plans to session for approval. The pastors are advisory members of the board of deacons.

Nominating Committee (G-14.0200)

The church nominating committee is a committee of the congregation, not of the session. It does not report to session; although the committee may wish to consult with session. The pastor is an ex-officio member of this committee.

Pastor Nominating Committee (G-14.0502)

The pastor nominating committee is a committee of the congregation, not of session.

The committee has several points of contact with the session:

- *the pastor nominating committee develops the church information form and the long-range plan.
- *the session approves both documents
- *the committee negotiates the salary of the new pastor in consultation with the session/board of trustees.
- *the committee requests session to call a congregational meeting when it is ready to bring a candidate.

Session and Personnel (G-10.0102n)

Session supervises all non-ordained personnel. Session recommends to the congregation the salaries of all ordained personnel. This recommendation must meet the minimum guidelines set by presbytery.

Outside Organizations

Session controls the use of all church property, even to granting permission for the sanctuary to be used for weddings. If outside organizations use your building, please see the cautions under "Legal Questions." The purpose of an organization using the church should not be contrary to the mission of the congregation or the Presbyterian Church. It is wise to have a written contract with all organizations using the church building, stipulating any rental fee, maintenance standards, and rooms of the church to be used.

THE CLERK AND THE CONGREGATIONAL MEETING

*The clerk of session is secretary to the congregational meeting, both ecclesiastical and corporate. G-7.0307

Minutes

The congregation minutes, both ecclesiastical and corporate, are signed by the moderator and the clerk. If your congregation does not have a unicameral board the congregation elects the secretary of the corporate meeting. The person elected may be the clerk. G-7.0307; G-7.0403

Due Notice

Check both the *Book of Order* and your bylaws for what constitutes "due notice" for the congregational meeting. At the very least, public notice must be given to the congregation the Sunday before and the Sunday of the meeting. To elect a pastor nominating committee or to elect a pastor, public notice must be given two Sundays before the congregational meeting and the second notice cannot be given the day of the meeting. G-7.0303; G-14.0502

Call to meeting

A congregational meeting may be called only by session, presbytery or one-fourth of the members of the congregation on the active roll. G-7.0303

Business

What business may be done at a congregational meeting? (very little) G-7.0304

As clerk you should take particular care to alert the moderator of the congregational meeting when business is out of order. You will find a careful listing of such business in the *Book of Order* ("permissive powers" relates to adopting congregational bylaws, establishment of a unicameral board, waivers from election of officers, raising of the quorum, and buying, selling, and mortgaging of real property.) **The budget is adopted by session, not the congregation.** However, session must inform the congregation of the budget. If the congregation does not approve of the use of its gifts, the members will not give. (**Recommendation:** at an informal meeting of the congregation after worship or a church supper, session should present the budget, invite comment, and solicit suggestions. **No actions should be taken at this meeting.**)

The pastor(s) salary **must** be approved by the congregation and reported to presbytery for its approval. The Committee on Ministry will provide this form. The congregation "approves the pastor's salary for recommendation to Presbytery." G-7.0302; G-7.0304(3)

Proxy voting

Proxy voting is not permitted in church meetings, ecclesiastical or corporate.

Ballot Vote (Who may vote)

Always be prepared for a ballot vote to elect officers. If there is more than one nominee for an office, the election must be by ballot. The election of a pastor is always by ballot.

Quorum

(Recommendation to avoid trouble: Since only members on the active roll can vote, have your roll book current. Bring it with you to the meeting. If there is considerable tension about a particular vote, have active members of the congregation come to your desk to pick up a ballot.) G-14.0204b

*Minutes of the congregational meeting are ordinarily approved before adjournment. However, the session may approve the minutes and report its action at the next congregational meeting. G-7.0307. Minutes of the congregational meeting must be signed by both the moderator and the clerk.

*Check the *Book of Order* and your bylaws for the quorum of the congregational meeting. G-7.0305

*If your congregation does not have by laws, please contact the stated clerk for information about how to establish them.

THE CLERK AND RECORDS

HOW TO KEEP THE CHURCH ROLLS AND REGISTER

Church Rolls and Registers are Legal Documents

Presbytery checks your rolls and registers annually. The roll and registers are checked against session minutes. You will find your responsibilities related to the rolls and registers in the *Book of Order* (G-10.0300). Read these pages carefully.

There are only three ways a person can join the Presbyterian Church: profession of faith, transfer, and reaffirmation of faith. All three ways require formal session action.

ROLLS

The church rolls record every member who has ever belonged to your church. These rolls must be kept current. The official church rolls may **not** be kept in a card file or on a computer. There are five church rolls.

Chronological roll

The chronological roll has numbers down the left side of a double page. Each member of the church is assigned a number at the time that person joins the church. Columns to the right offer space for necessary comments from time to time. A name is removed from the roll by action of session or because of death. The only ways a name can be removed are by a transfer to another church, transfer to the inactive roll, removal from the inactive roll, death, ordination to Ministry of Word and Sacrament, deletion or removal from membership.

Alphabetical roll

The alphabetical roll groups church members according to the first letter of their last names. This roll is cross-indexed with the chronological roll by membership number.

Baptized roll

For most churches in the Presbytery of Grand Canyon, the baptized roll is the same as the register of baptisms.* The baptized roll lists all infants, children and adults baptized in your church or transferred into your church with the name of the minister who baptized them. In the case of infant baptisms, the parents names must be listed. In the case of adult baptism, the name of the person baptized is **always** entered on the chronological and alphabetical rolls. **Adult baptism is always accompanied by joining the church and joining the church is always accompanied by baptism if the person is unbaptized.** The only ways a name can be removed from the baptized roll are by profession of faith, transfer, death.

Inactive roll:

The inactive roll lists the names of members of the church, who, in the judgment of session, have willfully let their active membership in the church lapse. The person must have been inactive for at least one year and session must have diligently tried to discover the cause of the members' non-participation.

Affiliate roll

The affiliate roll enables a member who is away from his/her home church to join temporarily another church while remaining on the active roll of the home church. It must be renewed every two years. It is a very helpful roll for college students and "snowbirds."

***NOTE:** To fill out the question on the General Assembly statistical report on "number of persons on the baptized roll," count the names listed on your baptized roll, or register of baptisms. This includes minor children of active members and/or ministers, and any other persons baptized in your church for whom the church feels a current pastoral responsibility. If your roll book does not have a baptized roll, it will be necessary for you to use the register of baptisms. In this event you will need to make note of the changes on the register related to the changes in membership. **Do not obliterate any name from the baptized register. This is an historical document.**

TIPS ON MAINTAINING THE ROLLS

Mr. and Mrs. John Adams are received by session on letters of transfer.

1. Session receives Mr. and Mrs. Adams into membership. **Do not make any entry into the roll book unless there is a minute of this session action in the session minute book.**
2. Record "John Edward Adams" on the chronological roll opposite the first free membership number. Indicate the way Mr. Adams joined the church (by certificate) and the date of the session action.
3. Record "Mary (maiden name) Adams (Mrs. John E)" on the chronological roll opposite the next free membership number exactly the same way you listed Mr. Adams.
4. List both new members on the alphabetical roll (the "A" page) with their membership number.

Mr. and Mrs. Adams have a son, Bryan, three years old, who was baptized in the former church.

List Bryan Lee Adams on the baptized members' roll (register if you do not have a roll) with the date and place of his baptism, and his parents' names. His mother's name is recorded as "Mary (maiden name) Adams."

Mr. and Mrs. Adam's infant daughter, Sarah, is baptized after they join the church.

List Sarah Jane Adams on the baptized members' roll and the register in exactly the same way in which Bryan's name was listed.

*If Sarah is the daughter of a single mother who did not wish to state the father's name, list only the mother's name.

*If Sarah is adopted or is a legal ward of Mr. and Mrs. Adams, their names are listed as the parents of Sarah.

*If Sarah is a ward of the court she cannot be baptized without permission of the parents or the court. Her legal parents' names are listed.

Mr. and Mrs. Adams have a son, Richard, sixteen, who has never been baptized. Session authorizes the baptism and receives him as a new member.

List Richard Adams on the chronological roll, indicating that he was baptized when he joined the church. List him also on the alphabetical roll and the baptized register, noting the date he made a profession of faith and joined the church. Richard **cannot** be baptized as an adult without a profession of faith, which makes him a member of the church.

Mary Jones has been in a nursing home for one year. She cannot attend worship services and does not contribute to the offering.

As clerk you must inform session that since her absence is involuntary she **cannot** be

removed from the roll and session continues to be responsible for her nurture.

Billy Willmer hasn't been to church for over five years. Session discovers he went straight to graduate school after college graduation.

Write both Billy Willmer and a church located near his school suggesting that he affiliate with the church temporarily. **Do not place him on the inactive roll unless you receive no response from him.**

Mable Frisch, who lives in town, has not been to church for over a year. Members of Session have called upon her several times to no avail. Session votes to place her name on the inactive roll.

1. Write Mabel Frisch's name on the inactive roll with her membership number, the date of the session action, and the date of notifying her of the action.
2. Note on the chronological roll, under "remarks" - "inactive roll" and the date of the session action.
3. Write Mable Frisch that she has been placed on the inactive roll, the date, and the reason. Urge her to become active in the church again. Keep a copy of the letter.

Session continues to contact Mabel Frisch for two years. She still does not reply or come to church.

1. Session votes to remove Mabel Frisch from the rolls.
2. You draw a thin ink line through her name on the inactive roll and on the chronological roll, noting the date of removal.

James Parr requests that session transfer his membership to First Church, St. Louis.

1. Session Votes to transfer Mr. Parr.
2. You fill out the transfer certificate, noting on the back of the form the ordinations Mr. Parr holds and the date of ordination and the dates of service.
3. You draw a thin ink line through his name on the chronological roll, noting the date of transfer after you receive his certificate of reception.

Mr. Parr's son, Jeffrey, ten years old, is on the baptized roll.

1. You note Jeffrey's name and date and place of baptism on the back of Mrs. Parr's transfer form.
2. You note on the baptized member's roll that Jeffrey's baptism was transferred to First Church, St. Louis.

Mary Jones dies in the nursing home.

1. You draw a thin line through her name on the chronological roll, noting the date of death.
2. If you have a death register, list Mary Jones' name in the register along with date of death, place of death and place of burial.

Detailed instructions for keeping the registers may be found the *Book of Order* (G-10.0302c.)

The registers are:

- a. Register of Baptized Persons
- b. Register of Marriages
- c. Register of Pastors
- d. Register of Elders
- e. Register of Deacons
- f. Register of Trustees

GUIDELINES FOR KEEPING MINUTES

SESSION RECORDS BOOK APPEARANCE

1. Use the standard loose-leaf minute book. (see page 6 for ordering)
2. The leaves should be:
 - a. of uniform size and style
 - b. numbered consecutively and uniformly (a mechanical numbering stamp is preferable. One is available in the Presbytery office for use.)
 - c. held in place in an automatically locking binder.
 - d. ultimately bound in permanent book form of not more than 400 pages
3. All minutes and records should be typewritten, not handwritten.
4. Do not leave blank pages or blank space of more than two inches on any page. If space is left, cross it out with pen and ink.
5. Do not insert into the records any written or printed matter on separate sheets of paper.
6. Minutes should be typed into the official record book only after review, correction and approval. If, however, a later revision becomes necessary, an entry in ink can be made in the margin, indicating the entry changed, the type of change, and reference forward to the new page where the change is authorized. The Clerk should initial the marginal note.

A. ENTRIES TO BE RECORDED AT EVERY MEETING

1. **RECORD DATE, TIME, AND THE TYPE OF MEETING.**
The type of meeting should be identified: session, congregation, regular, special, annual.
2. **INDICATE THAT MEETING OPENED WITH PRAYER**
3. **IDENTIFY MODERATOR OF MEETING**
Ordinarily the Pastor, Interim or Stated Supply is the moderator. In cases where another moderator is present the reason and name of person should be given.
4. **RECORD ELDERS PRESENT, ABSENT AND EXCUSED.**
5. **INDICATE THAT A QUORUM IS PRESENT**
The *Book of Order* defines a quorum for the session (G 10.0202) and a congregation (G 7.0305), but gives the session authority to establish a higher quorum for its own meetings. The moderator should be familiar with what constitutes a quorum in the church for both bodies, and minutes confirm that a quorum was present.

6. RECORD APPROVAL OF PREVIOUS MINUTES

Ordinarily, minutes shall be approved at the next regular meeting of the session. They should be identified by date and type of meeting, and any corrections noted. While not required, it is expedient for the congregation to authorize approval of its minutes by the session. To avoid the need for confusing corrections, it is suggested that minutes not be entered in the Record Book until after their approval.

7. ENTER MINUTES OF CONGREGATIONAL MEETINGS IN THE RECORD BOOK.

Minutes from the annual congregational meeting and any specially called congregational meeting shall be entered in the session's minute book, and signed by both the Moderator and the Clerk (G 7.0307).

8. RECORD ALL ADOPTED MOTIONS.

Defeated motions need not appear in the minutes except by action of the session. Record motions with all pertinent information included, reference to other documents, which do not appear in the minutes, should be avoided whenever possible. Record presentation of committee reports **without** including the content of the report unless directed to do so by the session. Record only that which is vital to the transactions of the meeting or of historical value.

9. INDICATE THAT THE MEETING CLOSED WITH PRAYER.

10. SIGN THE MINUTES

When the minutes have been entered in the Record Book, Session minutes must be signed by the clerk or the moderator. Congregational meeting minutes must be signed by the clerk and the moderator (G 7.0307). Minutes entered in the Record Book should appear without erasures and inter-lineations. If corrections must be made, corrected section should appear in the minutes following discovery of the error, with a handwritten signed or initialed note in the margin by the error indicating the page where the correction has been made. Under no circumstances may a page be permanently removed from the Record Book. Permission to open new records book is done through conversation with the Stated Clerk of Presbytery.

B. ENTRIES TO BE RECORDED AS NEEDED OR INDICATED.

1. RECORD THE CELEBRATION OF THE LORD'S SUPPER

Observance of the Lord's Supper should be authorized by the session. All regular and special celebrations of the Lord's Supper should be recorded in the minutes of the next regular session meeting. While it is required to report only that the Supper was served, it may be advantageous for the church's historical record or worship attendance, to record how many people partook.

2. RECORD THE PRIVATE ADMINISTRATION OF THE LORD'S SUPPER

When the Lord's Supper is administered privately with the sick, the minutes should record it, and who was present.

3. RECORD THE CELEBRATION OF BAPTISM.

All celebrations of Baptism should be recorded in the minutes of the next regular meeting of the session, indicating who was baptized and when. Note that ordinarily, the session shall authorize baptisms.

4. RECORD PERSONS WHO ARE BAPTIZED.

When an infant is baptized, the minutes shall record the infant's full name, the name of parents, and date of birth. The information is then recorded on the Roll of Baptized Members. The Baptized Member Roll includes the children baptized in your church and names of children of members who were baptized in other congregations. When an adult is baptized, the minutes included the full name of person and is recorded on roll of adult

baptisms.

5. RECORD NEW MEMBERS RECEIVED.

When new members are received by the session, the minutes shall record the individual's full name; the name of their baptized children, if any; the date and place of previous ordination as elder or deacon, if any, how they were received (profession or reaffirmation of faith or letter of transfer), and name of dismissing church. This information shall then be entered in the Roll and Records.

6. RECORD MEMBERS DISMISSED

When church members are dismissed, the minutes shall record the individual's full name; names of their baptized children, if any; the record of their ordination as elder or deacon, if any; how they were dismissed (transfer, removal of Inactive Roll, dropped from rolls); and in the case of persons dismissed by letter of transfer, the name and location of the church receiving them (the number assigned to each member in the Chronological roll should be recorded with the name). This information shall then be entered in the Rolls and Records. The *Book of Order* G 10.0302b outlines the grounds and process for dismissal of church members. Effective date of dismissal is date of reception in receiving church.

7. RECORD THE DEATH OF CHURCH MEMBERS

When a member dies, that death should be reported to the session, and the minutes should note the individual's full name, date of death, and if he or she was an elder. This information shall then be entered in the chronological Roll. A special Roll of those who died is no longer required.

8. RECORD ANY TRANSFER OF MEMBERS ON THE CHURCH ROLLS.

When church members are transferred from one membership to another (e.g. Active to Inactive, Baptized Members to Active Members, etc.), the minutes should record the individual's full name (the number assigned to each members in the Chronological roll should be recorded with the name) and the session's action.

9. RECORD MARRIAGE

All marriages of church members, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property shall be reported to the session and included in its minutes. This information (if one of the partners is a member of the church, the number assigned to each member in the Chronological roll should be recorded with the name) shall then be entered in the Register of Marriages. (G 10.0303c)

10. RECORD ELDERS AND DEACONS ELECTED TO SERVICE

When new elders and deacons are elected to be ordained and installed, the minutes shall record the individual's full name, completion of period of study, and session examination (G 14.0205), the date of ordination and installation. This information shall then be entered in the appropriate Register of Elders or Deacons. The installation of pastors should also be noted, with the dates of their service in the present church.

11. RECORD COMMISSIONERS TO OTHER GOVERNING BODIES OF THE CHURCH

When elders are elected by the Session as commissioners to Presbytery, or nominated as commissioners to Synod or General Assembly, the minutes shall record the individual's name and how long they have been elected to serve. It may also be advantageous, upon completion of the term of service, to record the individual's attendance and fidelity to the task.

12. RECORD DISCIPLINARY PROCEEDINGS.

When the session finds it necessary to exercise discipline, the *Book of Order*, "Rules of Discipline" should be carefully studied. If discipline be administered, the minutes must contain such a record of the proceedings so the Presbytery will know who was disciplined, why and how. Check with Stated Clerk for any questions on procedure.

13. REPORT TO SESSION ON PRESBYTERY'S REVIEW OF SESSION RECORDS.

When the session's records have been reviewed by the Presbytery, that report should be received by the session and appropriate actions taken to adjust or correct the records as indicated.

- 14. FURTHER SUGGESTION:** It would be helpful, when referring to church members in the minutes, to identify them by the number where they may be found on the Membership Roll. In addition, it is advantageous when actions are taken in specific compliance with the *Book of Order* (e.g. disciplinary action, removal of members, etc.) for the appropriate paragraph number to be identified.

C. ENTRIES TO BE RECORDED ANNUALLY

1. RECORD ANNUAL REVIEW OF PASTOR'S COMPENSATION

It is the responsibility of the session to review annually the adequacy of compensation which the church provides its pastor(s). (G 10.0102m & 7.0302). It should be reported to the session when this review has taken place, and the session minutes should note it.

2. RECORD ANNUAL FINANCIAL AUDIT OR FULL FINANCIAL REVIEW

The church's financial records shall be audited annually (G 10.0401d). An audit is defined to be "an examination of review of financial statements and records to determine that they present fairly the financial position and results of operation for the period then ended." A financial review may be performed by a session-appointed committee (and the appointment recorded in the minutes) or an official audit performed externally. It should be reported to the session when this has been done, and the minutes should note it. The audit itself does not need to be in the minutes.

3. RECORD ANNUAL JOINT MEETING WITH BOARD OF DEACONS

The *Book of Order* now requires "that a joint meeting of the session and board of deacons be held at least annually to confer on matters of common interest" (G 6.0405). Since no binding decision may be reached at such a meeting, minutes do not need to be recorded. But it should be reported at the next regular session meeting, when the joint meeting was held, and the minutes should note it.

4. RECORD ANNUAL REPORTS RECEIVED FROM OTHER BOARDS AND ORGANIZATIONS

It is the session's responsibility to supervise the work of all other boards and organizations within the church -- deacons, trustees, men's and women's groups, etc. (G 10.02011 & 10.0401c). The minutes should show at least annually, when these other groups have reported to the session on their work and their finances. The reports themselves need not appear in the minutes.

5. RECORD THE COMPOSITION OF THE SESSION

The *Book of Order* now requires that the minutes state annually "the composition of the session with regard to racial ethnic members, women, men and age groups, and how this corresponds to the composition of the congregation" (G 10.0301). This may be done in a variety of forms, and should ordinarily appear in the minutes for the first meeting after the beginning of a new year. The church's failure, over several years time, to elect a session representative of the congregation may be called into question according to G4.0403 & G 9.0104.

6. INCLUDE THE ANNUAL STATISTICAL REPORT

It is a requirement of the Presbytery that a summary of the statistical and financial information reported to the General Assembly each year be entered in the minutes. This summary should include at least the following: # baptisms (adult and infant), # members received (by profession or reaffirmation of faith or letter of transfer), # members removed (by letter of transfer, death or other cause), the total number of active church members as of December 31; the beginning and ending balance of church finances, total receipts and total expenditures (broken down as appropriate), total mission giving, and the value of all investments.

7. INCLUDE THE CHURCH'S MISSION STATEMENT, EVERY 3 YEARS

At least every three years, the session shall review the congregation's mission goals. This is a requirement of the presbytery, in order to encourage churches to reflect on a regular basis on their overall program, goals and mission. Whenever a new or revised Mission Statement is adopted, it should be entered in full in the minutes.

- * **FURTHER SUGGESTION:** For entries recorded annually in the session minutes, it is suggested that the Clerk keep an index or table of contents, so that these items may be easily located when needed, either by the church or the Presbytery.

The following sample minutes contain examples of things that might occur at a session meeting. Many can be used as a standard format such as the opening paragraph. Others may occur occasionally or never. The order is suggestive only and needs to be adapted to the particular actions taken by session. All reports should be in writing, including that of the clerk and pastor.

SAMPLE MINUTES

Minutes of the Regular (Special) Meeting of Session
February 17, 20__

A regular meeting of the Session of _____ Presbyterian Church was held in the church parlor at 7:00 p.m. February 17, 20__. The meeting was constituted with prayer offered by the Moderator, the Rev. _____. A quorum was present.

Present were: The Moderator and Elders _____
Excused were: Elders _____
Absent were: Elders _____
Staff and Guests present _____

Approval of Minutes The minutes of the January 17, 20__ were **approved** (or **approved with the following amendments:**)

Correspondence The Clerk presented the following correspondence and referrals made in consultation with the Moderator:

1. Notice of the Presbytery Meeting referred to _____ Committee for nomination of commissioners.
2. Notice of Christian Education event referred to Christian Education Committee
3. Bill for per capita due referred to Treasurer
4. Request for Session to participate in annual parade to Session
5. _____ etc. _____

Session **ratified** the referrals and directed the Clerk of Session to respond to Item # 4 with regret.

Pastor's Report The Pastor presented the following report of his/her activities since the last regular Session meeting.

Baptisms Requested Session **approved** the requests for baptism of the following people and **referred** to the Christian Education Committee a request that a date be set for the committee and pastor to meet with the parents prior to baptism (or to meet with _____ concerning the meaning of baptism and church membership):

_____ child's name _____ parents' name _____
_____ adult's name _____

Baptisms performed: _____ approved by Session, January 17, 20__
_____ on behalf of Christ Church approved by Session January 17, 20__
_____ extraordinary baptism

Session **ratified** the baptism of Baby Doe by the pastor and instructed the clerk to note the baptism on the Baptized Roll. Session instructed the clerk to notify Christ Church of the baptism of _____ (include date, birthday, parents' names using mother's maiden name.)

Weddings (all weddings performed on church property, performed by the pastor(s) anywhere, of members of the church married elsewhere)

Session instructed the clerk to record the weddings on the register.

Funerals Session instructed the clerk to record the deaths on the rolls.

Report of the Clerk The Clerk of Session presented the following report and recommendations.

Waiver That the presbytery approval of the request for waiver from election for Elder-Elect _____ be spread on the Minutes and that arrangements for the ordination date for _____ be referred to the Worship Committee.

The recommendation was **adopted**.

Annual Review That the Minutes and Register had been reviewed by Presbytery with one exception that the annual joint meeting of the deacons and session was not held and that this be spread on the Minutes. The recommendation was **adopted**.

Report of the Treasurer The Treasurer presented the financial report for the period from January 1 to February 1, 20__.

Receipts	_____
Disbursements	_____
Receipts, year to date	_____
Disbursements, year to date	_____
Balance, year to date	_____

The report was **received and filed for audit**.

Report of the Commissioner Elder _____ presented a report on the January Presbytery meeting and made the following recommendation:

Special Offering That session authorize a special offering for the Lazarus Fund in accordance with Presbytery's request. The recommendation was **referred** to the Worship Committee.

Next Presbytery Meeting That the next Presbytery meeting would be held on March 20 at Second Presbytery Church at 1:00 p.m. and that session appoint a commissioner. Session **appointed** Elder _____ to be commissioner to the March 20 meeting.

REPORT OF SESSION COMMITTEES

Special Committee on Name Change Elder _____, Chair of the Special Committee recommended that the name of the church be changed from _____ Presbyterian Church to _____ Presbyterian Church, contingent upon the approval of the congregation and the Presbytery. Session **approved** the recommendation.

Elder _____ moved that Session call a special meeting of the congregation on March 1, 20__ in the sanctuary, following worship, for the purpose of taking action on session's recommendation that the name of the church be changed from _____ United Presbyterian Church to _____ Presbyterian Church, contingent upon the approval of the presbytery. Session **approved** the recommendation and instructed the clerk to issue a call of the meeting.

Report of the Membership Committee Elder _____, Chair, presented the report of the Membership Committee, making the following recommendations:

Receptions That the following people have completed membership classes and are recommended to Session for examination for membership in the congregation.

John Smith for baptism and profession of faith on March __, 20__

Mary William Smith (Mrs. John) reaffirmation of faith

Elder Henry Brown by letter of transfer from Hispire Presbyterian Church, Ordained elder 1964 in Hispire Church. Actively served as elder 1964-1970.

Deacon Mary Cooper Brown by letter of transfer from Hispire Presbyterian Church, ordained (Mrs. Henry)_deacon 1968 in Hispire Church. Actively served as deacon 1968-1974.

The Moderator introduced the proposed members, who were examined by the session. Session approved the examinations. John and Mary Smith and Henry and Mary Brown were received as active members of the congregation, to be introduced to the congregation the following Sunday. Session instructed the clerk to record the names of the new members in the roll book and to forward the letters of reception for Henry and Mary Brown to their former session.

Affiliate Members

Jones Elder _____ moved that Elder William Jones be received by session, at the request of First Church, Los Angeles, as an affiliate member of the congregation, effective February 17, 20__ to February 17, 20__.

The Moderator introduced Elder Jones, who was examined by the session. Session approved the examination and enrolled Mr. Jones as an affiliate member of the congregation. Session instructed the clerk to forward a letter of reception to First Church.

McConnell Elder _____ recommended that the affiliate membership of Ms Mary McConnell be renewed for an additional two years and that her session be notified by the clerk. The recommendation was **adopted.**

Transfers Elder _____ recommended that the following members of the congregation be transferred from the congregation and the clerk send the necessary letters of transfer, noting the baptisms of the Haine's children:

Emily Atkins (#1001) to First Presbyterian Church, Des Moines, Iowa

Edwin Haines (#967) to First Methodist Church, Cleveland, Ohio

Janet Darnes Haines (#968) to First Methodist Church, Cleveland, Ohio

The recommendation was **adopted.**

Visitations

Higgins That since the Higgins family has not been present for worship for over one year, the pastor and a member of the committee visit the family in an attempt to restore them to the church fellowship. The recommendation was **adopted.**

Transfers to the Inactive Roll That the following people be transferred to the inactive roll and the clerk instructed to notify them:

Norma Greenleaf (#89)

James W. Speaks (#450)

The recommendation was **adopted.**

Deletions from the Church Roll

That Jonathan Edmund (#612) be deleted from the roll at his own request. The recommendation was **adopted.**

Report of the Worship

Elder _____, Chair, presented the report of the Worship

Committee

Committee, making the following recommendation:

Lord's Supper

That the Lord's Supper be celebrated the last Sunday of each month. The recommendation was **adopted.**

Elder _____ recommended that Elder _____ accompany the pastor in serving communion to shut-ins. The recommendation was **adopted.**

Report of the Christian Education Committee

Elder _____, Chair, presented the report of the Christian Education Committee, making the following recommendations:

Sunday School Teachers

That the following teachers be approved for the Spring Term:

(1) _____, (2) _____, (3) _____

The recommendation was **adopted.**

Curriculum

That the following curriculum and teaching materials be approved for the Spring term for grades K-adult. The recommendation was **adopted.**

Sunday School Sunday

That Sunday, June 6, be approved as a special Sunday School Sunday with worship to be planned by the Sunday School. The recommendation was referred to the Worship Committee in consultation with the pastor for study and recommendation.

Report of the Mission Committee

Elder _____, Chair, presented the report of the Committee, with the following recommendation:

Mission Fair

That a mission fair be held in October in conjunction with the stewardship campaign. The recommendation was **adopted.**

Report of the Stewardship Committee

Elder _____, Chair, presented an informal report concerning the plans for the stewardship campaign and the intention of the committee to bring a final plan for session's approval at the next meeting.

Report of the Finance and Property Committee

Elder _____, Chair, recommended that Session approve the sale of the manse and refer the terms of the sale to the Board of Trustees for implementation. The recommendation was **approved** for recommendation to the congregation and to the presbytery.

RECESS

The Moderator recessed the session meeting at 8:30 p.m. for the purpose of meeting as a Board of Trustees. *(if session is unicameral)*

**MINUTES OF THE BOARD OF TRUSTEES
February 17, 20__**

The regular meeting of the Board of Trustees of _____ Presbyterian Church was held in the church parlor at 8:30 p.m., February 17, 20__. The meeting was called to order by the President, _____. A quorum was present.

Present were: the President and Trustees _____

Excused were: _____

Absent were: _____

Approval of the Minutes The minutes of the January 17, 20__ meeting were **approved** (or **approved with the following amendments:**

Manse The Secretary to the Board of Trustees moved that the manse be sold for no less than \$120,000.00 to the highest bidder; that a corporation meeting be called following the special meeting for the purpose of seeking the approval of the sale by the congregation, contingent upon like approval by Presbytery. The recommendation was **adopted** and the secretary directed to give notice of the meeting.

Adjournment: The meeting of the Board of Trustees was adjourned at 8:45 p.m.

/s/President of the Board

/s/Secretary

SESSION RECONVENES: The Moderator reconvened session with prayer at 8:45 p.m.

Report of the Ecumenical Committee Elder_____, Chair, reported that final arrangements were being made for a Good Friday Worship Service, making the following recommendation:

That Session investigate the feasibility of purchasing a bus in cooperation with the Lutheran, Episcopal, and Methodist Churches in town for the purpose of transporting elderly people to church on Sunday mornings. The recommendation was **adopted** and the Ecumenical Committee was instructed to consult with the other churches, and, if possible, develop a cooperative plan for the purchase and operation of such a bus. The Finance and Property Committee was requested to report to the next meeting concerning the cost of owning and operating a bus as well as the liabilities related to such a purchase.

New Business There was no new business.

Adjournment

There being no further business to come before session, the meeting was adjourned with prayer offered by Elder_____ at 9:30 p.m.

PLEASE PLACE IN FRONT OF MINUTEBOOK each time your minutes are read.

TABLE OF CONTENTS

ANNUAL ITEM	Volume # and Page #						
	2008	2009	2010	2011	2012	2013	2014
Annual Review of Pastor's Compensation							
Annual Financial Audit							
Annual Joint Meeting with Board of Deacons							
Annual Reports Received from other Organizations							
Composition of Session							

Annual Statistical Report
Church's Mission Statement
(every 3 years)

Church Officer Education

Insurance

PRESBYTERY REVIEW OF SESSION MINUTES, ROLLS AND REGISTERS

"At least once a year every governing body above a session shall review the records of the proceedings of the next lower governing body. If any lower governing body shall fail to send up its records for this purpose, the higher governing body shall order them to be produced as a specified time.

"In reviewing the proceedings of a lower governing body, the higher governing body shall determine, either from the records of those proceedings or from any other information as may come to its attention, whether:

- (1) The proceedings have been correctly recorded;
- (2) The proceedings have been regular and in accordance with the *Constitution*.
- (3) The proceedings have been prudent and equitable;
- (4) The proceedings have been faithful to the mission of the whole church;
- (5) The lawful injunctions of a higher governing body have been obeyed. (G-9.0408, G-9-0409)"

The Presbytery's committee on the Review of Session Minutes, Rolls and Records will conduct several meetings throughout the year (to be announced) when Clerks of Session can gather to accomplish the task of review. Clerks from the churches will exchange records for the purpose of review.

1. In preparation for these Review sessions the following forms are provided to expedite the process. Each Clerk is asked to fill out the appropriate forms, **before submitting the records for review**. Give three page references for each question. The use of these forms will:
 - a. provide a means of reviewing items that should be recorded in the minutes
 - b. assist readers in the review process. You, as a Clerk, will appreciate having had this preparation done as you assist in the reviewing.

The forms on pages 32-33, will be used by the reviewer to make appropriate comments. The report will then be sent to the Clerk in order that he/she might report to the Session. When the Session has received the report and made the recommended corrections, if any, the form on page 34 will be completed and returned to the Stated Clerk of Presbytery.

RECORD OF EXAMINATION OF SESSION MINUTES – G-10.0302

Church _____ Year _____

Clerk of Session please fill in blanks to the left of numbers indicating where page number in Session Minutes (maximum three references) can be found. Mark "NA" if the requirement is not applicable to your church. This completed form is to be in your books when they are presented for examination. Spaces to the right of page will be completed by the Minute Readers.

Page	Ques #	Question	No	Yes	Comments FOR READERS ONLY
	1	Date, time, & place of each meeting.			
	2	Elders, Moderator named as present or absent.			
	3	Prayer at beginning and ending of meeting.			
	4	Reading, approval of minutes of previous meeting.			
	5	Annual summary of congregational meeting or full meeting minutes			
	6	Annual summary of corporation meetings for full meeting minutes			
	7	Summary of GA statistical report, including average annual weekly attendance at worship.			
	8	Annual election of Treasurer by Session (G-10.0401)			
	9	Appointment of Auditors or financial review committee: report of Auditors or financial review committee(G-10.0401)			
	10	Appointment of commissioners to Presbytery; Presbytery report to Session (G-10.01020)			
	11	Authorization for and celebration of communion (W-3.3201)			
	12	Session authorization for baptism (G-10.0102L);			
	13	Baptism recorded in Minutes (write NA in left margin if no baptisms)			
	14	Annual session approval of work of Deacons (G-10.0102m); (write NA in left margin if no board)			
	15	Annual session review of work of Trustees (write NA if Unicameral)			
	16	Approval of pastor's salary by congregation (G-10.0102m, G-7-0304) (if church is vacant, served by interim or stated supply, of if pastor has served less than one year write NA in left margin)			
	17	Examination of elders-elect (G-14.0205)			
	18	Ordination/Installation of elders-elect			
	19	Minutes indicate that Session holds continuing education for Session members (G-10.0102K)			
	20	Report of last minute and register review with exceptions noted in Session minutes.			
	21	Minutes of Session signed by the clerk.			
	22	Minutes of Congregational meeting signed by both clerk and moderator (D-3.0400).			
	23	Certificate of Insurance reflected in Minutes			

Signature of Clerk of Session _____ Date ____/____/____

EXAMINATION OF ROLLS AND REGISTER

Church Name _____ Year _____
Clerk of Session: Please fill in the column indicating page number in Session Minutes (maximum three references) where Session action matching the entries in the Rolls and Registers can be found. Nothing should appear in the rolls and register until action is taken by Session and is entered in Session Minutes. Your rolls and registers are being read for the Past year only. This form is to be in your books when they are presented for examination.

IF QUESTION DOES NOT APPLY TO YOUR CHURCH – MARK **NA**

Register Section	Minutes Pg. Ref.	#	Question	No	Yes	Comments (FOR READERS ONLY)
Pastor		1	Is name of present Pastor (Interim, Stated Supply) entered?			
		2	Is present class of elders entered with term of service?			
		3	Is date of ordination entered for new elders?			
		4	Is place & date of ordination entered for transferred elders?			
Deacons		5	Is present class of deacons entered with terms of service?			
		6	Is date & place of Ordination entered for new deacons?			
Trustees		7	Is present class of trustees entered with term of service? (applies for unicameral churches)			
Chron Roll		8	Are new members listed in chronological order?			
		9	Does roll show date of action of members placed on inactive roll?			
		10	Does roll show date of removal when members are deleted?			
		11	Are transferred members deleted from roll with date and place of transfer?			
		12	Are deaths noted with dates?			
		13	Does the roll show date of restoration when inactive members are restored to roll?			
Alpha Roll		14	Are new members listed in alphabetical roll with reference number to chronological roll?			
Affil Roll		15	Are affiliate members listed with date of Session action?			
Inactive		16	Do names placed on inactive roll show membership number?			
		17	When members are restored from the inactive roll does roll show date of restoration? And replacement on alpha roll?			
Baptism Roll		18	Are all infant baptisms recorded with birth date?			
		19	Does baptism roll show parents name and mothers maiden name?			
Adult Bap Roll		20	Are all adult baptisms recorded?			
		21	Are baptized adults entered in chronological roll?			
		22	Are baptized adults entered in alphabetical roll?			
Marriage Roll		23	Does Register show all marriages conducted on church property?			
		24	Does Register show all marriages conducted by ministerial staff?			
		25	Are members married elsewhere and not by ministerial staff recorded in register?			

Signature of Clerk of Session _____ Date _____

REVIEW OF RECORDS Presbytery of Grand Canyon

The session minutes book and rolls/register of the _____ church were reviewed on _____ 20 __, Pages # _____ to _____, dated from _____ to _____.

THE FOLLOWING EXCEPTIONS WERE TAKEN:

I-MINUTES BOOK

A. Entries to be recorded at every meeting

Place an "X" if required entry is missing)

- 1. Date, time, place and type of meeting not recorded _____
- 2. Meeting not opened with prayer _____
- 3. No proper moderator present _____
- 4. Presence/absence/excuse of elders not properly recorded _____
- 5. Quorum not identified as present _____
- 6. Minutes of previous meetings(s) not approved _____
- 7. Motion not properly recorded _____
- 8. Meeting not closed with prayer _____
- 9. Minutes not properly signed _____

B. Entries to be recorded as needed

- 1. Celebration of the Lord's Supper not recorded _____
- 2. Private administration of the Lord's Supper not properly recorded _____
- 3. Celebration of Baptism not recorded _____
- 4. Record of persons baptized incomplete _____
- 5. Record of members received incomplete _____
- 6. Record of members dismissed incomplete _____
- 7. Death of member/elder not recorded _____
- 8. Proper transfer on church rolls not shown _____
- 9. Record of marriages performed incomplete _____
- 10. Record of Elders/Deacons elected incomplete _____
- 11. Commissioner to other Governing Body not identified _____
- 12. Disciplinary action not properly recorded _____
- 13. Action regarding previous review of records not taken _____

C. Entries to be recorded annually

- 1. No record of annual review of pastor's compensation _____
- 2. No record of annual financial audit _____
- 3. No record of joint annual meeting with Board of Deacons _____
- 4. No record of annual reports of other organizations _____
- 5. Composition of Session not recorded _____
- 6. Annual statistical report not included _____
- 7. Mission Statement not included within a 3-year period _____
- 8. Certificate of Insurance not reflected in Minutes _____

D. Other

- 1. No record of Examination of Elders-elect. _____
- 2. No record of Ordination/Installation of officers _____
- 3. No record of Continuing Education for Session _____

II REGISTER (ROLLS) Based on Session Minutes

A. Roll of Members

- 1. Baptized Members (Persons) Roll incomplete _____
- 2. Active Members Roll incomplete _____
- 3. Inactive Members Roll incomplete _____
- 4. Affiliate Members Roll incomplete _____
- 5. Proper transfer on rolls not shown _____
- 6. Death of member/elder not recorded _____

B. Register of Marriages incomplete _____

C. Register of Elders incomplete _____

D. Register of Deacons incomplete _____

E. Register of Pastors incomplete _____

III COMMENDATION AND/OR SUGGESTIONS TO THE CLERK IN THE KEEPING OF MINUTES AND ROLLS ARE NOTED BELOW

IV THE FOLLOWING ACTIONS OF THE SESSION OR CONGREGATION WERE IMPROPER OR UNCONSTITUTIONAL. BOOKS WILL BE RECOMMENDED FOR ACCEPTANCE WHEN CORRECTIONS ARE MADE.

Signed _____, Reader Date _____

_____, Review of Records Committee

REVIEW OF RECORDS RESPONSE FORM

Review of Records Committee
 Presbytery of Grand Canyon

The session received the Review of Records Report at its meeting of _____ 20____
 and wishes to make the following comments:

The following actions have been taken to correct exceptions noted:

(continue on back if needed)

The session believes that the following exceptions, taken by the Reader to our Records, are in error and requests that the record be corrected:

(continue on back if needed)

The session desires answers to the following questions and/or assistance for the Clerk in the following aspects of record-keeping:

SIGNED: _____ Clerk of Session

_____ Moderator

_____ Church

THIS FORM SHOULD BE RETURNED TO: The Review of Records Committee, Presbytery of Grand Canyon, 4423 N. 24th St., Suite 200, Phoenix, Arizona 85016.

CLERK AS HISTORIAN

WHEN AND HOW TO PRESERVE YOUR RECORDS

The clerk, as he or she is keeping records, is creating the history of the church for posterity. Please see suggestions below for preserving your records. There are other documents that you, or a person you appoint, may wish to collect and preserve:

tapes of anniversary sermons	bulletins from major worship services
photographs of the church and church property	photograph albums video of important events
interviews with you oldest members	old church artifacts (communion services, bibles...)
formal and informal photographs of former pastors	

Most churches publish a church history at each important anniversary date. Add these to your collection and each time you publish such a history, **please send two copies of the history to the Stated Clerk of The Presbytery of Grand Canyon.** If you find gaps in your history, please check with the Stated Clerk's office. We have in our files and on our computers the old church histories for many churches

A frequent question clerks ask is how to manage records; which records to keep and for how long. A management chart may be found at the end of the section.

**The Department of History of the General Assembly
425 Lombard Street
Philadelphia, PA 19147
215/627-1852**

The Department of History is a nationally recognized archive for the Presbyterian Church (USA). It is an exciting place to visit and is *the* place to visit to do research. The records of many of our churches are held in the archives, either in original form or on microfilm. The Department will do ecclesiastical research for you on any original books stored with the Department. The Department will not do genealogical research under any circumstances; however, you may send people directly to the Department to do their own research.

FACTS ABOUT MICROFILMING YOUR RECORDS

- ✓ The cost of microfilming varies as to who does it and what is chosen for microfilming. Microfiche is not appropriate for old records. It is appropriate for ledgers and financial records.
- ✓ The Presbyterian Historical Society (The Department of History of the General Assembly) microfilms records at a competitive cost.
- ✓ Not all microfilming firms are equipped to deal with old books or bound books which take special care and special equipment. **(The Department of History is recommended.)**
- ✓ At the present time, records can be microfilmed free of charge (except for a minimal cost for your copy of the microfilm) under an arrangement between the Presbyterian Historical Society and the Society of the Latter Day Saints (Mormons). However, acceptance of this agreement releases the church records to the Society. Session would need to make a decision about such a release and acceptance of the agreement. If you choose to accept this agreement, Presbytery would appreciate your giving permission for Presbytery to have a copy of your microfilms to keep on file at Grand Canyon Presbytery Office This copy would be made at Presbytery expense. If you grant such permission, your records will be available to you at any time and may be reprinted with the use of our microfilm reader/printer.

RECORDS AND COMPUTERS

Many churches keep their current membership on computers for mailing convenience. This is entirely appropriate but computer membership records **do not** replace the rolls, registers and the minute book and computer print-outs are not acceptable at the annual administrative review of church records.

Financial records can be kept on the computer but always have a hard copy of each new record.

SESSION'S VITAL RECORDS

Records of Permanent Value

Below is a list of records possessing administrative, legal or historical value. It is recommended that these records be stored in a fireproof, waterproof safe **at the church**. They should **never** be removed from the church or stored in members' homes.

Session Minutes	Annual Audit
Congregational Minutes	Financial ledgers of final entry
Rolls and Register Books	Deacons' Minutes and Reports
Charter and/or incorporation papers	Church School Minutes and Reports
Congregational By Laws	Presbyterian Women's Minutes

Miscellaneous

Property deeds	Blueprints, architectural drawings and sketches
Photographs - <u>identified</u>	Scrapbooks
Manuals and Directories	Worship bulletins
Newsletters	Histories
Anniversary publications	Ministers' biographies and photographs

Vital Records

Examples of records that document the legal and financial position of the local congregation and that are essential for the continuation or resumption of operations following a disaster. Such records seldom constitute more than approximately two percent of an office's total list of records. Vital protection records may be found in both the temporary and permanent categories of records.

Accounts payable	Accounts receivable
Annual reports	Audits
Bank Balances	By Laws
Canceled checks	Certificate of incorporation
Charter and amendments	Contractual agreements
Cash books	Deeds
Employees' Directory	Financial Statements
Insurance policies and schedules	Invoices
Leases	Mailing lists
Minutes	Purchase orders
Suppliers' directories	Trial balances (monthly)
Wills, bequests	

Records of Temporary Value

Any records not possessing permanent value would, of course, automatically fall into the "temporary" category. The following list presents only a few examples of the many such records. Realistically evaluated, there should be many more records judged "temporary" than "permanent" in most offices.

Few temporary records should be retained beyond seven years: an example of an exception would be Workmen's Compensation Reports which should be held ten years before destruction. When in doubt, check with your auditor regarding retention periods for financial records.

Account payable invoices	Accounts receivable ledger
Bank deposits slips	Budgets
Cancelled checks	Cash receipt records
Correspondence re: speaking engagements	Data for updating mailing lists
Employee withholding records	Excerpts from documents retained elsewhere
Expense reports	Invitation
Letters of acknowledgment	Payroll checks
Periodic financial statements	Petty cash records
Receipts of purchases	Requests for information and responses thereto
Routine notices of meetings	Travel plans and arrangements.

PRESBYTERY

The organization of Presbytery is found in the By-Laws and Standing Rules of Presbytery (Approved March 9, 1996). Each minister has a copy of these By-Laws and each clerk should also have a copy.

THE SESSION AND PRESBYTERY

The relationship of the session to Presbytery is contained in the *Book of Order*. A list of specific responsibilities of session to the Presbytery follow:

COMMISSIONERS TO PRESBYTERY

*Presbyterian polity is a representative polity. It works only when each church takes seriously its responsibility to elect elder commissioners to attend the meeting, stay through the end of the meeting, and report to the Session.

*There are five regular presbytery meetings each year: January, March, June, September and November.

*The number of commissioners to which a congregation is entitled depends upon the size of the congregation (**G11.0101**) and also varies according to equalization. ". . . When the number of ministers is larger, the stated clerk shall bring the imbalance to the attention of the presbytery at its first meeting of the year. The presbytery shall redress the imbalance by inviting sessions of particular churches to elect additional elder commissioners or on some other basis acceptable to the presbytery. . ." (G11.0101b). Because there is a large number of ministers in the Presbytery of Grand Canyon, the imbalance is addressed by asking sessions to request additional elder commissioners and are encouraged to name these additional commissioners early in the year and send their names to the Stated Clerk.

*Churches are encouraged to elect their commissioners for the entire year, preferably for two or three years. Some churches elect different commissioners for each meeting. It is even possible to elect a commissioner for the first half of a presbytery meeting and another commissioner for the second half.

(Recommendation: in order to assure continuity and understanding of presbytery business, it is best to elect commissioners for extended periods. An alternative would be to elect a commissioner and an alternate for each meeting, with the alternate becoming the commissioner at the next meeting.)

*each commissioner is required by the *Book of Order* to report to the session about the meeting:

- *significant actions taken by the presbytery
- *a summary of issues deliberated upon
- *policy decisions made

- *implications of presbytery action for the congregation
- *concerns and opportunities open to the congregation through presbytery
- *raising of consciousness of the congregation's participation in the total ministry of Jesus Christ

*Calls for each Presbytery meeting are sent directly to those commissioners named on a yearly basis. Those commissioners who are named only for single meetings of Presbytery will receive the Call to Presbytery through the Church Office.

Nominations to Presbytery Units and Standing Committees

Presbytery is always looking for particular skills and interest among the members of our congregations. The Presbytery of Grand Canyon is also committed to find racial/ethnic minority members of our churches with skills and interest in serving on a presbytery committee. Nomination forms are included at the end of this section. Please share the gifts of your congregation with your presbytery. Return the forms to the Office of the Stated Clerk.

REPORTS TO PRESBYTERY

Annual General Assembly Statistical Report

The Annual General Assembly Statistical Report is session's report to the General Assembly and is the specific responsibility of the session and the clerk of session. It is sent by the stated clerk of the presbytery to the church, addressed, "Clerk of Session" along with instructions as to how to complete and file the report. A copy of the cover letter is sent to the Pastor/Moderator. The report is sent early in December. **It is important for the clerk to locate this report. If it has not arrived by Christmas, please call the stated clerk's office immediately.** The report is filed on-line by computer through the PCUSA web site and is due by January 31st. Reports that can not be filed on-line are to be completed on the worksheet provided and returned to the presbytery so that the information can be entered. If the information is not received by the due date, the membership and financial figures from the previous year will be used. This does a great disservice to the congregation, particularly if it is searching for a pastor. Also a particular church's per capita assessment is based on these membership reports.

Tips on Completing the Report

- * Complete the membership part of the form immediately after your last session meeting of the year.
- * Early in December, send a copy of the organizational financial report to the chair of each of the congregations' organizations with the request that they be returned no later than the first week in January.
- * Early in December, work with your treasurer on the definition of expenditures which you will find in the workbook. Call the Presbytery of Grand Canyon's Financial Coordinator for a printout of benevolence giving as of December 1. This will help you fill in the form by adding contributions sent during December to the figures.
- * During December begin work on the programmatic questions of the report, referring each question to the proper person for an answer.
- * If it is not possible to meet the deadline, please call the Office of the Stated Clerk of Grand Canyon Presbytery with an estimated delivery date. **We cannot enter reports after the GA deadline given to our office.**
- * The clerk of session relates directly to the stated clerk of Presbytery. All correspondence between presbytery and the session is sent to the clerk of session with a copy to the moderator.

Per Capita Apportionment Payments

The per capita apportionment is adopted by Presbytery in the early fall. An invoice is sent to each church treasurer in December. The per capita payment is due in **January**, however payment may be made quarterly.

The per capita apportionment for the coming year is figured upon the latest published reported membership x the total per capita adopted by General Assembly, synod and presbytery. For example: 2001 membership (latest published figures) x per capita amount = total payment for 2003. The Per Capita apportionment is used for ecclesiastical expenses, those mandated by the Book of Order.

Annual Review of the Call

Each year the session is required by the *Book of Order* to review the adequacy of the salaries of all pastoral staff. If session wishes to make any change in the terms of call as they were last approved by presbytery, the change in terms of call must be brought to the congregation for approval, contingent upon the approval of presbytery which, finally, approves all terms of call and all changes in terms of call. Annually, the Committee on Ministry sends to each session a form upon which to report changes in terms of call. As soon as the congregation has approved new terms of call for its pastor (s), the call forms must be returned to the Committee on Ministry for recommendation to Presbytery. Please be sure that this form is returned each year.*

Minimum Compensation for Pastors

Each September, Presbytery adopts minimum terms of call for all installed pastors. All terms of call must meet this minimum standard for Presbytery to approve the call. The minimum terms of call are published to the churches each fall through a letter to the session from the Committee on Ministry. Annually, session will receive notification of minimum terms of call as soon as they are adopted by Presbytery.

*NOTE: This applies only to churches having installed pastors.

ACTIONS WHICH MUST BE APPROVED BY MORE THAN ONE GOVERNING BODY

ACTION	REQUIRED ACTIONS
application to presbytery to take an "inquirer" under care of Presbytery	Session Committee on Preparation for Ministry Presbytery
all loans which use the church or its property as collateral and all sales of property	Session and Trustees Trustees of Presbytery Presbytery
all leases of church property for a period of more than 5 years	Session Trustees of Presbytery Presbytery
all changes of church location or church name	Session Congregation, ecclesiastical and corporate Trustees and Council of Presbytery Presbytery, ecclesiastical and corporate
all changes in terms of call for the pastor(s) <i>procedure for changing terms of call and minimum terms of call may be found at the end of this section</i>	Session Congregation Committee on Ministry Presbytery
all proposals for merger, dissolution, yoking congregations	Session Congregation Evangelism & Congregational Development Trustees of Presbytery Presbytery
all dissolutions of a pastorate and calls for new pastors	Congregation Committee on Ministry Presbytery
appointment of moderator of session: stated supply or interim pastor in the case of a vacant pulpit	Session Committee on Ministry Presbytery
all waivers from the <i>Book of Order</i> terms of election (G-14.0202) <i>waiver forms may be found at the end of this section</i>	Congregation Committee on Ecclesiastical Affairs Council Presbytery

OTHER ACTIONS

call a special session meeting	two members of session, in writing
call a special congregational meeting	Session, or Presbytery, or session when requested in writing by 1/4 active members of the congregation
session meeting when the pastor is ill or is out-of town	pastor grants permission and appoints a member of Presbytery as moderator <i>pro-tem</i>
all waivers from the <i>Book of Order</i> terms of election (G-14.0202) <i>waiver forms may be found at the end of this section</i>	Congregation Committee on Ecclesiastical Affairs Council Presbytery

COMMUNICATION WITH PRESBYTERY

Official communication between session and presbytery is from clerk of session to the stated clerk of presbytery.

Petitions to Presbytery or General Assembly

- * A member of the congregation may ask session to petition the presbytery.
- * A session may petition or overture presbytery or synod or General Assembly through the presbytery. Session cannot overture synod or General Assembly directly.
- * Suggestions for writing petitions or overtures may be found at the end of this section.

Proposed Changes Sent Down to the Presbyteries from the General Assembly

- * Each year the General Assembly sends to the presbyteries the proposed changes to amend the *Book of Order* adopted by the previous General Assembly
- * If a majority of presbyteries approve, the *Book of Order* is amended.
- * The Presbytery of Grand Canyon votes on the proposed changes at its March meeting. The Overture Committee, composed of the most recent Commissioners to General Assembly, makes an *Informational Report* on proposed changes at the January Presbytery meeting and the vote is taken at the March meeting
- * Although elder commissioners cannot be pledged by session to vote in a particular way, it is useful for session to spend time studying and discussing the overtures so that the elder commissioners will have guidance when they vote on the overtures.

SUGGESTIONS FOR WRITING OVERTURES

I. **Definition:** An overture is a request by a presbytery or synod to the General Assembly to take action or express an opinion. A session may not overture the General Assembly except through a petition to presbytery to do so. An individual may not overture the General Assembly except through a governing body.

- A. An individual may propose an overture to session or from the floor of presbytery if that person is a commissioner to presbytery.
- B. A session may propose an overture to presbytery
- C. A presbytery or a synod may propose an overture to the General Assembly

II. All Overtures must Contain:

- A. The name of the presbytery or synod
- B. The meeting place
- C. The date of the meeting and type of session (i.e. regular or special)
- D. The specific action requested (the action should include a specific date for the proposed change, report or action. If at all possible, the best date for a change affecting the statistical records is January 1 or July 1.)
- E. The signature of the (stated) clerk

III. What Kind of Overture Are You Writing?

- A. Does the overture amend the Constitution? (See the deadline dates for submission attached.)
- B. Does the overture propose change of synod or presbytery boundaries? If so
 - 1. The names of all ministers, licentiates, and candidates being transferred are to be included in the overture with the effective dates of change.
 - 2. In the case of change of presbytery boundaries, the overture needs to be accompanied by synod approval of the overture in a similar overture from the synod.
 - 3. Detailed survey information concerning the boundary change must be attached to the overture
- C. Does the overture propose a particular action or stand of the General Assembly? If so what kind of position? (See attached papers for the definition of policy statements, resolutions, study documents.)

IV What Preparation is Necessary Before Writing an Overture?

- A. Time:
 - for the stated clerk to work with the drafters
 - for a preliminary draft to be checked with the appropriate unit of the General Assembly or with the Office of the Stated Clerk
 - for the appropriate committee of the presbytery to review it, make recommendations for amendment or for adoption.
- B. History: Why is "it" the way "it" is? Has anyone else ever tried to change "it" (Check the Journal of the General Assembly and check your annotated copy of the *Book of Order*. Important information will be found in the recommendations of the Advisory Committee on the Constitution).
- C. Theology: What is your theological rationale behind the overture?
- D. Polity: What in the Constitution affects the overture and how does the overture affect the Constitution?
- E. Rationale: What are the reasons for the overture?
- F. Strategy: What is the best way in which to obtain a favorable response from the General Assembly? (Sometimes means other than an overture can accomplish the end you wish more quickly and more efficiently)
 - 1. In the case of a programmatic overture:
 - in what unit should the requested action be lodged?
 - cost of requested action and source of funds?
 - is the overture practical?
 - is the overture timely?
 - 2. In case of an overture to amend the *Book of Order*:
 - is the overture specific to one situation only? If so the requested amendment can usually be taken care of by governing body by-laws.
 - note deadline dates for overtures to amend *Book of Order*
 - is the overture practical?
 - is the overture timely?
 - is the overture in conflict with other parts of the *Book of Order*?

V. Can an overture be changed by the Governing Body Considering it?

Yes, each governing body must adopt the overture as its own, with amendments as necessary. Please note that it is no longer necessary to circulate overtures adopted by the presbytery in order to seek enough support for the General Assembly to send it down unchanged (**G-18.0000**) The only benefit to be gained from circulating an overture is to request other presbyteries to adopt a similar overture.

VI. How Is an Overture Processed?

- A. An overture is **always** sent clerk to clerk. The overture, if it involves constitutional change will be referred to the Advisory Committee on the Constitution for opinion and then be referred directly to the committee of the General Assembly to which the overture is referred, along with the opinion. The Committee will bring its recommendation to the floor of the General Assembly. All cases which do not involve constitutional change or interpretation of the constitution will be referred directly to the appropriate General Assembly Committee.

If the overture proposes boundary change, it will be referred directly to the General Assembly Committee on Presbytery and Synod Boundaries for opinion prior to referral to the General Assembly Committee.

- B. An overture must be accompanied by the name and address of the "overture advocate" -- the person the governing body has chosen to represent its point of view before the General Assembly Committee. This person must have a hearing before the committee.

Sample Document
NOMINATING COMMITTEE
PRESBYTERY OF GRAND CANYON

The Nominating Committee needs your help! Our committee structure calls for many new people each year, and you are the best way for us to find Presbyterians who are new to service at the Presbytery level (or want to return after an absence.) Please prayerfully consider how you or someone you know could be a part of this work.

NAME OF PERSON: _____

ADDRESS: _____

CITY & ZIP _____

TELEPHONE: _____

Minister _____ Elder _____ Deacon _____ Lay member _____ Name of home church _____

Committee for which this person is recommended:

1. Committee on Ministry (4th Tuesday @ 1:00 pm) _____
2. Committee on Representation (1st Saturday, even months) _____
3. Educational Ministries (4th Thursday @ 3:00 pm) _____
4. Endowment Committee (1st Thursday @ 5:00 pm) _____
5. Evangelism & Church Development (3rd Wednesday @ 10:00 am) _____
6. Hispanic Committee (2nd Saturday, odd months, 10:00 am) _____
7. Native American Committee (3rd Saturday, 10:00 am) _____
8. Nominating Committee _____
9. Preparation for Ministry (3rd Tuesday @ 11:00 am) _____
10. Presbytery Council (1st Thursday @ 11:30 am) _____
11. Social Justice & Peacemaking (3rd Thursday @ 4:30 pm) _____
12. Stewardship, Mission, & Communication (2nd Wednesday @ 2:00 pm) _____
13. Theology and Worship (3rd Wednesday @ 1:30 pm) _____
14. Women's Ministries (3rd Monday @ 4:30 pm) _____

Do you have any special reasons for making this recommendation or other comments?

Please print your name _____ Telephone _____

Please return this form to the Presbytery Office or to Chair of Nominating Committee.

DESCRIPTION OF PERMANENT AND PROGRAM COMMITTEES OF PRESBYTERY

PERMANENT COMMITTEES OF PRESBYTERY

1. **Committee on Ministry.** There shall be a Committee on Ministry consisting of twenty-seven (27) members equally divided between elders and ministers who shall be elected by Presbytery in accordance with Form of Government G 11.0501. A quorum of the committee shall be thirteen members. The committee shall exercise all responsibilities contained in Form of Government G 11.0502, these By-laws and Standing Rules.
2. **The Nominating Committee** There shall be a Nominating Committee. Membership of this committee shall be nine (9) in number and according to G 9.0801. The moderator and immediate past moderator of Presbytery shall be ex-officio members of the committee Three members shall be ministers, three members shall be men who are elders, and three members shall be women who are elders.
3. **The Committee on Representation.** There shall be a Committee on Representation consisting of twelve (12) members. The responsibilities and composition of the committee shall comply with the Form of Government for the Committee on Representation (G 9.0105, G 11.0302), the Bylaws and Standing Rules.
4. **The Committee on Preparation for Ministry.** There shall be a committee on Preparation for Ministry. The committee shall have fifteen (15) members. Responsibilities of the committee shall include, but not be limited to giving guidance to and have oversight of applicants and candidates for church vocations as provided in Form of Government, G 14.-3 & 14.04.

PROGRAM COMMITTEES OF PRESBYTERY

1. **Evangelism and Church Development.** There shall be an Evangelism and Church Development Committee consisting of eighteen (18) members. The goal of this committee shall be to develop and support programs which express the Presbytery's commitment to proclaim the Gospel, make disciples, and provide opportunities for Christian witness through New Church Development, Church Redevelopment and Evangelism programs.
2. **Educational Ministries** There shall be an Educational Ministries Committee composed of eighteen (18) members. The goal of this committee is to be a consultative committee to churches, Presbytery committees and individual leaders in Christian education and nurture.
3. **Hispanic Ministries** There shall be a Hispanic/Latino Ministries Committee. Membership in the committee shall consist of 3 representatives from each Hispanic Charter; one from each Hispanic Fellowship, or Presbyterian related project; two Ex-Officio members from non-Hispanic Presbyterian Churches. The goal of this committee is to advise, guide, and support Presbytery and its congregations in the development and support of Hispanic ministries.
4. **Native American Ministries** There shall be a Native American Ministries Committee consisting of eighteen (18) Native American Presbyterians. The goal of this committee is to capture the voice and desire of Native American Presbyterian people with this Presbytery to develop, support, and implement programs for native American ministries while expressing the Presbytery's commitment to proclaim the Gospel, make disciples, and provide opportunities for Christian witness through the specific tasks identified.
5. **Stewardship, Mission and Communications Development** There shall be a Stewardship, Mission and Communications Development Committee composed of fifteen (15) members. The goal of this committee is to seek to understand and serve the mission interpretation and stewardship commitment needs of the churches; provide opportunity for skill training and development; facilitate a total mission interpretation and stewardship commitment education program for clergy and laity with the Presbytery.

6. **Theology and Worship** There shall be a Theology and Worship Committee composed of nine (9) members. The goal of this committee is to assist the Presbytery and its churches to examine, understand, and practice the worship of God which is theologically based, historically informed and sensitive to the needs of the people.

7. **Women's Ministries** There shall be a Women's Ministries Committee composed of nine (9) members. The goal of this committee is to coordinate the planning and developing of programs and resources relating to women; to enable women of all ages, races, ethnic backgrounds, and diverse conditions to participate fully in the life, mission and leadership of the church.

8. **Social Justice and Peacemaking** There shall be a Social Justice and Peacemaking Committee composed of fifteen (15) members. The goal of this committee is to express the Presbytery's commitment to justice, compassion, freedom, peace, and the well being of the earth and of the human community in this region.

LEGAL QUESTIONS

In recent years, litigation against the churches has become more and more frequent. This section is intended to accommodate legal opinions which session may receive from its own lawyer or from presbytery from time to time. Church law is becoming a special field of the law. **IF SESSION IS AT ALL IN DOUBT, CONSULT A LAWYER OR CALL THE PRESBYTERY FOR HELP.** Session may wish to recommend to the congregation that the congregational bylaws be amended to include an indemnification clause for church officers.

1. Arizona Unemployment Compensation Law & Worker's Compensation Law
2. Social Security Amendments of 1983
3. Annual Reports of the Corporation
4. Officer Liability

AREAS OF LEGAL CONCERN

***Workers' Compensation**

Workers' Compensation **must** be paid for church employees who earn more than \$100.00. The church is liable for unpaid back compensation plus interest.

***Accident claims on Church Property**

Be sure your insurance policy covers the liability you have in relation to the program that you have at the church. Talk to your insurance agent. Each session is required by the *Book of Order* to provide adequate insurance for the church and note annually in session minutes.

***Nursery or Child Care Programs**

The church must meet state safety codes for day care centers. This is not true of Sunday School programs unless the church plans a remodeling program, in which case, the church is held to the state codes. Do not start a day care or childcare program without talking to your insurance agent. Child harassment has become an important area of concern. Anyone having knowledge of child abuse **must** report the incident to the police. Churches are advised to screen all people who volunteer or are employed by the church for a record of child abuse.

***Transportation**

Churches are advised to register annually with their insurance company the names of the people in the congregation who will be driving other people to church events. This is particularly true for retreats or youth events. The insurance company will check the driving records of the people whose names are submitted and notify the church of any names which must be removed. In case of accident, the insurance company will stand behind the names they have checked.

***Non-Profit Organization Privileges**

Recently, some churches' non-profit status has been challenged. Non-profit bulk mailing privileges have been denied by some post offices. If you need to prove your non-profit status as a church, please contact the Office of Legal Services of the General Assembly who will provide you with a letter.

An excellent resource for session is Church Law and Tax Report, published bimonthly by Christian Ministry Resources, P. O. Box 1098, Matthews, NC 28106. The cost of the publication is \$78/yr.