

CLERK OF SESSION

TRAINING



General Role and Book of Order Requirements

- The **main** thing that a Clerk of Session is responsible for is to maintain, preserve and share the minutes, rolls and registrars of a congregation, including:
 - Session Minutes
 - Congregational Meeting Minutes
 - Minutes of Joint Meetings of Session with Trustees or Deacons
 - Baptized Members Roll
 - Active Members Roll
 - Affiliate Members Roll
 - Inactive Members Roll (optional)

General Role and Book of Order Requirements

- Installed Pastor Register
- Elder Register
- Deacon Register
- Baptism Register
- Marriage Register (optional)

General Role and Book of Order Requirements

- Broadly, the Clerk of Session is also responsible:
 - to know the Book of Order
 - to know Robert's Rules
 - to send and receive communications on behalf of session, including letters of transfer
 - to assist the pastor regarding matters related to session

General Role and Book of Order Requirements

- Other common items that vary by church:
 - Newsletter articles
 - Assisting the moderator in keeping track of reports and motions for the agenda
 - Keeper of the church's Bylaws, manuals and policies

General Role and Book of Order Requirements

- The Clerk of Session is also responsible for the following reports to Presbytery and GA:
 - Annual Session Minutes Review of Previous Year's Minutes
 - Necrology
 - Annual Statistical Report
 - Clerk's Annual Questionnaire

Writing Good Minutes

- Robert's Rules guidelines for what to include in minutes:
 - General Principles
 - Record **actions** not discussion and not transcription
 - Don't editorialize
 - Recording of Motions
 - Record the *final* wording of main motions, and what happened to them (passed, failed, tabled, etc.)
 - Record even failed points of order or appeals
 - Mover, but not seconder, of motion

Writing Good Minutes

- Robert's Rules (con't):
 - Location of meeting (church name)
 - Date
 - Type of meeting (stated or called)
 - Name of Moderator
 - Name of Clerk
 - Time you begin and time you adjourn
 - Number of votes for and against if voting by ballot

Writing Good Minutes

- Robert's Rules (con't)
 - Declaration of quorum
 - It's your job to declare a quorum. It's also your job to know what quorum is for your session (varies by each church, and should be in your bylaws or manual).
 - When appropriate, election of Clerk and/or Treasurer
 - Attendance, including guests
 - Approval of agenda
 - Approval of the minutes of the previous meeting
 - If corrected, don't include the changes, just note that they were corrected

Writing Good Minutes

- Robert's Rules (con't)
 - Summaries of Oral Reports of: (written reports may be attached to the minutes instead)
 - Clerk
 - May contain correspondence, announcements, and report of the serving of the Lord's Supper, in addition to listing of baptisms, marriages, changes in membership rolls.
 - Treasurer
 - Pastor or other staff
 - Committees and Commissions
 - **Don't** summarize the remarks of a guest speaker

Writing Good Minutes

- Robert's Rules (advanced)
 - When selling, encumbering or receiving real property:
 - Name, address and legal description of the property;
 - Name of buyer/lessee;
 - Sale price/terms;
 - Loan amount, purpose and terms, including the name of the lender;
 - Lease terms and liability insurance;
 - Concurrence of presbytery where necessary

Writing Good Minutes

- Book of Order Guidelines
 - The Book of Order directs that each meeting of a council (eg, your session) begin and end with prayer. The minutes should reflect this.
 - Election of Elder Commissioners for Presbytery
 - Please record failed attempts
 - Reports of Elder Commissioners from Presbytery
 - Approval of Communion dates
 - Approval of Baptisms and dates
 - Examination of new members

Writing Good Minutes

- Book of Order Guidelines (con't)
 - Reception of new members by:
 - Profession of Faith and Baptism
 - Reaffirmation of Faith
 - Letter of Transfer
 - Removal of members by:
 - Transfer
 - Inactive
 - Request
 - Death

Writing Good Minutes

- Book of Order Guidelines (con't)
 - Examination and installation/ordination date for incoming Ruling Elders
 - Meeting time and agenda of Congregational meetings
 - Housing Allowance for Pastoral staff
 - Approval of Budget

Writing Good Minutes

- Book of Order - Annual Events
 - Examination and training of newly ordained Elders and/or Deacons
 - Financial Review
 - Pastor's Salary Review
 - Review of Insurance
 - Church Membership Review

Writing Good Minutes

- Tips and Tricks
 - Recording minutes is *much* easier if you write them out ahead of time and just leave the outcomes blank. Eg, you already know what motions are coming from which committees, just not if they'll be passed or not.
 - You'll want to have a copy of the Minutes Review Sheet as you're completing the minutes; this will help you make sure you've got everything you need come review time.
 - Keep a calendar of events you may want to remind the pastor of for the agenda.
 - Use example minutes from someone else as a base

Sample Session Minutes

Below you'll find some "bare bones" example minutes of a session meeting. If the agenda you're working with puts things in a different order, go with the agenda.

**Sample Presbyterian Church
Roanoke, Virginia
Stated Session Meeting Minutes
January 31, 2021**

Present: Pastor James Waters, Moderator, John Smith, Clerk, Jane Doe, John Doe, Elder 3, Elder 4

Excused: Elder 5

Absent: Elder 6

Guests: Charlie Smith, Commission on Ministry, Jennifer Smith, Treasurer

Pastor Waters opened the meeting with prayer at 7:01pm. Clerk John Smith declared a quorum present.

Session approved minutes from the congregational meeting on Sunday January 15th as presented and from the stated session meeting on January 10th as corrected. The agenda was also approved as presented.

Session approved minutes from the congregational meeting on Sunday January 15th as presented and from the stated session meeting on January 10th as corrected. The agenda was also approved as presented.

Pastor's Report:

Pastor Waters reported on visitations during the previous month and that the new copier was working out well.

Treasurer's Report:

Jennifer reviewed her written report on monthly income and expenses with the session.

Clerk's Report:

The clerk of session reported no correspondence to the session. There was one baptism as well as communion on Sunday January 22nd.

Presbytery Report:

Jane Doe reported on the January 14th meeting of Presbytery. Various amendments to the Book of Order were approved.

Committee Reports:

Mission Committee:

Elder 3 reports that the Mission Committee allocated \$3,000 to hunger and \$3,000 to mission this year.

Further mission giving and projects for the year are still being discussed. [you can summarize a written report or, better, attach it to the minutes]

Personnel Committee:

No report.

Commission Reports:

Commission to Receive New Members:

Pastor Waters reported that 2 people were examined for membership following the new member's class on January 22nd. They will be received via Reaffirmation of Faith at the February 5th worship service.

Old Business:

John Doe moved that the carpet in the sanctuary be replaced, and that the Building Committee be tasked with hiring a company to do so. The motion was seconded and discussed. Jane raised a point of order to Pastor Waters regarding the Treasurer's ability to participate in the discussion, as Jennifer is not an Elder. Pastor Waters, after consultation with the session, allowed Jennifer the floor. The motion passed, and the Building committee will bring a report to the next stated session meeting.

New Business:

Charlie Smith spoke to the session regarding best practices related to ministerial transitions on behalf of the Commission on Ministry.

New Business:

Charlie Smith spoke to the session regarding best practices related to ministerial transitions on behalf of the Commission on Ministry.

Jane Doe moved that the meeting be adjourned, which was seconded and passed. Elder 4 closed the meeting with prayer at 8:22pm.

Signature

John Smith, Clerk of Session
Sample Presbyterian Church

Registers and Rolls

Tips and Best Practices

- Rolls can only be changed by the Session, but the clerk maintains them.
- There are only 3 rolls required by the Book of Order (notice “Inactive” is not one of them):
 - Baptized Members
 - People who have been baptized, but not confirmed (made a public profession of faith).
 - Record their Name, Date, and Church where their baptism occurred.
 - Remove people from this roll once they are confirmed, or once they leave the church

Registers and Rolls

Tips and Best Practices

– Active Members

- Baptized person having made a profession of faith and commitment to their local church.
- Record their Name, Date received, Method of Reception (Baptism/Profession, Reaffirmation, Transfer), Date of removal and method of removal (transfer, death, request of member, lack of activity).
 - Unless a member moves, the period of inactivity prior to removal must be at least 2 years, and the session “shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity”. You don’t *have* to remove inactive members.

Registers and Rolls

Tips and Best Practices

– Affiliate Members

- Active member of another church.
 - Eg, college student, snowbird, etc
- Must be renewed every 2 years
- Record their Name, Date of Affiliation, Home Church, Date of Renewal and Date of Return to Home Church

– Inactive Members (optional)

- This is no longer a requirement, but if a session would like to keep this roll, there can be advantages: at times when a member would object to having a relative removed from the rolls entirely, for instance.

Registers and Rolls

Tips and Best Practices

- Registers Required by the Book of Order:
 - Baptisms
 - Register of Infant and Adult Baptisms shall include name, parents' names (if applicable), and date of birth and date of baptism of those being baptized.
 - Elders
 - Register of Elders shall include each elder's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

Registers and Rolls

Tips and Best Practices

– Deacons

- Register of Deacons shall include each deacon's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

– Pastors

- Register of Pastors shall include the names of pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service.

Registers and Rolls

Tips and Best Practices

– Marriages (Optional)

- Prior to 2011, sessions were also required to maintain a register of marriages. If you wish to continue maintaining this register, here is the list of those marriages that are to be recorded:
- Register of Marriages shall include marriages of members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property

Preservation of Records (Minutes, Rolls and Registers)

- Digital is not good enough – programs change, and they're sometimes harder to authenticate.
 - Creating and accessing records digitally is fine. Storing them digitally is not.
- Vinyl binders are bad for long term storage. They give off a gas that degrades records.
- Inkjet printers are superior to laser printers for long term record keeping. Most paper is already acid-free.
- Make sure the final minutes are signed (by you) and sealed (by the Presbytery)
 - I'll send you a copy of your Minutes Review form with a seal to insert into your minutes.

Preservation of Records (Minutes, Rolls and Registers)

- Records should be:
 - Kept in a binder
 - Have numbered pages
 - This is to prevent insertion of counterfeit pages.
 - Blank pages should be marked with a large X, or labeled as intentionally blank.
 - This is to prevent insertion of counterfeit pages.
- Presbyterian Historical Society Guidelines:
 - <http://www.history.pcusa.org/services/records-management/records-congregations>
 - Most everything except detailed financial records is of value.

Preservation of Records (Minutes, Rolls and Registers)

- Minutes permanent
- Registers permanent
- Annual reports permanent
- Bylaws/charters permanent
- Incorporation records permanent
- Annual budgets permanent
- Annual audits permanent
- Annual financial statements permanent
- Subject files: permanent
correspondence, minutes, or other records surrounding subject matter of continuing administrative or legal value, or comprising information on the mission, vision, and actions of the congregation
- Manuals/handbooks permanent
- Newspapers/newsletters permanent

Preservation of Records (Minutes, Rolls and Registers)

- Brochures/promotional materials (1 copy) permanent
- Photographs permanent
- Architectural drawings, plats, plans, blueprints permanent
- Wills, bequests permanent
- Legal/judicial cases permanent
- Loan agreements satisfaction + 20 years
- Property appraisals, records of sale 20 years after sale
- Personnel records/employee records employment + 7 years
- Contracts active + 6 years
- Accounts payable 7 years
- Accounts payable invoices 3 years
- Accounts receivable records 3 years
- Bank deposit slips 3 years
- Bank statements 7 years

Preservation of Records (Minutes, Rolls and Registers)

- Canceled checks 7 years
- Cash receipt records 3 years
- Donations (regular, weekly) 7 years
- Expense reports 7 years
- FICA / W-2 records 7 years
- Payroll records 7 years
- Petty cash records 7 years
- Receipts of purchases 7 years
- General/routine correspondence 3 years
- Travel plans/arrangements 3 years
- Periodic financial statements 2 years
- Data for updating Mailing lists 1 year
- Invitations 1 year
- Meeting notices 1 year
- Reference/Resource materials active

Rules of Discipline

- The session is the judicial body of complaint against a member of the church, including Ruling Elders (but not Teaching Elders).
- If you ever need this, ask the Stated Clerk for resources.
 - A great place to start is the [Stated Clerk's Handbook](#), chapter IV.

Congregational Meetings

- Minutes of all congregational meetings shall be included in the session record book along with session minutes in one chronological order.
- The installed pastor shall ordinarily moderate all meetings of the congregation.
- The clerk of session shall serve as secretary for all meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting.

Congregational Meetings

- The business of a congregational meeting may **only** include the following:
 - electing ruling elders, deacons, nominating committees and trustees;(always allow for nominations from the floor: G2-0401)
 - calling an installed pastor, co-pastor, or associate pastor;
 - changing existing installed pastoral relationships, eg, approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution;
 - buying, mortgaging, or selling real property;
 - requesting the presbytery to grant an exemption to officer term limits as permitted in the Constitution (G-2.0404).
 - approving a plan for the creation of a joint congregational witness, or amending or dissolving the joint congregational witness (G-5.05).

Annual Responsibilities

- You have 2 major annual responsibilities to the GA:
 - The Annual Statistical Report
 - If you need your password, Julie or Robin can help. It will also be coming to you in the mail.
 - Deadline is usually mid February.

What is the address for the website to enter my statistics?

The web address is <http://oga.pcusa.org/stats>.

Where can I find my username and/or password?

Contact Julie or Robin at the presbytery office for information related to your username or password.

My username and password are not working.

Be sure that you are using five (5) numbers for your username. The username for a church is the PIN number. You will need to add leading zero's if your PIN is fewer than five numbers. Example, you PIN number is 123. The username would be 00123.

The passwords are also case sensitive. The letter O and number zero 0 often look the same, as well as the letter I and the number one 1. If one does not work try the other.

What is the deadline date for entering statistics?

The deadline for entering the statistics is **Thursday, February 18, 2021**. Contact Robin or Julie at the Presbytery office if you are unable to meet this deadline.

Who do I contact if I have a problem?

Call Julie or Robin at the Presbytery office for immediate help or email OGARecords@pcusa.org for additional help.

Church Statistics

Altavista

Pin: 22624 Synod/Presb: The Peaks

Press the Statistical Questions tab to enter your statistics.

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Church

Clerk

Statistics Questions

Church Report:

PDF

Name:

Altavista

Mailing

Address 1:

PO Box 126

Address 2:

City/State/Zip:

Altavista, VA 24517-0126

Primary Phone: 434-369-5286

Fax:

434-369-1101

Website:

www.altapres.org

Location:

Altavista, VA

Physical

Secondary 1:

707 Broad St

Secondary 2:

City/State/Zip:

Altavista, VA 24517

Email:

office@altapres.org

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Church Statistics

Altavista

Pin: 22624 Synod/Presb: The Peaks

Church	Clerk	Statistics Questions
Name:	John Erb	
	Mailing	
Address 1:	2201 Beverly Heights	Secondary 1:
Address 2:		Secondary 2:
City/State/Zip:	Altavista , VA 24517	City/State/Zip:

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SESSION ANNUAL STATISTICAL REPORT FOR THE YEAR 2020

This is designed to guide you through the statistical information that you must provide to the presbytery.

In accordance with G-3.0202f, churches must provide statistical information to the presbytery, presbyteries submit completed reports in accordance with General Assembly mandates. The Office of the General Assembly gathers the various PC(USA) presbytery reports to become the "OGA Statistics" that appear annually in the *General Assembly Minutes*, Part II, *Statistics*.

PLEASE NOTE: The session needs to approve the report as early as possible after December 31, 2020. This is a session report and DOES NOT require approval at a congregational meeting.

Contact your presbytery regarding the following questions:

1. *When is the deadline?*
2. *Oops, I hit the 'Submit' button and I have not entered data?*
3. *I've submitted my statistics and need to make a correction.*

Questions such as:

1. *Can I access the program/print reports after I've submitted?*
2. *Do I need to enter everything at one time?*
3. *How do I print my report or a previous year report?*

Answers to these and other Frequently Asked Questions can be found here:

<http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>

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**Main Menu to
Enter Statistics**

Church	Clerk	Statistics Questions				
English Español 한국어						
<h3>Membership Statistics</h3> <p>Beginning membership shows your church's active membership as of December 31 of last year (G-1.0402). This is the official membership figure that appeared in the <i>2019 Minutes of the General Assembly, Part II, Statistics</i>. This figure cannot be changed. If the actual membership as of 1/1/2020 is different than the Beginning Membership, check the box and enter the new starting membership.</p>						
		<table border="0"> <tr> <td>Beginning Membership</td> <td style="text-align: right;">80</td> </tr> <tr> <td>Different Beginning Membership?</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Beginning Membership	80	Different Beginning Membership?	<input type="checkbox"/>
Beginning Membership	80					
Different Beginning Membership?	<input type="checkbox"/>					
Gains						
Enter the number of persons received in 2020 into active membership by certificate of transfer from other churches (G-1.030b).	Certificate Gains	<input type="text"/>				
Enter the number of persons age 17 or younger received in 2020 through Profession of faith.	Youth Professions of Faith	<input type="text"/>				
Enter the number of members received in 2020 through the (first-time) profession of faith (18 or older), or reaffirmation (G-1.0303a & c).	Professions of Faith and Reaffirmations	<input type="text"/>				
Total Gains		0				
Losses						
Enter the number of persons dismissed in 2020 to other churches for whom certificates of transfer have been issued (G-3.0204).	Certificate Losses	<input type="text"/>				
Enter the number deleted from the roll in 2020 because of death. (G-3.0204a).	Deaths	<input type="text"/>				
Enter all other reductions (G-3.0204a) in 2020, reasons including persons temporarily excluded or removed from active membership (D-10.0300).	Deleted from the Roll for any Other Reason	<input type="text"/>				
Total Losses		0				
Beginning Membership (or New Starting Membership, if corrected), plus Total Gains, then subtract Total Losses. This figure should equal the number of persons that appear on the active member roll. (This is the figure presbytery per capita is based on.)	Ending Active Membership as of 12/31/2020	80 <input type="text"/>				
Enter the number of women included in your total ending active membership.	Woman Members	<input type="text"/>				
<p>The ending active membership does not automatically calculate. The page must balance in order for changes to save.</p>						
<input type="button" value="Accept"/> <input type="button" value="Cancel"/>						

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Congregational Life

Baptisms

Enter the number of infants and children presented for Baptism by parent(s) or others in 2020.

Presented by Others

Enter the number of persons who presented themselves for Baptism in 2020 at the time of their confirmation.

At Confirmation

Enter the number of all others who presented themselves for Baptism in 2020.

All Other

Enter the weekly average of all regularly-scheduled worship services.

Average Weekly Worship Attendance

Persons who are not members of the Presbyterian Church (U.S.A) who participate in the life and worship of this congregation.

Friends of the Congregation

Enter the number of ruling elders serving on session as of 12/31/2020.

Number of Ruling Elders on Session

Do you have deacons?

Age Distribution of Members

Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership.

25 and Under

26 - 40

41 - 55

56 - 70

71 and Over

Total

0 / 80

Age Distribution of Christian Education Groups

List the number of persons in each category according to the education records for 2020. This total should include, but not be limited to, small groups, such as, Bible studies, spiritual formation groups, and youth groups. This total will automatically calculate when you hit the 'Accept' button. Do not include Vacation Bible School.

Birth - 3

Age 4

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

Young Adult

Over 25

Officers/Teachers

Total

0

Disability and Racial Composition

Statistics gathered on persons with disabilities will be used by entities and committees to formulate programs and policies of the Presbyterian Church (U.S.A.), thus carrying out the mandate for inclusiveness contained in the *Book of Order* (G-3.0103 & F-1.0403).

In order to complete this section, you (as clerk or pastor) are not expected to conduct a survey of the congregation, but to rely on personal knowledge of individuals' disabilities. According to the definition adopted by the World Health Organization, persons with disabilities are those who have physical or mental disabilities that substantially limit their participation in one or more of life's activities.

	Persons with a Disability	
Persons with a major hearing loss.	Hearing Impairment	<input type="text"/>
Persons whose ability to move about is substantially impeded. This would include persons suffering from diseases such as arthritis and persons dependent upon canes, crutches, or wheelchairs, etc.	Mobility Impairment	<input type="text"/>
Persons with severe visual limitations.	Sight Impairment	<input type="text"/>
Persons with less easily discerned disabilities such as heart disease, diabetes, epilepsy, or mental conditions.	Other Impairment	<input type="text"/>

The 202nd General Assembly (1990) instructed the Office of the General Assembly to gather information regarding Racial Ethnic Composition (*Minutes*, 1990, Part I, p. 282.) Inclusiveness is an important part of the life of the church, “The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life.” (G-4.0403)

This information is used in a variety of ways. Two of the ways in which this information is used is as follows:

(1) The 208th General Assembly (1996) passed a recommendation that “1. affirms the goal of increasing the racial ethnic membership to 10 percent of the Presbyterian Church (U.S.A.) membership by the year 2005, and to 20 percent by the year 2010;” (*Minutes*, 1996, Part I, p. 378).

(2) The General Assembly Committee on Representation (COR) uses the data.

In making the entries for this category, be guided by how an individual describes themselves. The figure entered as the total for Congregation should be equal to or less than the figure shown for Total Ending Active Membership, on the Membership Page.

Racial Ethnic Composition of the Church

Persons originating or descended from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, Myanmar, the Philippines, Thailand, Hawaii, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas; Tibet, Pakistan, Sri Lanka, and India.	Asian/Pacific Islander/South Asian	<input type="text"/>
Persons originating from or descended from black Africa.	Black/African American/African	<input type="text"/>
Persons originating or descended from any races, cultures, and nationalities from Latin American countries (Mexico, Central America, South America, and the Caribbean).	Hispanic/Latinx	<input type="text"/>
Persons descended from American Indian, Eskimo, or Aleut, and regarded as such by the community of which the person claims to be a part.	Native American/Alaska Native/Indigenous	<input type="text"/>
Persons originating from or having ancestry from these countries: Egypt, Libya, Algeria, Morocco, Tunisia, Sudan, Armenia, Kurdistan, Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, and Yemen.	Middle Eastern/North African	<input type="text"/>
A person having origins in any of the original peoples of Europe.	White	<input type="text"/>
Persons descended from two or more racial groups listed.	Multiracial	<input type="text"/>
Total		0 / 80

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Financial Data (Whole Dollars Only. Do Not Use Punctuation or Add Cents.)

Financial gifts from donors; rents; fees; income from investments and endowments; special offerings; general purpose fundraisers; and subsidies or grants. Include gifts for bequests or endowments.

Annual Income

The total of all expenditures for the current operations of the congregation including but not limited to personnel, building maintenance, program, mission, and administrative cost. Also include special offerings, contributions to the denomination (presbytery, synod, or General Assembly), staff pensions, payroll tax contributions, utilities, insurance, payments of interest and principal on loans. Do not include capital campaign expenditures.

Annual Expenses

The total of moneys given to mission related activities at the local, presbytery, synod or national level, ecumenical bodies or mission causes not related the Presbyterian Church (U.S.A).

Mission (Subset of Annual Expenses)

The total of all expenditures for staff (ordained and non-ordained) including but not limited to salaries, benefits, payroll tax contributions, workers compensation, retirement and health insurance contributions.

Personnel (Subset of Annual Expenses)

The total of expenditures related to the place where the congregation regularly gathers for worship, education, and spiritual nurture.

Facilities (Subset of Annual Expenses)

Accept

Cancel

Church Statistics

Altavista

Pin: 22624 Synod/Presb: The Peaks

Press the Statistical Questions tab to enter your statistics.

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Church

Clerk

Statistics Questions

Church Report:

PDF



Name: Altavista

Mailing

Physical

Address 1: PO Box 126

Secondary 1: 707 Broad St

Address 2:

Secondary 2:

City/State/Zip: Altavista, VA 24517-0126

City/State/Zip: Altavista, VA 24517

Primary Phone: 434-369-5286

Email: office@altapres.org

Fax: 434-369-1101

Website: www.altapres.org

Location: Altavista, VA

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Annual Responsibilities

- Clerk's Annual Questionnaire
 - This is sent out as a link in an email, similar to surveymonkey if you've ever used that. This usually comes out towards the end of the year.
 - This is a completely different report than the Annual Statistical Report, although they cover some of the same ground. There is much more detailed information in the advanced training.

Annual Responsibilities

- You have 2 major annual Presbytery responsibilities:
 - the Necrology
 - This is a list of the Ruling Elders who have passed away in your church. It will be read at the February meeting of Presbytery during worship.
 - Session Minutes Review
 - This is also a great guideline for creation of minutes during the year

Year for which records are presented _____ Minutes to be read begin on page _____

Session Records Review Form

NOTE: This form is to be completed by the Clerk of Session, Moderator, or another Elder and turned in with the Session Records. The information on this form will be verified by the Reviewer.

Name of Church: _____

Clerk of Session: _____ Telephone: _____

Name of Reviewer: _____ Date of Review: _____

Signature of Reviewer: _____ Approved w/o Exception: _____

General Content of Session Records

	<u>Yes or No</u>	<u>Verified</u>
1. Church name appears on outside cover (optional)	_____	_____
2. Pages are numbered consecutively	_____	_____
3. At least one stated meeting was held per quarter [G-3.0203]	_____	_____

Additional Requirements

- | | |
|---|-------|
| 4. Ruling Elders rotate at least every six years. | _____ |
| 5. Has your church requested and received a "Waiver of Rotation of Ruling Elders"? If so, effective dates 1/1/____ through 12/31/____ | _____ |

- | | | |
|----|--|-------|
| 6. | Has Session adopted a Sexual Misconduct Policy? | _____ |
| | A Child Protection Policy? | _____ |
| | A Manual of Administrative Operations? All 3 are required [G-3.0106] | _____ |

Please record “a page number” where the following items are found in church minutes.

- | | | <u>Page</u> | <u>Verified</u> |
|----|--|-------------|-----------------|
| 7. | What year did you elect a clerk? _____ Term of office: _____
If elected this year, page # in minutes: | _____ | _____ |
| 8. | What year did you elect a treasurer? _____ Term of office: _____
If elected this year, page # in minutes: | _____ | _____ |

Items that shall be recorded in ALL Session Minutes (one page number for each item)

(Robert’s Rules of Order provides guidelines if there is no specific Book of Order reference. G-3.0105)

- | | | <u>Page</u> | <u>Verified</u> |
|-----|---|-------------|-----------------|
| 9. | Date, time, and place of Session meeting | _____ | _____ |
| 10. | Type of meeting is recorded (Stated, Called, etc.) | _____ | _____ |
| 11. | Meetings are opened and closed with prayer [G-3.0105] | _____ | _____ |
| 12. | Names of elders, either present, absent, or excused | _____ | _____ |
| 13. | Presence of a quorum [G-3.0203] | _____ | _____ |
| 14. | Name of Moderator | _____ | _____ |
| 15. | Approval of previous Session minutes by date | _____ | _____ |

16. Session actions recorded as approved by vote or consensus _____

Items that shall be recorded QUARTERLY in Session Minutes:

- | | | <u>Page</u> | <u>Verified</u> |
|-----|---|-------------|-----------------|
| 17. | Commissioner to Presbytery elected by Session [G-3.0202a]
Elected per Presbytery meeting _____ Elected yearly _____
List a page number of election (or effort to elect) _____ | _____ | _____ |
| 18. | Commissioner's (or alternative's) Report of Presbytery meeting
received by Session [G-3.0202a] List a page number for report _____ | _____ | _____ |
| 19. | Sacrament of the Lord's Supper observed at least quarterly [G-3.0201b] _____ | _____ | _____ |

Items that shall be recorded ANNUALLY in Session Minutes:

- | | | <u>Page</u> | <u>Verified</u> |
|-----|---|-------------|-----------------|
| 20. | Session approval of "Annual Statistical Report for Presbytery" _____ | _____ | _____ |
| 21. | Notation in minutes that <u>training</u> of newly elected Ruling Elders and/or Deacons has
occurred [G-2.0402; G-3.0201c] Check if all previously served _____ | _____ | _____ |
| 22. | Notation in minutes that <u>examination</u> of newly elected Ruling Elders and/or
Deacons has occurred [G-2.0402; G-3.0201c] _____ | _____ | _____ |
| 23. | Notation in minutes that <u>ordination/installation</u> of newly elected Ruling Elders
and/or Deacons has occurred [G-2.0403; G-3.0201c] _____ | _____ | _____ |
| 24. | Review of financial/treasurer's reports [G-3.0205c] _____ | _____ | _____ |

- | | | | |
|-----|---|-------|-------|
| 25. | Annual financial review (audit) of all monies [G-3.0113] | _____ | _____ |
| a. | Reviewed and accepted by Session | _____ | _____ |
| b. | Identification of person(s) performing review/audit | _____ | _____ |
| 26. | Review of compensation for Temporary Pastoral Relationships (Temporary Supply, Interim, Stated Supply, Parish Associate), Commissioned Pastor/(CRE) and/or other paid staff [G-2.0504b; G-3.0201c] Check if no other paid staff _____ | _____ | _____ |
| 27. | Review of compensation for Clergy in Installed Pastoral Relationships (G-2.0804) | _____ | _____ |
| 28. | Session adoption of annual budget [G-3.0113; G-3.0205] | _____ | _____ |
| 29. | Review of property and liability insurance coverage to protect facilities, programs, staff, and elected and appointed officers [G-3.0112] | _____ | _____ |
| 30. | Annual review of membership roll [G-3.0201c] | _____ | _____ |
| 31. | Record of Joint meeting of Session and Deacons, if applicable. | _____ | _____ |
| 32. | Notation in Minutes that the Presbytery review of the previous year's Session Minutes has occurred [G-3.0108a] | _____ | _____ |
| | Copy of the reviewed "Session Records Review Form" from the previous year is included in the minutes. | _____ | _____ |

Register items that shall be recorded "as they occur" in Session Minutes: [G-3.0204a; G-3.0204b]

- | | | <u>Page</u> | <u>Verified</u> |
|-----|--|-------------|-----------------|
| 33. | Sacrament of Baptism, including date of birth for infants/children
(Requires Session approval.) | _____ | _____ |

- | | | | |
|-----|--|-------|-------|
| 34. | Death of members, including date of death | _____ | _____ |
| 35. | Marriages, including date of marriage | _____ | _____ |
| 36. | Reception of new members (confirmation, affirmation, transfer, etc.)
(Requires Session approval.) | _____ | _____ |
| 37. | Removal from roll by Session action (inactivity, transfer, etc.)
(Requires Session approval.) | _____ | _____ |

Items that shall be recorded in Congregational Minutes:

- | | | <u>Page</u> | <u>Verified</u> |
|-----|--|--------------------|------------------------|
| 38. | Minutes of an annual congregational meeting [G-1.0501] | _____ | _____ |
| 39. | Date, time, and place of a special or an annual congregational meeting | _____ | _____ |
| 40. | Purpose of meeting is recorded | _____ | _____ |
| 41. | Name of Moderator | _____ | _____ |
| 42. | Election of Secretary if Clerk of Session is unable to serve as such
[G-1.0505] | _____ | _____ |
| 43. | Meeting opened and closed with prayer [G-3.0105] | _____ | _____ |
| 44. | Declaration of a quorum [G-1.0501] | _____ | _____ |
| 45. | Actions recorded as approved by vote or consensus | _____ | _____ |
| 46. | Election by Congregation of persons serving on Nominating Committee
[G-2.0401] (Must include at least three (3) active members of the
congregation, one (1) of whom shall be a Ruling Elder currently serving on Session | _____ | _____ |

- | | | | |
|-----|---|-------|-------|
| 47. | Election of Ruling Elders/Deacons (including names) [G-1.0503a] | _____ | _____ |
| 48. | Approval of Terms of Call of Installed Pastor/Co-Pastor/Associate Pastor [G-1.0503c] (Please include Terms of Call in minutes.) | _____ | _____ |
| | Check if church has no installed Pastor/Co-Pastor/Associate Pastor | _____ | _____ |
| 49. | Minutes read and approved in context of the meeting or by Session at a later date | _____ | _____ |
| 50. | Minutes signed by Clerk | _____ | _____ |

Additional Comments/Explanation by Clerk of Session:

Additional Comments/Explanation by Reviewer:

Common Questions

- Who can serve as Clerk of Session?
 - GA (1988, 137, 12.187, Com. 4-88): An elder, not currently active on session, may serve as clerk of session.
- Is the Pastor a member of Session?
 - Yes, all installed Teaching Elders are full members of Session, including voice and vote. (G-3.0201)

Common Questions

- Trust Clause Opt Out:
 - The trust clause opt out refers to a period of time just after the formation of the PC(USA) where churches of the old PC(US) could opt to remain under their prior rules for who makes decisions about the building.
 - The confusion lies in what the old rules say:
 - They do *not* say that a church owns its own property and can leave the denomination whenever it likes.
 - They *do* say that a church, not the Presbytery, is the one that gets to make decisions about the church property.

Common Questions

- Additionally, I believe it's also widely unknown that Presbytery permission is required if you lease any portion of your church building, or any property owned by the church at all for more than 5 years (eg, an old manse):
 - *G-4.0206 Selling, Encumbering, or Leasing Church Property*
 - a. Selling or Encumbering Congregational Property*
A congregation shall not sell, mortgage, or otherwise encumber any of its real property and it shall not acquire real property subject to an encumbrance or condition without the written permission of the presbytery transmitted through the session of the congregation.
 - b. Leasing Congregational Property*
A congregation shall not lease its real property used for purposes of worship, or lease for more than five years any of its other real property, without the written permission of the presbytery transmitted through the session of the congregation.

Q&A