

# PRESBYTERY OF ST. ANDREW, PC(USA)

## Sessional Records Review Form

Name of Congregation: \_\_\_\_\_ Presbyterian Church

Location: \_\_\_\_\_, Mississippi

Date Completed: \_\_\_\_\_, 20\_\_

Clerk of Session: \_\_\_\_\_ (please print)

G-3.0107 of the *Book of Order* states that:

*Each council shall keep a full and accurate record of its proceedings. Minutes and all other official records of councils are the property in perpetuity of said councils or their legal successors. When a council ceases to exist, its records shall become the property of the next higher council within whose bounds the lower council was prior to its cessation. The clerk of each council shall make recommendation to that body for the permanent safekeeping of the body's records with the Presbyterian Historical Society or in a temperature and humidity controlled environment of a seminary of the Presbyterian Church (U.S.A.).*

And G-3.0204 of the *Book of Order* states:

*Minutes of the session shall be subject to the provisions of G-3.0107. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees.*

*Each session shall maintain the following roll and registers:*

*a. Membership Roll*

*There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402 and G-1.0403. The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.*

*b. Registers*

*There shall be 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.*

How well do you think your session complies with these and other *Book of Order* requirements for session meetings and records (such as the requirements to meet at least quarterly, to open and close meetings with prayer, to receive the Sacrament of the Lord's Supper at least quarterly, etc.)?

*Not well at all*

*Very well*

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What are the biggest challenges you face in keeping accurate records and complying with *Book of Order* requirements?

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What *Book of Order* requirements do you think the session is *not* currently meeting (please be specific)?

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What assistance, training, or resources would help you fulfill your responsibilities as Clerk of Session?

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Has your congregation incorporated in accordance with G-4.0101? ( Yes ) ( No )

Has it adopted bylaws? ( Yes )( No )

Has your session adopted the following, in accordance with G-3.0106:

*Manual of Administrative Operations* ( Yes )( No )

Sexual Misconduct Policy ( Yes )( No )

Child and Youth Protection Policy ( Yes )( No )

REVIEWED BY THE SESSIONAL RECORDS COMMITTEE OF THE PRESBYTERY OF ST. ANDREW:

Name \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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EXCEPTIONS: \_\_\_\_\_

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(Use Additional Page If Needed)