

RULES FOR SESSIONAL RECORDS

The Presbytery of New Hope

I. MINUTES AND ROLLS/REGISTERS:

The minutes and rolls/registers are a **valuable historical record** of your church. They should be recorded **accurately and legibly on acid-free paper**. The Book of Order provides that the clerk shall be responsible for the preservation of the minutes and other official records (rolls/registers of members, births, deaths, baptisms, marriages, officers & pastors) of the session. **It is recommended that you keep two permanent binders clearly marked with the church name—one for minutes of session and congregational meetings and one which contains all the rolls/registers.** All governing bodies are strongly encouraged to microfilm their official records (information pertaining to microfilming is available in the Handbook for Clerks and at the Presbytery office). Minutes and other official records of the Session, including minutes of congregational records, records of the Board of Deacon, and records of the Board of Trustee of a particular church, are the property of the Session, and shall be available to Presbytery upon request. (G-10.0301. **(NOTE: If your church minutes and records are on computer, a hard copy on acid-free paper of all records is required to be kept in a permanent binder.**)

II. THE MINUTES SHOULD RECORD:

- Date, place, and time of meeting (G-10.0301; RRO-60)
- Whether it is a stated (at least quarterly) or called meeting (G-10.0201; RRO-60) (if called meeting, state purpose for meeting)
- Names of those present and absent (G-10.0202; RRO-59)
- That a quorum is present (G-10.0202; RRO-64)
- That meeting opens and closes with prayer (G-9.0301b)
- That previous minutes have been read and approved.
- Full names of all persons admitted to the Lord's Supper, how admitted, along with parents' names of baptized children (G-10.0302, G-10.0102s)
- Consideration by Pastor and Session of all requests for baptism, with full names and appropriate instruction was provided (W-2.3012)
- Full names of all persons dismissed, congregation to which dismissed, with names, of all children, specifying if baptized [G-10.0302b(1)]
- Congregation is called to Communion one week prior to service (W-3.3609)
- Dates of Communion [no less than quarterly] (W-2.4012)
- Oversight of the church school and educational programs of church (G-10.0102f)
- Oversight & review of worship including music program [W-1.4004(a-j), W-1.4006]
- Review of the financial activities (G-10-0400c)
- Use and care of the property of the church (G-10-0102o)
- Election & reports of commissioners to Presbytery meetings and nominations to Synod or GA [G-10.0102p(1)(2)]
- **Signatures of Moderator and Clerk** for Session and Congregational meetings

G and W refer to sections of the *Book of Order*
RRO refers to *Robert's Rules of Order*

III ANNUAL CHECKLIST FOR SESSION'S MEETINGS (all of these should be recorded in the minutes)

1. Reviewed church rolls; actions taken to correct or adjust (G-5.0502, G-10-0302)
2. Reviewed records of Board of Deacons, if applicable (G-6.0404, G-10.0102m)
3. Reviewed terms of call of Pastor (G-7.0302, G-14.0506)
4. Held annual congregational meeting (G-7.0302, G-7.0303)
5. Entered minutes of congregational meeting in Session minutes (G-7.0307).
6. Meet in joint meeting with Board of Deacons, if applicable (G-6.0405)
7. Designated at least four quarterly Stated Meetings (G-10.0201)
8. Stated in the minutes the composition of the Session with regard to racial/ethnic members, women, men, ages, and how this corresponds to the composition of the congregation (G-10.0301)
9. Established annual budget (G-10.0102i)
10. Required an annual audit/review of financial records and books (G-10.0401d)
11. Submitted year-end statistical report to Presbytery (G-10.0102p(7), G-11.0306)
12. Provided for election of nominating committee for church officers (G-14.0201b)
13. Instructed, examined, ordained & installed elected officers (G-10-0102L, G-14.0205, G-14.0206)
14. Elected a church treasurer, annually (G-10.0401)
15. Submitted minutes to Presbytery for review, annually (G-10.0301)