

WORKBOOK
FOR
CLERKS OF SESSION

PRESBYTERY OF EASTERN VIRGINIA

2018

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WORKBOOK FOR CLERKS OF SESSION
Presbytery of Eastern Virginia
Presbyterian Church (U.S.A.)

PREAMBLE – This workbook is designed to assist clerks of sessions in the performance of their duties and highlights *Book of Order* requirements to ensure full and accurate records are kept and maintained. This workbook will also assist you in your preparation for the Presbytery review of your church’s Sessional and Congregational Records. If you have any suggestions, please contact the Committee. Should you have any questions please contact your examiner or the Stated Clerk at the Presbytery Office.

..... *From the Sessional Records Committee of the Presbytery of Eastern Virginia.*

A. RESPONSIBILITIES.

The Presbytery’s Sessional Records Committee has the responsibility for reviewing Sessional Records of congregations. The Committee wishes to be of assistance to each Clerk of Session, in helping to keep good permanent records of the Church and having these records in proper condition for review by the Presbytery. With this in mind, this workbook was developed.

If you need additional materials or have questions, do not hesitate to contact the Committee through the Presbytery Office. Please address the **Sessional Records Committee** at:

Presbytery of Eastern Virginia
801 Loudoun Avenue
Portsmouth, VA 23707-3216
Phone: 757-397-7063 (South Hampton Roads and Peninsula)
1-800-989-2193 (All other areas)
FAX: (757) 397-7246

B. INSTRUCTIONS.

Please note in matters relating to review of Sessional Records:

1. Each session is to submit its Sessional and Congregational records for annual review by the Sessional Records Review Committee, as scheduled on page 8. (G-3.0108)
2. Each session is to prepare, record, and submit reports as requested by the Stated Clerk of Presbytery and/or other authorized persons of Presbytery.
3. The Annual Statistical Report to Presbytery is to be recorded in the Sessional Minutes and is to be suitably published to the congregation. A printed record of the on-line submitted statistical report should be included in the Sessional records.
4. The submitted pages of the Sessional Record are to be numbered consecutively, to insure against loss or disarrangement of the records.
5. The Committee urges you to submit certified photo copies rather than the original documents, to avoid possible loss of the “originals” and the fact that for up to two months, you would not have easy access to the documents while in the hands of the Committee’s reviewer. These Certified photocopies, being exact duplicates of the original, would have all the proper signatures and related appended documents. When only computer run-offs or inexact copies are produced for review, sometimes signatures and documents noted as “listed in the *Minutes*” are mistakenly omitted.
6. The **Certificate of Review** indicating Presbytery’s action on the previous records, is to be inserted in the permanent record at the proper place and submitted with the records for review.

7. Certified copies are to include a copy of the **last** Certificate of Review and **complete records** including *Minutes* of the most recently approved Session and Congregational Meetings.

8. Manual of Administrative Operations (approved or draft version) will be included with submitted documents (G-3.0106).

9. Date of Incorporation and Bylaws is to be annotated on the “**Report of Clerk of Session**” Worksheet.

The following statement is to be placed preceding the first page of the Records being reviewed:

“The attached copies are a true and accurate record of the proceedings of the session Of the _____ Presbyterian Church of _____, Virginia Between _____, 201_ and _____, 201_.”

(Signed by Clerk of Session)

(Signed by Moderator)

Note: Statement to be signed by moderator in a pastoral relationship with the church (Pastor, Stated Supply, Interim Pastor).

Please arrange to have your records picked up at the Presbytery meeting following your submission.

C. HIGHLIGHTS OF THE 2013/2015 FORM OF GOVERNMENT

- Requires Sessions to develop a Manual of Administrative Operations that will specify the form and guide the work of mission (G-3.0106).
- Session must establish a quorum for stated and special meetings (G-3.0203).
- Sessions should establish who may attend meetings, i.e., invited members of the congregation.
- Congregations must establish the quorum for annual and special meetings and the notification process for such meetings (G-1.0501 & G-1.0502).
- Treasurer is elected for a term specified by the Session (G-3.0205).
- Congregation is to provide by their own rule for a congregational nominating committee provided that the committee consists of at least three active members with one of those a ruling elder active on the Session (G-2.0401).
- Session elects commissioners to presbytery meetings and receives their reports (G-3.0202a).
- Categories of membership of a congregation are baptized members, active members, and affiliate members and are the only required rolls. (G-1.04/G-3.0204a). Register of inactive members may be maintained prior to removing from membership.
- Registers should be maintained as deemed necessary by the session as outlined in *Book of Order*, G-3.0204b.

- Sexual misconduct policy is to be adopted and implemented (G-3.0106)
- Property and liability insurance to protect facilities, programs, staff and elected and appointed officers shall be obtained (G-3.0112).
- A full financial review of all financial records and books is required annually (G-3.0113).

D. ELECTRONIC MEETINGS.

Robert’s Rule allows for the use of electronic meetings if they are authorized in the by-laws.

The use of e-mail, or other electronic means, for meetings will be provided for in the Manual of Administrative Operations, have established guidelines, and be used with care. It should be the exception and not the norm as it does not provide for simultaneous communication and deliberate process.

All members qualified to vote must be included. Those without e-mail and those that do not read e-mail on a daily basis must be notified. If one person objects to the matter being discussed or wants to discuss in detail the matter should be handled in a called meeting or wait until the next stated meeting.

Follow-up at the next meeting and report any action in the session minutes.

E. COMMITTEE’S PROCESS FOR REVIEWING SESSIONAL RECORDS

1. The Stated Clerk of the Presbytery will send out an e-mail with a copy of the form, “**Report of Clerk of Session**”, using the following schedule for 2018:

PRESBYTERY MEETINGS	LETTER/FORMS MAILED TO COS BY	DEADLINE FOR RECEIPT OF RECORDS	COMMITTEE REVIEW DATE
APRIL	JANUARY 11	FEBRUARY 15	MARCH 5
JULY	APRIL 4	MAY 16	JUNE 4
OCTOBER	JULY 11	AUGUST 15	SEPTEMBER 10
JANUARY	OCTOBER 10	NOVEMBER 14	DECEMBER 3

2. a. Each Clerk of Session is to complete two copies of the form“**Report of Clerk of Session**” and submit them along with the records, to the Committee Examiner.
- b. Ensure page numbers and dates of actions are included on the Report of Clerk of Session Form where indicated.
- c. The Clerk will be notified as to the name and address of the Committee member reviewing the Church’s records and the Clerk, in consultation with the reviewer, may choose one of the following ways to deliver the records:
 - Personal delivery of the records to the reviewer.
 - Mail the records
 - If agreeable with reviewer, delivered to Presbytery’s Office. **Be sure your reviewer knows when the records will be in the office.**

Note: It is recommended that they **NOT be the original record**, but certified “photo copies” of the original.

3. Each reviewer upon receiving the records from the Clerk of Session shall:

- Read the *Minutes* to be reviewed. The reviewer shall use the forms, “Report of Clerk of Session” and the “Report of Examination of Sessional Records”, as guidelines.
- Complete two copies of the Reviewer’s form (retain one; submit one to the Committee). Bring all reviewed records with completed forms (including copies of “Report of Clerk of Session), to the Committee meeting, at which they are to be reported.
- Complete one copy of the appropriate **Certificate of Review**.

4. During the Committee Meeting the reviewer shall:

- Share with Committee, those records that are recommended as “**Reviewed without exception.**”
- Share with Committee, those that the reviewer judges be “**Reviewed with exception,**” giving rationale. The Committee shall either confirm or change.
- Share with Committee, those recommended for “**Reviewed – not in accordance with the constitution,**” giving rationale. The Committee shall either confirm or change.

5. The Committee Chair will:

- Sign the Reviewer’s Form indicating Committee action.
- Sign Certificate of Review, based on Committee action, and submit for signature by the Moderator of Presbytery.
- Provide one copy of completed Reviewer’s Form, the Certificate of Review, and Report of the Clerk of Session along with the Sessional records to the Stated Clerk.
- Prepare Report to Presbytery.

6. The Stated Clerk will:

- Have Certificate of Review signed by the moderator of Presbytery.
- File Certificate of Review and Report of Examination of Sessional Records with Sessional records.
- File one copy of the Reviewer’s Form, one copy of the Report of Clerk of Session Form and a copy of the Certificate of Review in the Presbytery Office.

7. At the Presbytery meeting, the Clerk of Session, (or his/her representative) shall pick-up the reviewed Sessional Records with a copy of Reviewer’s Report and the Certificate of Review.

8. Every effort should be made to submit Sessional records on time. Sessional Records not received on schedule will be reported to Presbytery and will be requested again for the next review period.

F. CLERK OF SESSION REPORT FORM

REPORT OF THE CLERK OF SESSION

(This form is to be completed by the Clerk of Session and submitted with the Sessional Records)

Name of Church: _____

Address of Church: _____

Dates Covered by this Report: From _____ through _____

- | | Yes | No | ← |
|--|--------------------------|--------------------------|---|
| 1. The Church has: | | | |
| a. Board of Deacons..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Organization of Presbyterian Women..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Organization of Men..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Paid employees other than the pastor..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Incorporated (Date: _____) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Elected a clerk (Term _____) | <input type="checkbox"/> | <input type="checkbox"/> | |



<u>PLEASE PLACE A CIRCLE AROUND YOUR RESPONSE</u>	Y = Yes N = No N/A	Date of Action	Page in Minutes	Book of Order
1. Has a Manual of Administrative Operations been prepared & submitted? Are Articles of Incorporation & Bylaws included in packet?	Y - N Y - N			G-3.0106 G-3.0108
2. Are <i>Minutes</i> (a) in proper form and (b) being submitted on time?	a. Y- N b. Y- N			G-3.0108a
3. Are the Session <i>Minutes</i> preserved by the clerk?	Y - N			G-3.0104
4. Is date, time and place for each Session & Congregational meeting recorded?	Y - N			RRO § 48
5. (A) Were names of those present at Session meeting, including the moderator, recorded? (b) Was a quorum present?	Y - N Y - N			COS Workbook RRO § 48
6. Has the Session established a quorum for stated & special meetings?	Y - N			G-3.0203
7. Were meetings opened and closed with prayer?	Y - N			G-3.0105
8. Were Session meetings moderated according to the Constitution?	Y - N			G-3.0201
9. Were <i>Minutes</i> of Session meetings approved by Session and signed by the Clerk?	Y - N			COS WB RRO § 48
10. Do Session minutes include minutes of joint meetings of Deacons, if applicable, & Trustees with the Session?	Y - N N/A			G-3.0204
11. Were Stated Session Meetings held at least quarterly?	Y - N			G-3.0203
12. Has a quorum and notification process been established for calling an annual & special congregation meeting?	Y - N			G-1.0501 & G-1.0502
13. Was an Annual Congregational Meeting held?	Y - N			G-1.0501
14. Was adequacy of compensation of installed pastor(s) reviewed at Annual Meeting? (N/A applies to temporary supply pastors)	Y - N N/A			G-1.0503

15. Were changes in the installed pastor's Call approved by the Congregation? At the Annual Meeting?	Y - N N/A			G-1.0503
16. Were Congregation meetings moderated in accordance with the Constitution?	Y - N			G-1.0504
17. Does the Session prepare those who would become active members?	Y - N			G-1.0402
18. Is the roll of active members reviewed at least annually?	Y - N			G-3.0201c
19. Has the congregation provided for congregational nominating committee structure?	Y - N			G-2.0401
20. Do <i>Minutes</i> show the Session has trained & examined newly elected ruling elders and deacons & if approved, appointed a day for ordination & installation?	a. Y - N			G-2.0402
21. Do <i>Minutes</i> show that the Session approved all Baptisms in advance?	Y - N			W-2.3011a
22. Do <i>Minutes</i> show that the Session authorized the sacrament of the Lord's Supper at least quarterly? Please give date of action _____	Y - N			G-3.0201b
23. Are church membership rolls maintained in accordance with the Book of Order?	Y - N			G-3.0204a
24. Has the Session designated other registers to be maintained?	Y - N			G-3.0204b
25. Has a sexual misconduct policy been adopted and implemented? Date of policy _____	Y - N			G-3.0106
26. Do those in charge of various congregational funds report at least annually to the Session?	Y - N			G-3.0205
27. A. Do <i>Minutes</i> show the approval of the Church budget by the Session? b. Is a copy of the adopted budget included in this set of <i>Minutes</i> ?	a. Y - N b. Y - N			G-3.0113
28. Has the Session: (a.) elected a treasurer? Length of term _____ (b.) obtain an independent financial review or audit of all books and records annually, (c.) obtained property & liability insurance to protect facilities, programs, staff & elected & appointed officers?	a. Y - N b. Y - N c. Y - N			G-3.0205 G-3.0113 G-3.0112
29. Do <i>Minutes</i> show that the Session approved the Annual Statistical Report and directed that it be published to the Congregation?	Y - N			G-3.0202f COS Workbook
30. Is the latest copy of the Annual Statistical Report, showing the composition of Session as to racial ethnic groups, men and women, and composition of Church membership, included in the minutes being reviewed?	Y - N			Clerk of Session Workbook
31. Has the Session developed procedures to ensure diversity on committees and boards regardless of race, ethnicity, age, sex, disability, etc.?	Y - N			G-3.0103
32. Is a rotary system used for Church officers?	Y - N			G-2.0404
33. Has proper exemption been obtained when rotation of officers is not possible? List date of exemption(s) by the presbytery _____	Y - N N/A			G-1.0503e
34. Do <i>Minutes</i> record (a) election of representatives to Presbytery meetings and (b) their report to Session?	a. Y - N b. Y - N			G-3.0202a
Election Dates				
Report Dates				
35. Do you feel your Sessional records reveal any action contrary to the constitution of The Church? If so, indicate the nature of the action and section of the constitution being violated.	Y - N			

Date: _____ Signed by the Clerk of Session _____

Clerk: _____

(Printed Name)

(Address)

(Telephone Number)

G. SCHEDULE FOR REVIEW OF SESSIONAL RECORDS

Sessional Records to be reviewed in February (Due in hands of Reviewer by February 15 and reported at the April Meeting of Presbytery.)

Bayside	First United	Lynnhaven
Belle Haven	Greenbrier	Messiah
Calvin	Groves Memorial	Newport News, Second
Carver Memorial	Hidenwood	Oakdale
Community, Portsmouth	Hilton	Portsmouth, First

Sessional Records to be reviewed in April (Due in hands of Reviewer by May 16 and reported at the July Meeting of Presbytery.)

	Holmes	Makemie
	Jamestown	Providence
Clark	Knox	Thalia Trinity
Great Bridge	Lafayette	Wycliffe
Hampton, First	LaCrosse Memorial	Yorkminster

Sessional Records to be reviewed in August (Due in hands of Reviewer by August 15 and reported at the October Meeting of Presbytery.)

Community, Hampton	Norfolk, Second	South Norfolk, First
Covenant	Ocean View	Squires Memorial
Grace Covenant	Powelton	Virginia Beach, First
Green Acres	Royster Memorial	Williamsburg
KirkWood	Simonsdale	

Sessional Records to be reviewed in November (Due in hands of Reviewer by November 14 and reported at the January Meeting of Presbytery.)

Bethany	King's Grant	St. Andrew
Christ	Naomi Makemie	Stone House
Denbigh	Norfolk, First	Suffolk
Franklin	Norfolk, Third	Wythe

TO CLERK OF SESSION: You will receive a copy of **Report of the Clerk of Session** with the letter requesting submission of your Records when e-mailed to you. That form is to be completed and returned with the Records that are to be reviewed. A copy of the form is included in this Work Book and can serve as a reminder of actions to be taken each year. Please study this form. It will assist you in scheduling items needed to be acted upon by the Session.

H. Excerpt from *ROBERT'S RULES OF ORDER, NEWLY REVISED*

§ 48 MINUTES AND REPORTS

The record of the proceedings of a deliberative assembly is usually called the *Minutes*... In an ordinary society ... they should contain mainly a record of what was *done* at the meeting, not what was *said* by the members. The *Minutes* should never reflect the secretary's opinion, favorable or otherwise, on anything said or done.

CONTENT OF *MINUTES*:

The *first paragraph* of the *Minutes* should contain the following information (which need not, however, be divided into numbered or separated items directly corresponding to those below):

1. the kind of meeting: (i.e. Stated, Called, etc.)
2. the name of the assembly
3. the date and time of meeting, and the place
4. the fact that the regular (Moderator) and (Clerk) were present or, in their absence, the names of the persons who substituted for them;
5. and whether the *minutes* of the previous meeting were read and approved (as read or as corrected), the date of that meeting being given if it was other than a regular business meeting. Any corrections are made in the text of the minutes being approved; the minutes of the meeting making the corrections merely state that the minutes were approved "as corrected".

The body of the *minutes* should contain a *separate paragraph for each subject matter*, and in such a format should show:

6. All main motions ... or motions to bring a main question again before the assembly ... except any that were withdrawn... giving:
 - a) The wording in which each motion was adopted or otherwise disposed of (with the facts as to how the motion may have been debated or amended before disposition being mentioned only parenthetically)
 - b) The disposition of the motion, including... if it was *temporarily* disposed of ... any primary and secondary motions that were then pending,
 - c) Usually, in the case of all important motions, the name of the mover and...
7. All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his/her ruling.

The *last paragraph* should state:

8. The hour of adjournment.

Additional rules and practices relating to the content of the *minutes* are the following:

--- The name of the person seconding a motion should not be entered in the *minutes* unless ordered by the assembly.

--- When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering "Present" should be entered. If members fail to respond on a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote.

--- The proceedings of a committee of the whole, or a quasi committee of the whole, should not be entered in the *Minutes*, but the fact that the assembly went into committee of the whole (or into quasi committee) and the committee report should be recorded.

--- When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.

--- When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it "to be entered in the *Minutes*," in which case the secretary copies it in full in the *Minutes*.

--- The name and subject of a guest speaker can be given, but no effort should be made to summarize his/her remarks.

THE SIGNATURE: (Paragraph modified for *Book of Order* requirements.)

Minutes of session meetings and congregational meetings should be signed by the clerk/secretary and can also be signed, if the assembly wishes, by the moderator but signature of the moderator is not required. The words respectfully submitted, although occasionally used, represent an older practice that is not essential in signing the *Minutes*.

When the *Minutes* are approved, the word **APPROVED**, with the secretary's initials and the date, should be written below them.

I. Suggested Form for *Minutes* of Session Meeting

_____ Presbyterian Church
_____, Virginia
_____, 200__

The Stated (Called or Adjourned) Meeting of the Session of the _____ Presbyterian Church of _____, Virginia, was held in the _____ at _____ p.m. (a.m.) (day), (month) (date) 200__ with the following members, constituting a quorum, present: _____ (full name or initials and last name), Moderator, _____, and (any visitors).

The Moderator (or other) opened the meeting with prayer, after which the *Minutes* of the meeting(s) of the Session of _____, 200__ (and _____, 200__) were read and approved (or corrected as follows _____).

Communications:

- A. from Higher Governing Bodies (give brief content, and record disposition)
- B. Requests for Dismissal: (e.g. "Having received a request for a Certificate of Dismissal, on the motion of _____, seconded and carried, Mr. and Mrs. John T. Smith, their son David A., their daughter Susan B., and their baptized children Karen F. and Lori G. were dismissed to the care and fellowship of the First Presbyterian Church of Alton, Illinois.")
- C. Other (give brief content and record of disposition)

RECEPTION OF NEW MEMBERS:

(e.g. "Mr. and Mrs. John T. Smith (Betty Ann), their son David A., their daughter Susan B., and their baptized children Karen F. and Lori G. were received by Certificate from the First Presbyterian Church of Alton, Illinois" OR "Mr. John T. Smith was received on Profession of Faith having been previously baptized." OR "Mrs. John T. Smith (Betty Ann) was received on Profession of Faith and the Sacrament of Baptism is to be administered on (date)." OR "Mr. and Mrs. John T. Smith (Betty Ann) were received on their Reaffirmation of Faith having been previously members of the Zion Baptist Church of Clifton, Texas.")

PASTOR'S REPORT: (Monthly, if possible)

- A. Names of all persons related to the Church who have been married, and date.
- B. Names of all Persons related to the Church who have died, and date.
- C. Other concerns (sickness, etc.)

ELECTION OF REPRESENTATIVES TO PRESBYTERY:

(e.g. "On motion of _____, seconded, and carried _____ was/were elected principal representative(s) and _____ was/were elected alternate representative(s) to the Stated (Called, etc.) Meeting of Presbytery (date), 200__ at _____ Church, _____, Virginia.")

REPORT OF REPRESENTATIVE(S) TO PRESBYTERY:

(Record that (name of representative(s)), reported on his/her/their attendance at Presbytery and what information was given about the Presbytery Meeting.)

REPORTS AND ACTIONS:

(Record something of the nature of all reports and other business put before the Session, **but not** the discussion. Actions should be recorded as follows: "On motion of _____, seconded, and carried, the Session (record the motion) _____.")

There being no further business, the meeting adjourned with prayer by _____ at (time).

/s/Clerk of Session

Printed Name

Date approved: _____

COS Initials: _____

J. A PAPER ON THE ROLE OF THE CLERK OF SESSION

1. The *Book of Order* makes the following provisions:

- **G-3.0104** - The clerk shall record the transactions of the governing body, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. Such extracts, verified by the clerk, shall be evidence in any governing body of the church.

- **G-3.0104** - The clerk of session shall be an elder elected by the session for such term as it may determine. Names of the Clerks of Session are to be reported to the Presbyterian Office as they change throughout the calendar year.

NOTE: It is in order for any elder, whether or not an active member of the session, to serve as clerk of session as long as the elder is elected by the session for a definite term and, of course, could be re-elected. If the clerk of session is not an active member of the session, then he/she cannot vote and should have voice only in matters related to the function of the clerk unless voice is given to the clerk by action of the session.

- **G-1.0505** – The Clerk of Session serves as secretary at congregational meetings.

2. The clerk of session should work with the moderator of the session, which is the pastor or a minister appointed by the Presbytery for that purpose. It is very important for the clerk of session to work very closely with the moderator in developing agendas for the meetings and for them to keep each other informed concerning issues that will be coming before the session.

3. It is recommended that the clerk of session keep a list of the important items that should be coming before the session during the year to be sure they are included at the proper time on the agenda. It is helpful to have these in chronological order and should include such items as: election of officers, authorization of communion services during the year, submission of minutes of the Board of Deacons, and review of other groups in the church, etc.

4. The clerk will also receive important correspondence and reports during the year, such as the information for presbytery meetings, annual statistical reports, annual review of compensation for pastors, etc. A system for getting these packets to the right people as quickly as possible is important.

5. When the church is without a pastor, the clerk becomes the chief point of communication from the Presbytery and the larger church. The clerk must be careful that all correspondence and materials reach the persons who are to receive them including the session as a whole.

6. It is important that the minutes and other records be kept in a permanent binding so that valuable records will not be lost.

7. THE **ACTIVE CHURCH MEMBERSHIP ROLL** is an important responsibility for the clerk of session. The clerk is to see that all new members are properly entered including the full name of the member. When married women join, it is important that their maiden name be used as at least one of their middle names. The membership roll is to be reviewed annually. The session may remove members from the roll in accordance with G-3.0204a, *Book of Order*.

8. The **BAPTIZED MEMBERS ROLL** is important to keep and should include careful detail as to names, etc.; and is to include not only those baptized in the congregation, but the baptized children of new members that join. When a person on the Baptized Members Roll is received by Profession of Faith, then they are transferred to the Active Members Roll.

9. **AFFILIATE MEMBERS ROLL** contains names of those who are a member of another congregation, who has temporarily moved from congregation where the membership is situated, has presented a certificate of good standing and has been received by the session. An affiliate member has all the rights of a member except vote or be elected to ordered ministry or other office in the congregation.

10. **OTHER PARTICIPANTS** are persons who are not members of, or have ceased active participation in the Presbyterian Church (U.S.A.) but are welcomed and may participated in the life and worship of the church and receive pastoral care.

11. **INACTIVE ROLL** is no longer required to be maintained but may be used as determined by the Session. See *Book of Order*, G-3.0204a for removing members.

12. **REGISTERS** of baptisms authorized by the session, of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary, which should include marriages performed by the ministers, will be maintained.

13. **ANNUAL STATISTICAL REPORTS** are required by both the Presbytery and the General Assembly. *Book of Order*, G-3.0202f states that one of the responsibilities of the Session is “to send to the presbytery and General Assembly requested statistics and other information according to the requirements of those bodies, as well as voluntary financial contributions.” As Clerk of Session you should help shepherd the process of statistics gathering and ensure that these reports are provided to Presbytery in a timely fashion, normally due in mid-February. Once the established date passes, churches can no longer input on-line and must submit reports to the Presbytery Stated Clerk to be entered.

It is important to realize that the information contained in the Annual Statistical Reports to the General Assembly must be reviewed and verified by Presbytery Staff for transmittal to the Office of the General Assembly. They, in turn, must then review reports received from the whole Church and have them published April-May timeframe. This means that the General Assembly Office imposes a very early deadline on the presbyteries, usually early-March.

14. The Presbytery of Eastern Virginia sends out/e-mails a packet each November/December, containing:

- a. The instructions for reporting statistical information – **all churches will submit their reports on-line**; if the church lacks on-line capability, arrangements can be made with the Stated Clerk.,
- b. Annual Report to Presbytery Form for listing Elders & Deacons and other key persons to the Presbytery, and
- c. Annual Terms of Call Forms, as applicable, for installed pastors.

15. **Annual Terms of Call.** Each church with an installed pastor/associate pastor/designated pastor will submit an Annual Terms of Call Form reflecting any changes. The forms are sent to Clerks of Session in November and are due to be returned as soon as possible after the Annual Meeting or by the end of February. Housing allowance amounts for the coming year are to be approved by the session prior to December 31 to conform to Internal Revenue Service regulations. Any changes in terms of call must also be reported to the Board of Pensions for credit in pension benefits.

K. PREPARING FOR REVIEW OF SESSIONAL RECORDS...A CHECK LIST

BE PREPARED

1. Manual of Administrative Operations prepared.
2. All pages of submitted *Minutes* should be properly numbered for continuity.
2. Certificate of Review from previous review is included and submitted with *Minutes*.
3. Each of the *Minutes* is signed by the Clerk of Session.
4. All Congregational Meeting *Minutes* are approved & entered into the records.
5. All Congregational Meeting *Minutes* are signed by the Secretary and, if desired by the Moderator.
6. All Congregational Meetings are moderated in accordance with the Constitution.
7. All "lists" & "attachments" mentioned in *Minutes* are enclosed with the Records.
8. The Session has approved communion schedule for the year.
9. Date Session approved Communion Schedule, can be noted for the Review.
- 10 Date of Annual Congregational Meeting can be noted for the Review.
11. Date of Church Budget approval, by session, can be noted for the Review.
12. A copy of the Church Budget is enclosed in the Sessional Records.
13. The session has reviewed adequacy of compensation for all employees, to include pastor.
14. Date Session elected the Church treasurer, can be noted for the Review.
15. Session has conducted an independent financial review of all books and records.
16. Date Session ordered Annual Statistics published to congregation, can be noted.
17. Copy of Statistical Report included in the *Minutes*.
18. Date Session elected representatives to Presbytery meetings, can be noted.
19. Representatives to Presbytery meetings report to Session can be noted.
20. The *Minutes* show that Session approved all Baptisms in advance.
21. Changes in pastor's Call were approved by the Congregation and can be noted.
22. Housing allowance for pastor(s) was approved by session prior to end of calendar year.
23. The *Minutes* show Session prepared those who would become Church members.
24. The *Minutes* show Session instructed & examined officers-elect and appointed a day for the service of ordination & installation.
25. Property and liability insurance obtained.
26. Sexual misconduct policy adopted and implemented.
27. The *Minutes* are checked for typing errors, etc. & are ready for permanent binding.
28. The *Minutes* are ready to be submitted for review to Presbytery on time.
29. Moderator in a permanent pastoral relationship with the church should sign the "true and accurate" forwarding statement, along with the clerk, to ensure that the moderator is cognizant of what is being submitted.

"REVIEW" means...Review by Presbytery Committee on Sessional Records.

"NOTED FOR REVIEW" and

"CAN BE NOTED" mean.....date & page from *Minutes* are available for recording in Report of Clerk of Session.

"RECORDS" mean... Sessional *Minutes* and all attachments noted in minutes.