

authorized (where necessary) and recorded in the minutes of Session or the Congregation. These events are then also recorded in the Register. Note that the member number is assigned in the Register.

- _____ 67. The standard Westminster register is used. Presbytery policy.
- _____ 68. The Register of Marriages includes G-10.0302c(1)
Marriages of all church members (wherever conducted)
All conducted by the ministerial staff
All conducted on church property
- _____ 69. The Register of Baptisms W-2.3012d; G-10.0302c(2)
- _____ 70. The Register of Elders includes. G-10.0302c(3). *Elders (and deacons) should be entered into the register by classes, with appropriate reference to earlier ordination and service.*
Full name of person
Name of church in which ordained
Date of ordination
Terms of active service
Record of removals
- _____ 71. The Register of Deacons includes. G-10.0302c(4)
Full name of person
Name of church in which ordained
Date of ordination
Terms of active service
Record of removals
- _____ 72. The Register of Pastors includes. G-10.0302c(5)
All pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates
Full names and dates of service

THE PRESBYTERY OF PROSPECT HILL

CHECKLIST FOR REVIEW OF SESSION RECORDS

(Must be completed by the clerk of session and submitted with the records)

Clerks and Pastors may find this checklist helpful in establishing the duties and requirements of Session. The intention of this checklist is not only to ensure the proper "form" of the minutes, but also the proper content. That is, it lays out those things that Robert's Rules and the Book of Order say must happen.

INTRODUCTION

This checklist is based on Presbytery Policy, the Constitution of the Presbyterian Church (USA), and Robert's Rules of Order Newly Revised (10th Edition, 2000). Your reviewer will use this checklist when reading your minutes and reviewing your records. The following citations are used to determine the degree to which records conform to the requirements of the Constitution and policy:

YES = ALWAYS, USUAL = USUALLY, NO = SELDOM OR NEVER

NO minutes can be reviewed until they have been approved by the session. In some cases there are *italic* notations. These notations are an attempt to give additional guidance where the Book of Order/Robert's Rules citations are not explicit or clear.

_____ Presbyterian Church

Date Reviewed: _____ Reviewed by: _____

LIST OF MINUTES SUBMITTED. _____ volumes, for dates _____, 20__ through _____, 20__. The last review went through _____, 20__ on page _____. (Unless they were approved without exceptions, all records submitted last time must also be submitted.)

LIST OF REGISTERS SUBMITTED. _____ volumes.

INITIAL CONSIDERATIONS

_____ Does the Church have a Board of Trustees that is identical to Session? (That is, is it a “unicameral” system?) (Yes or No)

G-7.0401

_____ Does the Church have a separate Board of Deacons?

(Yes or No). G-6.0407

GENERAL NATURE OF MINUTES

REGULAR CONTENTS

This section gives the general intent and composition of minutes that are true for minutes of any organization (as applied to Session).

- _____ 1. Contain a full and accurate, and correct common sense recording of what occurred in the meeting. G-10.0301; G-9.0409a(1)
- _____ 2. Contain all information necessary for completeness and clarity. Robert’s Rules, p.453.
- _____ 3. Mainly state what was done, not said, without editorial comment. Robert’s Rules, p.451
- _____ 4. Main motions and what happened to them. Robert’s Rules, pp. 452-453
- _____ 5. Where the motion is important, the name of the mover. Robert’s Rules, p.452
- _____ 6. Amendments to motions ordinarily indicated by parenthetical note to main motion (except where necessary to give the full sense of the proceedings).

Robert’s Rules, p.453-454

Ordinarily only the final form of a motion is recorded in the minutes, with the notation that it was amended (where appropriate). The Clerk should use his or her judgment in recording the specific procedures of amendments. Where an issue is controversial or very important, the clerk may wish to include the full citation of amendments as they happened.

- _____ 7. All points of order and appeal, with reasons given by the chair for the ruling. Robert’s Rules, p.453
- _____ 8. When a count has been ordered or the vote is by ballot, the votes on each side are recorded. Robert’s Rules, p.453

Full name of the other church

Full name of the person and roll #

Lists those persons baptized in the church who have not yet made a profession of faith

ROLLS

The Book of Order calls for certain “Rolls” of members as cited below. These rolls are technically different than the Register, though the register and the rolls should be congruent. That is, you should be able to prepare a roll of active members by going to the Register. In practice, however, the use of the Register for this purpose is difficult. In some cases, as in “baptized members,” the Register in common use has no place for keeping such a roll. In general, the clerk should have available a roll available for each one of these categories, and be able to produce it as necessary.

- _____ 63. Roll of Baptized Members. G-10.0302a(1)

Lists active members' children who were baptized elsewhere

- _____ 64. An Active Member Roll has a chronological roll and an alphabetic section. G-1.0102d; G-10.0302(a).

- _____ 65. An Inactive Members Roll (which may be maintained by annotating the Active Members Roll) G-10.0302a (3)(a).

- _____ 66. An Affiliate Members Roll (Affiliate membership must be renewed every 2 years). G-10.0302(2)(b)

REGISTERS

General Comment: The Register is the record of an event. The Book of Order is generally silent about a Register, but the recording requirements essentially require a recording of events in a way that allows reference not practical by referral to the minutes. The Register in common use has been developed historically to provide that record. It is a very valuable historical document, because it keeps names and specific events about specific people in a useable form. In some cases, the Register provides a record that is acceptable in general law when records are no longer available. Sometimes courthouses burn and records of births and marriages are lost; church records then can have legal status.

The entry of names and events in all cases reflects an action of Session (or the congregation). The process is then for the events to be

_____ 53. Record that the budget was submitted to the congregation for its information as approved by Session. G-10.0102i.

The budget is approved by the Session.

_____ 54. Minutes of congregational meetings ordinarily approved at next meeting of Session and entered into session minute book. G-7.0307. *If the minutes of a congregational meeting are read and approved at a meeting before it adjourns, Session will not approve the minutes. In such a case the minutes will be entered in the Minutes Book as approved by the congregation.*

_____ 55. Minutes are attested by both moderator and secretary (clerk of session). G-7.0307

TRANSACTIONS AND RECORDS ABOUT PEOPLE

MEMBER TRANSFERS

This section describes the specific actions Session must take with regard to members, and how they are to be recorded in the minutes. Note that member receptions, transfers, and any changes in status are also recorded in the Register.

_____ 56. All actions to remove, add or transfer members to or from rolls, including death are recorded G-10.0102b.

_____ 57. A chronological number is assigned to each member (from the Register) following the name. Presbytery Policy.

This number is a clerical matter and does not need Session approval. It can be added to the minutes when they are typed into the Minutes Book.

_____ 58. Chronological roll number is always included following the member's name in Session actions pertaining to membership, rolls, transfer, death, marriage, ordination. Presbytery Policy.

_____ 59. Record for new members includes: G-10.0302

Full names of applicants

Name of church transferred from

Any ordained office held and place ordained

_____ 60. Indication of examination by Session. W-4.2004

_____ 61. Indication of examination of members to be confirmed. W-4.2003

_____ 62. Record when a certificate of transfer is granted, G-10.0302b

SPECIFIC ITEMS FOR ALL MEETINGS

This section gives the specific events that ordinary rules of parliamentary procedure require for all organizations and the congregation

_____ 9. Name of church & organization Robert's Rules, p.452

_____ 10. Date, time & place of meeting Robert's Rules, p.452

_____ 11. Description of kind of meeting Robert's Rules, p.452

_____ 12. Where a special meeting is called, minutes must indicate that proper notice was given, and the stated purpose of the special meeting (as the agenda of the meeting). Robert's Rules, p.89

_____ 13. Presence of moderator & clerk, & names if not regular ones. Robert's Rules, p.452

_____ 14. Record of elders present, excused, & absent G-9.0203

_____ 15. Guest speakers' names and subjects (But ordinarily not any summary of what was said). Robert's Rules, p.454

_____ 16. Approval of minutes with dates. Robert's Rules, p.452

_____ 17. The hour of adjournment. Robert's Rules, p.453

_____ 18. Minutes are signed by the clerk. Robert's Rules, p.454

PRESBYTERIAN REQUIREMENTS

GENERAL

This section gives the general intent and requirements for Session minutes as established by the Constitution and Presbytery Policy.

_____ 19. All minutes are promptly (within 90 days) transcribed into the official minutes book after session approval. Presbytery Policy

_____ 20. Entries on the official rolls and registers of the church are made in a timely manner (within 60 days of the applicable date). Presbytery Policy

_____ 21. Minutes are kept in the standard Westminster minutes book. Presbytery policy.

_____ 22. Proceedings are prudent, equitable, faithful to the mission of the church. G-9.0409a(2)-(3)

_____ 23. Proceedings conform to the Constitution and the lawful injunctions of higher governing bodies. G-9.0409a(4)-(5)

_____ 24. When previous actions of session are referred to, the page number is given. Presbytery Policy

- _____ 25. No erasures, interlineations, nor footnotes. Presbytery Policy
- _____ 26. No insertions on separate sheets of paper (except for Annual Statistical Report to the General Assembly). Presbytery Policy. *A specific report may be included in the minutes on sequentially numbered, low-acid, 8 1/2 x 11 inch paper by designating it as an attachment in the minutes.)*

SPECIFIC EVENTS

This section gives the specific actions that Session must do and record in the minutes as established by the Constitution and Presbytery Policy.

- _____ 27. Annual election of Treasurer. G-10.0401
- _____ 28. Election of Clerk and specification of term. G-9.0203b
- _____ 29. Records that meetings are opened and closed with prayer. G-9.0301b
- _____ 30. Record of completion of a period of study and preparation, and examination of deacons and elders. G-14.0205; G-10.0102i
- _____ 31. Determine date and record ordination & installation of elders & deacons. G-14.0205
- _____ 32. Annual statement of composition of session. G-10.0301
- _____ 33. Report of the annual review of Roll. G-5.0502
- _____ 34. Session authorization to observe the Lord's Supper. W-2.4012
- _____ 35. Administration of Lord's Supper is recorded at next meeting. Presbytery Policy.
- _____ 36. If administered privately, names of elders assisting are listed. Presbytery Policy
- _____ 37. Authorization to conduct Baptisms. W-2.3011
- _____ 38. Baptisms of adults and infants are recorded at next meeting. Presbytery Policy
- _____ 39. Marriages are reported at next regular meeting. (*see #68*) Presbytery Policy
- _____ 40. Election of Presbytery commissioners. G-10.0102p(1)
- _____ 41. Report of Presbytery commissioners. G-10.0102p(1)
- _____ 42. Approve annual budget, and include the complete line-item breakdown in the minutes of Session. G-10.0401(c)
- _____ 43. Record of annual full financial review of the financial

- _____ records (with names of reviewers). G-10.0401(c), (d)
- _____ 44. Submission of General Assembly Annual Statistical Report, G-10.0102p(7), and insertion into the minutes book. Presbytery policy.
- _____ 45. Annual review of compensation of all pastors & other staff. G-10.0102n.
- _____ 46. Annual joint meeting of session and board of deacons. G-6.0405
- _____ 47. Entries demonstrating that the session takes oversight of all organizations of the church. G-10.0102m
- _____ 48. Record of reviews of records of all church organizations, with summaries of their proceedings and actions. G-9.0407a. (*Is satisfied by the reports to the congregation during the annual meeting if the fact that they have reported is recorded in the minutes of the congregational meeting. GA (1997, 21.0180).*)
- _____ 49. Record of review of Deacon Minutes. G-6.0404. (*The intent here is to permit Session supervision of the Deacons. This can be accomplished by assigning a person to review the minutes and report the review to Session. The review may request Deacons to change an act taken or do something not done.*)

CONGREGATIONAL MEETING MINUTES

This section gives the specific requirements of Congregational meetings, and how the minutes are to be recorded, approved, and reported. (See also #'s 9-13.)

- _____ 50. Where Session has approved the minutes, record that the minutes of prior meeting were reported to the congregation and made available for correction or additions. G-7.0307. *Where corrections or additions are made to minutes of a previous meeting, they should be recorded in the minutes of the later meeting as a motion approved by the congregation.*
- _____ 51. Record of election of elders, deacons, trustees, and members-at-large of nominating committee.
- _____ 52. Approval of all specific terms of pastor call(s) (broken down by category, and including vacation and study time) by the congregation, and inclusion in the minutes. G-7.0304a(3). *The congregation must specifically approve and place in the minutes the terms of each pastor's call.*