

Minutes/Register for _____ Church
 _____ (city), _____ (state)

Minute Reader _____ Date _____

Date records were last read: _____

<u>MINUTES</u>	<u>REGISTER</u>
___ Approved	___ Approved
___ Exceptions	___ Exceptions
___ Not	___ Not
___ Approved	___ Approved

VERSION: 2021_11_01

UPPER OHIO VALLEY PRESBYTERY EXPECTATIONS FOR SESSION MINUTES AND REGISTERS

Clerks: Please complete the following checklist and bring it with you or send it with your books for the annual Records Review. Answer each line **by inserting the page number** in your Minutes where the requested information is found. Note that some other items are answered by Yes/No. Please make certain that Minutes and Registers are up-to-date and signed.

Records Review Readers: If a Clerk of Session has completed this form in advance, please give their work a review. Circle a line number to indicate an exception, and to the left of the line number, write the Minutes Book page number where the exception, missing information, etc., can be found.

RECORDS SHOULD PLEASE SHOW THE FOLLOWING:

GENERAL MATTERS:

1. Church name on front of both Minutes Book and Church Rolls Register. Yes ___ No ___
2. Minutes are written in accordance with *Robert's Rules of Order*. Yes ___ No ___
3. Date, time, place of all session meetings.
 (list page numbers, please) _____
4. Session meetings held at least once each quarter, per G-3.0203 Yes ___ No ___
5. Presence of a quorum at session meetings (either stated as such, or implied). (G-3.0203)
 (list page numbers, please) _____
6. Names shown for moderator, and ruling elders present, absent or excused.
 (list page numbers, please) _____
7. Opening of each session meeting with prayer. (G-3.0105)
 (list page numbers, please) _____
8. Closing of each session meeting with prayer. (G-3.0105)
 (list page numbers, please) _____

9. Reading and approval of the session minutes of the previous stated session meeting, along with any intervening special session meetings.

(list page numbers, please) _____

10. Record all reports received (but not necessarily the content of the reports) and actions taken by the session. For matters on which action was begun but not completed due to postponement or referral to a committee, etc., Proper motions should be in the record, together with any pertinent amendments and the nature of any applicable postponement or referral.

(list page numbers, please) _____

11. A record must exist in Session Minutes showing that regular reports of the church treasurer were read or distributed (usually monthly, at least quarterly).

(list page numbers, please) _____

12. There should be no large empty space in the Minutes book. The Minutes should be entered chronologically, with the oldest at the front of the book at the newest entry last. All pages must be consecutively numbered. If the minutes end close to the bottom of a page (normal margin excepted), the blank section should be lined out with ink or other method so that nothing can be inserted. Yes ____ No ____

13. When prior session actions are cited, designate page where recorded.

(list page numbers, please) _____

14. Erasures, interlineations, and footnotes are avoided Yes ____ No ____
For help making corrections to Minutes, see *Guidelines for Clerks of Session* booklet, on the topic of "Corrections."

15. The record of each session meeting is attested to by Clerk OR Moderator.

(list page numbers, please) _____

16. Minutes of all congregational meetings attested by the Moderator AND Clerk of Session.

(list page numbers, please) _____

SACRAMENTS, ORDINANCES AND MEMBERS:

17. Record actions to set the date, time and place for celebrating the Sacrament of the Lord's Supper, at least quarterly. (list page numbers, please) _____

18. Authorization of the Session prior to baptisms. (W-3.0403)

(list page numbers, please) _____

- 19. Record of counseling with parents of children to be baptized. (W-3.0403)
(list page numbers, please) _____
- 20. Record of Session examination of new members. (G-1.0303; 1.0402)
(list page numbers, please) _____
- 21. Reception of new members during worship service. (W-3.0307; 4.0204)
(list page numbers, please) _____

- 22. Record the full name of new members and persons baptized.
 - In case of married females, give the maiden name and state "wife of" or "widow of."
 - In case of minors give "son of" or "daughter of."
 - In all cases, state whether new member was baptized when received as member.
 - In case of letter of transfer, give the church name (including denomination), city and state of the dismissing church.

This information also must be recorded in the Church Register on the Active Member Roll. Please list here the session minutes page number for each action receiving new members, and "yes/no" whether the information was also recorded in Church Register.

_____ Yes ____ No ____

- 23. The full name of person(s) dismissed, date of dismissal and full name (including denomination), city and state of the church to which dismissed. This information must also be entered on the appropriate roll in the Church Register. Please list here the Session Minutes' page number for each action dismissing members, and "yes/no" whether the information was also recorded in Church Register.

_____ Yes ____ No ____

- 24. Record in Minutes and Church Register all Session-approved marriages conducted by the congregation's pastor or pastors, wherever the marriage ceremony is conducted:

(list page numbers, please) _____

...as well as all marriages held in the church building, or in another place in the name of the church, and with another minister officiating

(list page numbers, please) _____

... as well as all marriages of members

(list page numbers, please) _____

25. Record all funerals in Session Minutes and Church Register:

- conducted by the congregation's pastor(s) wherever held
(list page numbers, please) _____
- held anywhere, in the name of the church, with another minister officiating
(list page numbers, please) _____
- deaths of members
(list page numbers, please) _____

ANNUAL EVENTS

26. Election of Clerk of Session (G-3.0104) (please list page number) _____
27. Name(s) of elder(s) elected as commissioner(s) to Upper Ohio Valley Presbytery, the exact period of time for the appointment, and at the end of a term (or after each meeting of presbytery) record the dates of the presbytery meetings the commissioner attended.
(G-3.0202, a; please list page number or numbers) _____
28. Record motions setting the date, time and place for the annual congregational meeting (or state if the date is set in the congregation's bylaws) and all called meetings of the congregation, with a clear statement of the purpose for any special meetings. Please see the important guidelines at G-1.0501 thru 1-0503, and please list page numbers here: _____
29. The minutes of the Annual Congregational Meeting (G-1.0501) and all other meetings of the congregation shall be recorded by the Clerk of Session or her/his designee, and included in the Session Minute Book. (G-1.0505; please list page numbers) _____
30. The minutes of annual and special meetings of the congregation shall be approved at the close of each meeting when possible, or reviewed and approved by session at its next meeting. List page numbers here, please: _____
31. Minutes shall indicate (G-2.0402) the:
- ... study and preparation, (list page numbers, please) _____
 - ... examination by session, (list page numbers, please) _____
 - ...and the approval by session, (list page numbers, please) _____
 - ... of persons elected as elders or deacons, before their ordination and/or installation.

32. Minutes must show there was an annual session review of the compensation of the pastor(s) before adoption of a new annual budget (G-2.0804), and that any recommended changes in the pastor's Terms of Call were presented for congregation review and action at an annual congregational meeting or at a special meeting for that purpose. (G-1.0503c)
(list page number or numbers here, please) _____
33. Session "shall prepare and adopt a budget and determine the distribution of the congregation's benevolences." (G-3.0205; list page number or numbers here, please) _____
34. Session shall elect the church treasurer. (G-3.0205; please list page number) _____
35. Session shall provide for a full financial review of the books of the church treasurer and any financial secretary, and all the books of each church organization, and shall record session's action on the report made by those who conducted the review. (G-3.0113)
(list page number, please) _____
36. Record an annual review of the church membership rolls by the session. (G-3.0201c; please list the page number here) _____
37. At or near the beginning of each calendar year the Annual Statistical Report to the General Assembly, on membership and finances for the previous year, shall be included either in the Minutes of the Annual Congregational Meeting or Minutes of the next Stated Meeting of Session after the Annual Meeting. (G-3.0202f; please list page number here) _____
38. The Clerk shall report to Session the results of the presbytery's Annual Review of Session Records (see the first page of this checklist, at the upper right corner); i.e., that the Session Minutes and Church Membership Register were "Approved," "Approved with Exception," "Not Approved," or "Not Presented for Review." (G-3.0108a; list page number, please) _____

OTHER:

39. Names of elders nominated to Presbytery for Commissioner to Synod or General Assembly. (G-3.0202b; list page number or numbers here, please) _____
40. Minutes of any administrative commission of session shall be included in the Session Minute Book, either periodically or following the Administrative Commission's reporting and dismissal. (G-3.0109b; please list page numbers here) _____

41. If ecclesiastical discipline is administered (see D-1.0101 and following), the Session Minutes must record the results so as to enable Presbytery to know who was disciplined, why and how. (D-3.0101; D-11.0403 c,d; please list page numbers here)_____

CHURCH REGISTER RULES:

42. Session shall keep rolls of Baptized Members (infant and adult, recording the date of birth on the Roll), Active Members, and Affiliate Members (see G-1.0401, -0402, and -0403.) The Session actions which place members on a particular roll, transfer them from one roll to another, or remove them from the rolls shall be recorded in the Session Minutes as well as on the Rolls. (G-3.0204 a) **See questions 22 and 23 to record exceptions related to these entries.**
43. Session shall keep registers of marriages, including all those where the pastor has been the minister wherever held, and those services conducted in the church building or another place in the name of the church. Member's date and place of marriage shall always be recorded in the Church Register. **See question 24 to record exceptions to these entries.**
44. Session shall keep registers of deaths, including all those funerals where the pastor has been the minister wherever held, and those services conducted in the church building or another place in the name of the church. Member's date and place of death shall always be recorded in the Church Register. **See question 25 to record exceptions to these entries.**
45. Session shall keep registers of Teaching Elders (Pastors), Ruling Elders, and Deacons (if the church has a Board of Deacons), date and place of ordination including the name of the congregation/church, term(s) of active service, and record of death or other removal if such removal occurred. If the church has a separate Board of Trustees, a register of Trustees shall be kept showing term(s) of active service and a record of death or other removal if such removal occurred. (G-3.0204b)

Please list page no. recording elections, here ____; Recorded in Register? Yes ____ No ____

You have reached the end of our Session Records Reading Checklist. Thank you for your attention and diligence to these important records. Your Session, and Upper Ohio Valley Presbytery, truly appreciate the many hours you spend on your congregation's Session Minutes and Membership Registers. Gratefully, in Christ,

Craig Kephart, Stated Clerk