

PLEASE PASS THIS TO YOUR SUCCESSOR

HANDBOOK
for
CLERKS OF SESSION

PEACE RIVER PRESBYTERY
5600 PEACE RIVER ROAD
NORTH PORT, FLORIDA 34287

(941) 426-8421
(941) 423-9412 fax
inbox@peaceriverpresbytery.org



FORWARD

The Handbook is a guide to the responsibilities and duties of the Clerk of Session. It is written with the assumption that the Clerk.....

- a. Plays a vital role within the Presbyterian Church (U.S.A.);
- b. Maintains the history of the faithfulness of the church through careful minutes and records;
- c. Is interested in and knowledgeable about Presbyterian polity;
- d. Is the liaison along with the moderator between session and Presbytery;
- e. Always strives to be a servant to session, in the fullest New Testament sense, and is equipped spiritually to fulfill the servant role.
- f. 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. Our order expresses the principle that we must live our lives together in accord with our faith and as witnesses to the demands of Scripture. A clerk of a governing body respects the Constitution of the Presbyterian Church (U.S.A.) as our covenant with one another about how we can, in our diversity, be such witnesses. 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 ruling elders, deacons, members, and teaching elders; it commits to a representative form of government in which ruling elders and teaching elders 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. (F-1.0304)

Without any intention to do so, a communicator can become a roadblock. A good clerk will receive all mail, keep a record of what has been received, and distribute it to the appropriate person or committee. It is of utmost importance that the communicator communicates!

The teaching elder/pastor looks to the clerk for knowledge about who is who and what is what in the local church. The session looks to the clerk not only to keep the records accurately, but also to assist the session in keeping its business meetings orderly, often serving as parliamentarian. As parliamentarian, even informally, the clerk will want to be familiar with **the current edition of Roberts Rules of Order** and with **A Guide to Parliamentary Procedure in the Presbyterian Church (U.S.A.)** by Gregory A. Goodwiller, P.R.P. (available from Presbyterian Distribution Service, (800) 524-2612 – please specify PDS #OGA 14-070), which is a brief summary of parliamentary procedures for the Presbyterian Church.

Your primary reference resources will be:

- 1) The Bible,
- 2) The Book of Confessions,
- 3) The Book of Order,
- 4) Companion to the Constitution: Polity for the Local Church, which is published by the office of General Assembly, and the,
- 5) By Laws of Local Congregation.

ON THE KEEPING OF ACCURATE AND COMPLETE RECORDS

The completing and preserving of all church records, including session minutes, is a vital responsibility of the Clerk of Session. This is more than a secretarial skill; it is the preserving of your church's history.

Minutes serve at least two functions:

1. To record current actions by session,
2. To provide a history of the congregation and the session.

For both purposes, it is important to have clear, concise documentation of the life of the congregation. Minutes do *not* need to record the details of 'who said what' during the discussion of a motion.

Minutes should be prepared and distributed as quickly as possible after each session meeting as they list actions to be taken by others.

Session minutes are to be kept in a book designated solely for church meeting minutes. This book should be a loose-leaf binder of good, heavy quality with the acid free paper with numbered pages. Although this sounds and is expensive, when you consider the alternative of your history's crumbling on lightweight paper, it is well worth the investment.

Digital minutes: Recently churches have been inquiring about replacing paper minutes with digital minutes. Stated Clerk Randy Moody conferred with the Office of the General Assembly and the Presbyterian Historical Society, specifically talking to their senior people regarding polity and records. He reports the short answer is we live in a hybrid world. "Records must be on paper – preferably acid-free, archival paper – but may be digitized also. Once approved by the reviewing council (Presbytery for congregations), the paper records may be digitized but the paper records are not to be destroyed; they can be sent to the Presbyterian Historical Society for safekeeping." (September 10, 2015).

On the cover and on the first page of this permanent record, write the full name of the church and the location as well as the date opened and closed. This makes for quick identification, especially when the book is taken to presbytery for approval. Additionally, in the front of this currently used permanent record, record where previous records can be found.

According to Robert's Rules of Order, the record of the proceedings of a deliberative assembly is usually called the minutes. The minutes should contain mainly a record of actions taken. Using the journalistic approach of reporting who, what, where, when, how and why, is suggested for accurate accountability.

The minutes should be interesting with enough information so that your grandchildren will know what happened in this church fifty years ago.

Additionally, the minutes of a meeting should never reflect the Clerk's opinion, favorable or otherwise, on anything said or done.

Who receives the minutes? All teaching and active, ruling elders should receive and approve the minutes of all session meetings. The Book of Order as well as Robert's Rules of Order specify that ownership of these records resides with the body that constitutes them. In other words, the session has ownership, and Clerk of Session has the responsibility of preserving these records.

It may be a good idea to prepare a summary of the minutes to share with the congregation either through a newsletter or as a bulletin insert. This summary can: improve the connectedness or sense of ownership of individual members in their church and its activities. Informed people make better decisions. Informed connected people feel comfortable asking questions and volunteering to help.

CONTENTS OF THE MINUTES

The first paragraph of the minutes should contain the following information:

1. The type of meeting: regular, special (called), adjourned regular, or adjourned special (called),
2. The name of the body-session of a particular church,
3. The date, time and location,
4. Who was present, excused, absent,
5. Who opened and closed with prayer,
6. Whether minutes of previous meeting were approved as read, amended and approved, etc.

The body of the minutes should contain a separate paragraph for each subject and should show the following:

1. All motions to bring a main question before the meeting, except those which were withdrawn. Careful attention to the exact wording of the maker of motion is required. Make no assumptions.
By name, who made the motion, whether the motion was approved or otherwise disposed of, including if it was temporarily disposed of by being referred to a particular committee. All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for the ruling.
2. Record all items that have been agreed to by consensus.
3. It is helpful to record any items assigned for follow-up.

SAMPLE MEETING MINUTES

Because session minutes are unique to various churches and Clerks of Session, the following is to be used only as a sample or guideline.

The Session of the (name of church) Presbyterian Church of (location) held a (stated or called) meeting on (month, day, year) at (time) a.m./p.m. The meeting was opened with prayer by (name).

The following were present:

Excused were: _____ Absent were: _____ A quorum was established.

The minutes of the meeting of (month, date and year) were (approved or approved with the following corrections):

The report of the treasurer was approved as presented and filed for financial review.

The following report was presented by the moderator, the Reverend (name). (This information may include the clergy ministry work between session meetings: weddings, baptisms, funerals, communion, visitations, upcoming events, etc.)

The Clerk of Session reported that since our last meeting the following information has been received: correspondence, letters of transfer request, the Synopsis of Presbytery meetings, etc.

Committee Reports

Reports of Boards

Reports of Special Committees and Task Forces

Unfinished Business

New Business

Announcements, including time and place of next meeting.

Adjournment with prayer (name) _____ Moderator, _____ Clerk of Session.

All minutes should be signed by the Clerk of Session after being approved by the session at the next meeting. While having the Moderator sign the Session minutes is not necessary it is a good practice.

See **(Appendix A)** hereafter for sample minute language and instructions.

ELECTRONIC MEETINGS - EMAIL VOTES

As the use of technology increases, more and more meetings employ electronic elements, including either joining one or more people to meetings electronically, or holding meetings entirely by phone or the internet. The latest edition of Robert's Rules of Order has a significantly expanded section on electronic meetings. The two most important guiding principles for electronic meetings are that they must be authorized in an organization's governing documents (our Manuals of Administrative Operations), and the technology employed must allow for "the opportunity for simultaneous aural communication." Otherwise, the decisions being made have not requirements for a deliberative assembly.

This affirms the Presbyterian polity foundations that are built on decision making by a deliberative assembly.

Technology allows the church with new options to include teleconference or video conference deliberations. The Presbytery uses www.freeconferencecall.com (teleconference) and <https://zoom.us/> (video conference). Both are available at no or low cost and are viable options for churches of all sizes.

It is understood that church Sessions and committees may use email to communicate, share ideas, even build consensus, but official votes shall be taken only after the deliberative assembly has had "the opportunity for simultaneous aural communication."

MEETINGS OF THE CONGREGATION

In addition to the minutes of the session, the minutes of the annual meeting of the congregation and all other congregational meetings should be printed in the Session Minutes Book. One of the duties of the Clerk of Session is to serve as secretary for all congregational meetings; therefore, all your minutes are to be recorded in one book.

The congregation shall hold an annual meeting and may hold other meetings as necessary. At the annual meeting, the congregation must review the adequacy of the compensation of the pastor(s) upon report of a prior review by the session. Special meetings may be called by the session or presbytery, when requested. (G-1.0501)

The business to be transacted at a special meeting shall be limited to items specifically listed in the publicly announced call for the meeting. No other business may be transacted at this meeting.

Business to be transacted at meetings of a congregation may be of two kinds – ecclesiastical and corporate. Whenever permitted by civil law, both kinds of business may be conducted at the same congregational meeting. In other words, the annual meeting of the corporation and a regular annual meeting of the congregation can be held on the same day.

Business of the annual meeting of the congregation shall be limited to the following (G-1.0503)

1. Matters related to the election of elders, deacons and trustees,
2. Matters related to the calling of a pastor or pastors,
3. Matters related to the pastoral relationship, by such means as reviewing the adequacy of and approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution (prior notice required for dissolution of call),
4. Matters related to buying, mortgaging or selling real property.
5. Matters related to the permissive powers of a congregation, such as the desire to lodge all administrative responsibility in the session, or to request of presbytery an exemption from one or more requirements because of limited size.

Remember that minutes of each meeting of the congregation must be attested to by signature of the Moderator and Clerk of Session and must be entered after approval by the session in the session's minute book.

Keeping a neat, well-organized permanent minute book is the responsibility of the Clerk of Session. Minutes are a ready reference of the ongoing work of the session and serve as an historical record of the congregation's mission and ministry.

THE CHURCH ROLLS AND REGISTER

The counterpart of the Session Minute Book is the Church Register. This register contains all vital information on the life of the congregation. Although by some church traditions the pastor or church secretary may maintain the Church Register. However, it is ultimately the responsibility of the Clerk of Session to ascertain that it is accurately kept up to date. For this reason, you should keep close supervision of the Register, even if someone else maintains it.

The importance of an accurate Church Register emerges when church members request information which has civil as well as ecclesiastical value. Civil officials will usually accept information recorded in the Church Register to confirm details of birth, marriage and family data. Church bodies occasionally make requests for recorded information. If these records are accurate and properly kept, such requests can be easily facilitated.

According to the Book of Order (G-3.0204), the following membership rolls are required:

1. Baptized Member Roll
2. Active Member Roll
3. Affiliate Member Roll

Names of members are to be removed or deleted from the rolls of the church only by the order of session, and in accordance with the provisions of the Book of Order (G-3.0204).

The session shall also keep a complete register of:

1. marriages, including marriages of all members of the church, all marriages performed by the ministerial staff of the church, and all marriages performed on church property. In the event that a couple was married in a civil ceremony, followed by a Christian Marriage Rite III or commitment ceremony, then it should be recorded in the rolls with both dates: [date Rite III performed] – Civil Ceremony on [date],
2. ordained elders and deacons, together with the names of churches in which they were ordained, the dates of their ordination, their terms of active service, and records of their death,
3. pastors, co-pastors, associate pastors, designated pastors, interim pastors, stated supply, and parish associates serving the church, with dates of service,
4. trustees and/or officers of the church corporation.

DIGITIZING CHURCH ROLLS AND REGISTERS

Beginning with the 2017 review cycle clerks may bring computer generated membership reports (on archival paper) to the Annual Records Review Workshop. The report will still need to be presented in a way that the Annual Records Review reader can see the documentation for each category of membership required by the Book of Order. Churches are encouraged to maintain the paper reports in a fireproof file as is suggested for the Membership Register binders.

BAPTIZED MEMBER ROLL

The Baptized Member Roll shall list the names of those persons baptized in a particular church, who have not made a profession of faith in Jesus Christ as Lord and Savior. It shall also list the active members' children, and children of active members or of Ministers of the Word and Sacrament related to the particular church, who have been baptized elsewhere. Be certain to record the date of birth, place, date and by whom they were baptized. Record the full names of persons presenting the child for baptism.

The session's Annual Statistical Report now requires the number of infant and adult baptisms done annually. Therefore, you may find it most efficient to add a section in which you record the names of previously baptized persons who have become a part of your congregation, usually as their parent(s) join the congregation. Then add children as they are baptized in your congregation as well. When a family or individual moves, you remove the person's name as they are transferred to the care of another congregation. When parents transfer to another church, the names of their baptized children should be included in the letter of transfer and removed from this roll. Another time to note removal from this roll is when a person becomes an active member upon profession of faith.

ACTIVE MEMBER ROLL

The Active Member Roll actually involves two rolls – the Chronological Roll and the Alphabetical Roll.

The Chronological Roll is basic because names are entered as the members are received for membership. As a name is entered it is given a permanent number, which follows in consecutive order. This number can be used with every entry involving that member.

In the Presbyterian Church (U.S.A.) there is a particular order of listing the names on the Chronological Roll. The full name is to be listed, with the last name first. In the case of a married person or widow(er), the pre-married name should appear after the first name, followed by the name of his/her spouse. For example: Harper (married name), Nancy Ann Karnes (pre-married name), (spouse: Lester Wayne Harper; for a widow(er, add “deceased”). At the time of marriage, the new married name should be added to the same line. Since some couples are now using both last names in hyphenated form, this notation should be used with both members in the Church Register. When a divorce occurs, the information should also be noted, including any name change.

The Alphabetical Roll is really a duplicate of the Chronological Roll, but it aids in locating names quickly. Here a name change involves a new listing; however, the permanent number listed in the Chronological Roll remains the same. This roll does not require the membership dates which are recorded in the chronological section.

Another important reason for keeping your rolls up to date is the Annual Statistical Report due at the end of the year. The number of members on the active members roll is to be reported to the Office of the General Assembly each year.

AFFILIATE MEMBER ROLL

The Affiliate Member Roll, (G-3.0204(a)), shall list the names of those who have been received into affiliate membership by the session and who are active members in the church’s work and worship. These persons are not listed on the Active Member Roll.

***When Delete Does Not Mean Delete: If you are keeping records and rolls on computer, DO NOT hit the delete key to remove a person from the roll. Simply, write the word “delete” beside the person’s name.

CERTIFICATES USED IN THE LIFE OF THE CHURCH

Certificates are used to denote Baptism, Church Membership, Ordination of Ruling Elders and Deacons, Dismissal (transfer of membership), and Marriage. One task of the Clerk of Session is to see that all certificates are properly completed. Correct spelling, dating, etc. are important to the persons receiving them. The information on the certificates should agree with the records in the Session Minute Book and the Church Register.

See **(Appendix B)** hereafter for sample and instructions for maintaining rolls and registers.

PRESERVATION OF RECORDS

Do you know where your old session records are?

Proper care of church records is essential. If you do not know the answer to the above question, find out and write it in the front of your current session record!

When books are no longer in use, they may be sent to the Presbyterian Historical Society for permanent safekeeping. (G-3.0107)

REMEMBER - Your minutes are the history book of the life of your church. Do not let them disappear.

PRESBYTERY MINUTES REVIEW

(Oh no! Someone is checking my work!)

According to the Book of Order, (G-3.0108(a)) each year your minutes are to be presented to the Presbytery for review. This is a constitutional responsibility of the presbytery. You are not alone; the presbytery's minutes are reviewed by the synod, and the synod's minutes are reviewed by the General Assembly. Thus, review of minutes is a vital part of the connectional Presbyterian system.

The review model currently in use is that a clerk of another session will read your minutes as you read the minutes of another session. A checklist is provided which will help you determine whether or not the minutes are faithful in maintaining the standards set by the Presbytery. Each reader will be instructed to be helpful in any constructive criticism given, and above all, to be complimentary when an excellent or exceptional job has been done.

The session of a church and all committees and organizations within the church must report annually to the congregation at the annual meeting, including a full financial report (G-3.0205). These reports should be summarized and included in the minutes of the Annual Congregational Meeting.

In addition to the aforementioned checklist, the Minutes Review Committee will ascertain the following:

1. Proceedings have been correctly recorded,
2. Proceedings have been regular and in accordance with the Book of Order,
3. Proceedings have been faithful to the mission of the whole church,
4. Proceedings have been prudent and equitable,
5. Lawful injunctions of higher governing bodies (Presbytery, Synod and General Assembly) have been obeyed.

Your Church Rolls and Register are also to be presented for review.

(Appendix E) contains the most recent checklist for the Annual Review of Session Records.

NEW FORM OF GOVERNMENT CHECKLIST

With greater freedom and flexibility, the new Form of Government (nFOG), implemented in 2011, encourages congregations and councils to focus on God's mission and how they can faithfully participate in this mission. In offering a structure that is more horizontal than hierarchical the nFOG encourages the church to be open to the guidance of the Holy Spirit as it seeks to be Christ's body and live out its calling as a community of faith, hope, love and witness.

It was built on a permission giving foundation that sought to change the pattern of creating rules to address every uncertainty and calls for us to learn to apply the broad principles of our polity with creativity and flexibility.

The implementation moved certain decisions from the Book of Order to the local church and as such congregations were expected to build an Administrative Manual to serve the purpose of documenting guiding principles and policies. **(Appendix F)** contains a checklist that was created to assist churches in that effort. It is the recommendation of the Committee on Ministry that the Manual should be reviewed and updated biennially (G-3.0106).

OVERTURES

(Appendix C) provides guidance for preparation and use of overtures.

CLERGY CONTINUING EDUCATION GUIDELINES

(Appendix D) provides guidelines for clergy continuing education planning.

(APPENDIX A)

The following are minutes of many items of business that might occur at a session meeting. Many can be used as a standard format such as the opening paragraph. Others may occur only occasionally or never. The wording is suggestive only and needs to be adapted to the particular actions taken by session. All reports should be in writing including those of the clerk and pastors.

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 Ruling elders _____.

Excused were: Ruling elders _____.

Absent were: Ruling elders _____.

Approval of Minutes: The minutes of the January 17, 20__ were approved or approved as corrected or amended).

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 commissioner.
2. Notice of Christian Education events referred to Christian Education committee.
3. Bill for per capita due referred to treasurer.
4. Request for Session to participate in annual parade referred to Session.
5. _____ etc. _____

Session approved referrals 1-3 and directed the Clerk of Session to respond to item #4 with regret.

Pastor's Report: The Pastor presented the following report of 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 _____
_____ parent's names _____
_____ adult's names _____

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, birth date, 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's approval of the request for waiver from election for Ruling 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**.

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

Special: That session authorize a special offering for the Lazarus Fund in accordance with Presbytery's.

Offering: request. The recommendation was **referred** to the Worship Committee.

Next Presbytery Meeting: That the next Presbytery meeting would be held on March 20, 20__ at Second Presbyterian Church at 1:00 p.m. and that session appoint a commissioner(s). Session appointed Ruling elder(s) _____ be commissioner(s) to the March 20, 20__ meeting.

REPORTS OF SESSION COMMITTEES

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

Ruling 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: Ruling 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 reaffirmation of faith

(Mrs. John)

Ruling elder Henry Brown by letter of transfer from Hispire Presbyterian Church

Deacon Mary Cooper by letter of transfer from Hispire Presbyterian Church

Brown (Mrs. Henry)

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: Ruling elders _____ moved that Ruling 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__.

Jones

The Moderator introduced ruling 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 Ruling 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: Ruling 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 Haines' children:

Emily Atkins to First Presbyterian Church, Des Moines, Iowa

Edwin Haines to First Methodist Church, Cleveland Ohio

Janet Haines to First Methodist Church, Cleveland Ohio

The recommendation was **adopted.**

Visitations: That since 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.

Higgins

The recommendation was **adopted.**

Deletions from the Church Roll: That Jonathan Edmund be deleted from the roll at his own request.
The recommendation was **adopted.**

Report of the Worship Committee: Ruling elder _____, chair, presented the report of the Worship 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.**

Ruling elder _____ recommended that Ruling Elder _____ accompany the pastor in serving communion off site. The recommendation was **adopted.**

7/2021

Report of the Christian Education: Ruling elder _____, chair, presented the report of the Christian Education Committee, making the following recommendations:

Church School Teachers: That the following teachers be approved for the Spring term:
_____, _____, _____

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 **approved**.

Christian Education Sunday: That Sunday, June 6, 20__ be approved as Christian Education Sunday with worship to be planned by the Church School. The recommendation was **referred** to the Worship Committee in consultation with the pastor for study and recommendation.

Report of the Mission Committee: Ruling 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: Ruling 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: Ruling elder _____, chair, presented the report of the finance and property committee, making the following recommendations.

Manse: Ruling elder _____, chair, recommended that Session approve the sale of the manse. The recommendation was **approved** for recommendation to the congregation and to Presbytery.

Report of the Ecumenical Committee: Ruling elder _____, chair, reported that final arrangements were being made for a Good Friday Worship Service, making the following recommendations:

Bus: That Session investigates the feasibility of purchasing a bus in cooperation with the Lutheran, Episcopal, and Methodist Churches in town for the purpose of transporting 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
Adjournment: There was no new business.
There being no further business to come before session, the meeting was adjourned with prayer offered by Ruling elder _____ at 9: 30 p.m.

Clerk of Session _____

(APPENDIX B)

HOW TO KEEP THE CHURCH ROLLS AND REGISTER

Church Rolls and Registers are Legal Documents

Presbytery checks your rolls and registers annually. The rolls and registers are checked against session minutes. You will find your responsibilities related to the rolls and registers in the Book of Order (G-3.0108) and (G-3.0204a – G-3.0301). 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 (G-1.0303).

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:

- a. **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 this roll by action of session or because of death. The only ways a name can be removed are by transfer to another church, removal from the active roll, death or deletion.
- b. **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.
- c. **Baptized Roll:** For most churches in Peace River Presbytery 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 teaching elder 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 that a name can be removed from the baptized roll are **by profession of faith, transfer, death**. For purposes of the Annual Statistical Report, baptized members are those persons on the baptized list who have not made a profession of faith.
- d. **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 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

A. 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.

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

1. List Bryan Adams on the baptized members’ roll with the date and place of his baptism, and his parents’ names. His mother’s name is recorded as “Mary (maiden name) Adams.”

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

1. List Sarah’s name 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, 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.

D. 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.

1. List Richard Smith 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 profession of faith, which makes him a member of the church.

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

1. 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.

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

1. Write both Billy Willmer and a church located near his school suggesting that he affiliate with the church temporarily.

G. 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 and draw a thin ink line through her name on the chronological roll, noting the date of removal.

H. 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 ordination 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.

I. 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 Mr. Parr's transfer form.
2. You note on the baptized member's roll that Jeffrey's baptism was transferred to First Church, St. Louis.

J. Mary Jones dies in the nursing home.

1. You draw a thin ink 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.

TIPS ON KEEPING THE REGISTERS

Detailed instructions for keeping the registers may be found in the Book of Order. The registers are:

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

(APPENDIX C)

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. (see G-3.0302.d)**
- 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 1st or July 1st).
 - E. The signature of the (stated) clerk
- III. What Kind of Overture Are You Writing?**
- A. Does the overture amend the Constitution? (see IV. F #2 below for deadline dates for submission).
 - B. Does the overture propose change of synod or presbytery boundaries? If so.....
 - 1. The names of all teaching elders, candidates, and inquirers 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 stance of the General Assembly? If so what kind of position?
- 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 is the Constitution affected by the overture?
- 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 the 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 – 120 days prior to next convened General Assembly.
 - 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.

VI. How Is an Overture Processed?

- A. In order for the General Assembly to refer an overture to a committee, multiple presbyteries must approve or concur in it.
- B. 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.
- C. 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.

(APPENDIX D)

Peace River Presbytery

CLERGY CONTINUING EDUCATION GUIDELINES

I. INTRODUCTION

These guidelines for clergy continuing education planning are based on several assumptions:

1. That the ministry is both a vocation and a profession. As a vocation, it is a response to God's call for an individual to use his/her gifts in service to God's people. As church professionals, have a specialized body of knowledge that they apply in specific ways to address particular human needs.
2. That this body of knowledge and its application is not static but continues to grow and develop.
3. That seminary is simply the beginning of professional training. Its purpose is to equip ministers with the tools for a lifetime of continuing professional development.
4. That it is the responsibility of a professional to continually update his/her professional expertise that she/he might service his/her constituents better.
5. That ministerial continuing education is to enhance ministerial skills and the understanding of the Christian faith.

It is for these reasons that ministerial calls in Peace River Presbytery include minimums of both time and money for professional continuing education (see latest presbytery minimum terms of call). These guidelines are intended to assist both clergypersons and governing bodies in using these resources wisely.

Sessions are encouraged to consider providing similar provisions for Certified Christian Educator and other program staff.

II. GUIDELINES FOR CONTINUING EDUCATION

A. GENERAL GUIDELINES

Clergypersons are encouraged to consult their session, personnel committees, or other governing authority in discerning the general areas in which their continuing education resources might best be spent as knowing the needs of those they serve will help in selecting the particular events, classes, books, etc. to be pursued.

Pastors are reminded that time away for continuing education must be approved by the session. Non-parish clergy should have the approval of the appropriate body or supervisor.

Both clergy and churches are encouraged to respect time away. Calls back to the church to see how things are going or consulting with the pastor who is away are discouraged. Pastors and sessions are encouraged to review their administrative procedures so as to ensure the church is able to continue to function smoothly with the pastor away. Similarly, provisions for providing normal pastoral care should be made during the pastor's absence for Continuing Education so that she or he need not have to be called.

B. TYPES OF APPROVED CONTINUING EDUCATION

Types of approved continuing education include the following:

1. Formal workshops, seminars, and other events sponsored by
 - a) accredited bodies of higher learning
 - b) governing bodies of the church, and
 - c) other recognized and approved institutions (hospitals, American Association of Pastoral Counselors, etc.).

2. Courses of study leading to further professional degrees (M.A., D. Min., Ph.D., etc.)
3. Travel that is specifically study oriented (see below).
4. Time at a spiritual retreat center or time in solo retreat under the guidance of a spiritual director.
5. A disciplined, systematic, self-directed reading program developed in conjunction with the session, personnel committee, or other governing body.

C. EXPECTED OUTCOMES

The goal of professional continuing education is to equip the individual to serve his/her constituents more effectively. Clergypersons and their governing bodies are encouraged to discover ways in which new knowledge gained through continuing education might be put to use in the life of the church or organization.

Some examples of the ways professional continuing education might benefit the church include:

1. Improvement of specific ministerial skills such as preaching, administration, counseling, conflict mediation, spiritual guidance, etc. so as to be a better overall leader.
2. Increased spiritual maturity and commitment to Christ so as to better lead the congregation in following God's call.
3. Increased understanding of the Scriptures, Christian history and practice, theology, etc. so as to be a better preacher and teacher.
4. Development of some new, innovative program, mission, outreach, service, or other form of new mission/ministry direction.
5. Firsthand interpretation of foreign or national mission programs so as to better interpret these programs and encourage greater commitment to mission in general.
6. Improvement of skills in cultivating diversity, inclusiveness, tolerance and openness within the church or organization.

D. USES OF RESOURCES

While all clergypersons are encouraged to make maximum use of their continuing education resources, time away in excess of that agreed upon in the call must be approved by the session or other governing body.

Clergy anticipating the need for additional C.E. money in any given year will want to have this reflected at the time the call is approved for the year so as to avoid having to pay tax on this amount.

Continuing Education time or money not spent in a calendar year must be returned to the church budget unspent unless accumulated for use in a previously negotiated longer period of leave.

E. TRAVEL

While travel can be enlightening, educational and culturally satisfying, a travel event that is equivalent of a vacation for a layperson is not an appropriate form of Continuing Education. Travel that is part of one's ministry or which clearly enhances one's work is acceptable.

F. ACCUMULATED STUDY LEAVE

Continuing Education time and funding may be accrued up to six (6) weeks over a three (3) year period when it has been contracted in advance between the minister and the session. They are encouraged to plan this time away carefully in terms of 1) the minister's study plans, and 2) the continuing wellbeing of the church (i.e., pulpit supply, pastoral care, program supervision, etc.).

(APPENDIX E)
PEACE RIVER PRESBYTERY
ANNUAL REVIEW OF SESSION RECORDS

Church _____

Clerk of Session _____

Telephone _____

Reader Appointed by Session _____

Date _____ Date of Last Review _____ Page# _____

CLERK OF SESSION: Please bring the following records of Session:

Minutes of Session, Minutes of Congregational Meetings, Church Register of Members.

The intent of Presbytery is to assist Clerks of Session and Session members in maintaining a full, accurate and up-to-date record of actions by sessions and congregations.

To help you and us, we ask that each session appoint a reader other than the clerk of session or church secretary, to read all the above records before they are submitted to Presbytery for review. Thus, there are two sets of checks at the right of each item. The first set is for the Session-Appointed Reader and the second for the Presbytery Reader (at the Review Workshop). The clerk should fill in the Page No. column; for those items appearing multiple times throughout the year, you may provide a minimum of four-page citations.

Circle Y if answer is YES. Circle N if answer is NO. Circle N/A if not applicable to your church.

A. SESSION MINUTES

To be checked by:

			<u>SESSION</u>		<u>PRESBYTERY</u>	
1.0	PERMANENT BINDING					
1.1	Are the minutes kept in a permanent binder? G-3.0107		Y	N	Y	N
1.2	Are the pages numbered consecutively and permanently?		Y	N	Y	N
2.0	SESSION MEETINGS					
2.1	Were meetings held at least quarterly? G-3.0203		Y	N	Y	N
2.2	Is the kind of meeting (Stated or Called) indicated? G-3.0203		Y	N	Y	N
2.3	Date of meeting?		Y	N	Y	N
2.4	Hour of meeting?		Y	N	Y	N
2.5	Place of meeting?		Y	N	Y	N
2.6	Name of moderator, with explanation if other than pastor?		Y	N	Y	N
2.7	Names of persons attending?		Y	N	Y	N
2.8	Names of persons excused?		Y	N	Y	N
2.9	Was every meeting opened and closed with prayer? G-3.0105		Y	N	Y	N
2.10	Were minutes of previous meetings approved?		Y	N	Y	N
2.11	Were minutes signed by the moderator? <i>(Optional, but desirable, for session meetings. Required for congregational meetings.)</i>		Y	N	Y	N
2.12	Were minutes signed by the clerk?		Y	N	Y	N

Note to Clerk: In the far-left column, put the page number of your minutes where each item may be found.

Page No.						
_____ 2.13	Did Session adopt an annual budget to support church mission? G-3.0113, G-3.0205		Y	N	Y	N
_____ 2.14	Did session authorize special offerings for Christian purposes and account for proceeds such as Joy, Hour of Sharing, etc? G-3.0205 <i>If church operates with a standing procedure, indicate date.</i>		Y	N	Y	N
_____ 2.15	Do minutes record period of preparation and examination of new officers prior to ordination and installation? G-2.0402		Y	N	Y	N

2.16	Does Session review the reports of all of its Committees? G-3.0109	Y	N	Y	N
2.17	Has Session provided for education in Christian worship? G-3.0201(c)	Y	N	Y	N
2.18	Has Session provided for celebration of the Lord's Supper at least quarterly? G-3.0201.	Y	N	Y	N

If church operates with a standing procedure, indicate date when action was taken. _____

To be checked by:

3.0 SESSION BUSINESS		SESSION		PRESBYTERY	
Page No.					
3.1	Election of Commissioners to higher governing bodies. G-3.0202 (Presbytery, Synod, General Assembly)	Y	N	Y	N
3.1a	Receive reports from the attendees of higher governing bodies. G-3.0202	Y	N	Y	N
3.2	Members received, including names, how received, children. G-3.0204, G-1.0303	Y	N	Y	N N/A
3.3	Baptisms authorized by Session. See W-3.0403 for extraordinary circumstances	Y	N	Y	N N/A
3.4	Members dismissed, including names, children (whether baptized), elder or deacon. G-3.0204	Y	N	Y	N
3.5	AUDIT OR REVIEW OF FINANCIAL RECORDS G-3.0113 Check one: Public Accountant _____ Church Committee _____ (Accountants' name or committee members' names and date should be noted)	Y	N	Y	N
3.6	Vote to call Congregational meeting(s) recorded in Session Minutes. G-1.0502, G-1.0505	Y	N	Y	N
B. ANNUAL STATISTICAL REPORT					
4.0	Reported to Session that data was submitted. G-3.0202 (include copy in Minutes Book)	Y	N	Y	N
C. CONGREGATIONAL MEETINGS					
5.1	Was the congregation properly notified of congregational meetings? G-1.0502 (document the notification action in minutes)	Y	N	Y	N
5.2	Are minutes of Congregational meetings included in Session Minutes Book? G-3.0204	Y	N	Y	N
5.3	Are minutes of Congregational meetings attested by both moderator and Clerk (secretary)?	Y	N	Y	N
5.4	Did the congregation hold an annual meeting? G-1.0501	Y	N	Y	N
5.5	Were ruling Elders/Deacons elected by the congregation? G-1.0503, G-2.0401	Y	N	Y	N
5.6	If there were changes in the terms of call, were they approved by the Congregation? G-1.0503	Y	N	Y	N N/A
5.7	Was business limited to matters authorized by the Book of Order, G-1.0503	Y	N	Y	N
5.8	Was an annual meeting of the church corporation held with an officer of the corporation presiding? G-4.0101	Y	N	Y	N

_____ 5.9	Was a representative Nominating Committee elected by the congregation which includes at least one ruling elder serving on Session and a minimum of 3-members but a majority not currently serving on the session? G-2.0401	Y	N	Y	N
_____ 5.10	Did Clerk of Session serve as secretary for all meetings of congregation? If not, did the congregation elect a secretary for that meeting? G-1.0505	Y	N	Y	N
_____ 5.11	Was a full report of financial decisions presented to the congregation? G-3.0205	Y	N	Y	N

D. CHURCH REGISTERS

Date of last entry or N/C if there were no changes in a particular category.

To be checked by:

_____ 6.0	Are the following Registers reviewed and maintained up-to-date, in accordance with the Book of Order? G-3.0204	<u>SESSION</u>		<u>PRESBYTERY</u>		
_____ 6.1	Active and affiliate members	Y	N	Y	N	N/C
_____ 6.2	Marriages	Y	N	Y	N	N/C
_____ 6.3	Infant Baptisms	Y	N	Y	N	N/C
_____ 6.4	Adult Baptisms	Y	N	Y	N	N/C
_____ 6.5	Elders/Deacons	Y	N	Y	N	N/C
_____ 6.6	Deaths	Y	N	Y	N	N/C
_____ 6.7	Pastors	Y	N	Y	N	N/C
_____ 6.8	Co-pastors, Associate Pastors, Interim Pastors, Stated Supplies, Parish Associates, Designated Pastors as applicable.	Y	N	Y	N	N/C

E. GENERAL

_____ 7.0	Are there any irregularities or inconsistencies with Presbyterian procedure to which attention should be called? If yes, explain at the bottom of this sheet, or on an attached sheet.	Y	N	Y	N
_____ 7.1	Did you note any emerging or potential problems in the life of this church to which the Presbytery should direct attention? If yes, explain at the bottom of this sheet, or on an attached sheet.	Y	N	Y	N

Location for the Minutes/Records Review _____

Name of Clerk reading books _____

For the Presbytery Committee on Ministry

APPROVED without exception _____

APPROVED with exception _____

Representative for Committee on Ministry _____

Date: _____

Notation of Exceptions:

Original revision July, 2007
Revised June, 2016
Revised June, 2017
Revised May, 2018
Revised May 2019
Revised July 2021

7/2021

(APPENDIX F)
PEACE RIVER PRESBYTERY
Biennial Administrative Review Form

Church _____ Date of Last Review _____

It is recommended that each church review and update, the following items on a biennial basis. These items may be in your church by-laws (BY), administrative (policy) manual (AM), Session minutes (SM), Articles of Incorporation (AI), or elsewhere specify.

Indicate the location of each item by reference to book/page. The Peace River Presbytery Committee on Ministry is requesting that you bring this completed form to the Annual Records Review every odd year, beginning 2019.

<u>1.0 Congregation</u>	<u>Book/Page</u>	<u>Review</u>
1.1 Congregation has provided, by rule, quorum necessary to conduct business (G-1.0501)	____ / ____	Y N
1.2 Congregation has adopted rules for minimum notification requirements for congregational meetings. (G-1.0502)	____ / ____	Y N
 <u>2.0 Session</u>		
2.1 Deacons ministry is under the supervision of Session. If no deacons, the Session fulfills the responsibility. (G-2.0202)	____ / ____	Y N
2.2 Session determines the term of office for Clerk of Session. (G-3.0104)	____ / ____	Y N
2.3 Session has adopted and implemented a sexual misconduct policy and a child and youth protection policy (G-3.0106)	____ / ____	Y N
2.4 Session has adopted a manual of administrative procedures that specify the form and guides the mission of the Session. (G-3.0106)	____ / ____	Y N
2.5 Session provides by rule the quorum for meetings. (G-3.0203)	____ / ____	Y N
2.6 Session determines specified term for church treasurer. (G-3.0205)	____ / ____	Y N
2.7 Session requires:		
a. All offerings are counted and recorded by at least two duly appointed persons or by one fidelity-bonded person.	____ / ____	Y N
b. Financial books and records reflect all financial transactions.	____ / ____	Y N
c. At least annually, reports of all financial activities are made to Session (G-3.0205)	____ / ____	Y N
d. Property and liability insurance coverage to protect its facilities, programs, staff and elected and appointed officers (G-3.0112)	____ / ____	Y N
2.8 Church has been incorporated. (G-4.0101)	____ / ____	Y N
2.9 Church has Emergency Preparedness/Disaster Recovery plan.	____ / ____	Y N