

GUIDANCE FOR CLERKS OF SESSION

“Minutes of the session shall be subject to the provisions of the *Book of Order* G-3.0107. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees.” (G-3.0204 Minutes and Records)

These records are necessary for the direct and orderly operation of each congregation as well as for historical purposes. Your diligence as a Clerk makes a big difference for years to come. Minutes shall be submitted at least once each year to the presbytery for its general review and control (G-3.0108a).

REQUIREMENTS OF MINUTES:

- a. meetings opened and closed with prayer
- b. quorum was present
- c. the date, time, and place of the meeting
- d. if a called meeting, stated purpose
- e. names of elders present, absent or excused
- f. names of visitors and invited guests
- g. approval of minutes of the previous meetings with date
- h. all actions taken by the session
- i. changes in rolls of the church: admissions, transfers, deaths and baptisms

ANNUAL REQUIREMENTS OF SESSION TO BE RECORDED:

- a. the election of the clerk of session, including term of office
- b. the election of the treasurer of the church
- c. new officers were examined prior to ordination/installation
- d. date set by session for ordination/installation of new officers
- e. review of rolls of members
- f. review of terms of call of pastor(s) and certified Christian educators
- g. entering of minutes of congregational meeting(s)
- h. report of annual financial review
- b. the election of commissioners to presbytery
- c. a report back to session about the most recent presbytery meeting by the commissioner(s)

GENERAL INFORMATION ABOUT RECORDS:

- a. The session must approve curriculum used in the Sunday School, and that approval must be part of the session minutes.
- b. The session must approve all communion dates and baptisms, and the approval and dates should be part of the session minutes.
- c. Minutes of session meetings are signed by the Clerk of Session.
- d. Minutes of congregational meetings are signed by the Clerk of Session.
- e. Hard copies of Session Records should be kept in a safe, secure, fireproof location at the church.

The Presbyterian Historical Society is a resource to store original copies of Session Records. There is no charge and the Records remain the property of the congregation and can be retrieved easily.

Website: www.history.pcusa.org

REMEMBER TO:

- Conduct an Annual Financial Review as required by *Book of Order* G-3.0113.
- Conduct a formal review of membership rolls annually. *Book of Order* G-3.0201c.
- Have a Congregational Meeting that includes an annual review of terms of call for pastor(s). *Book of Order* G-1.0501.
- Annual election of Nominating Committee and Officers. *Book of Order* G-2.0401.
- Have Congregational Meeting minutes approved either (a) by the congregation prior to close of said meeting, or (b) at the next session meeting with the Clerk having them available at the next congregational meeting. *Book of Order* G-3.0105.
- Include in the minutes of the Congregational Meeting when electing elders, deacons, and/or trustees that an opportunity was made for nominations from the floor. *Book of Order* G-2.0401.
- Indicate election and term of the church treasurer. *Book of Order* G-3.0205.
- Indicate election and term for Clerk of Session. *Book of Order* G-3.0104.

The following are due to your reader by **March 1, 2020:**

1. All minutes of Stated Session meetings in 2019.
2. All minutes of called Session meetings in 2019.
3. All minutes of congregational meetings in 2019.

DO NOT SUBMIT ORIGINAL MINUTES!

The presbytery will no longer send back the minutes you submit.

SEND COPIES ONLY!!