

Session Meeting and Minutes Requirements

The following are requirements of either the *Book of Order* or our parliamentary authority, *Roberts Rules of Order Newly Revised, 12th Edition* (RONR) or both, as noted, for actions and meetings of the session:

- Stated meetings are held at least quarterly with the date, time, and place of meeting being recorded. [G-3.0203] [RONR 48:4]
- Minutes record whether meetings were special (called) or regular (stated), and the purpose for which special meetings were held is stated. [G-3.0203] [RONR 48:4(1)]
- Meetings are opened and closed with prayer. [G-3.0105]
- Minutes record the approval of minutes from the previous meeting either as distributed/read or as corrected. [G-3.0107] [RONR 48:4(5)]
- Minutes are signed by the clerk. [RONR 48:7]
- The session authorizes all observances of the Lord's Supper, which is celebrated at least quarterly (this authorization may be by rule if so included in the Session's *Manual of Administrative Operations*. [W-3.0409§7, W-3.0410]
- The session authorizes all baptisms, which are appropriately recorded in minutes, rolls, and registers. [G-3.0204, W-3.0403]
- Minutes record the reception and dismissal of members, and these actions are duly recorded in rolls and registers. [G-3.0201c, G-3.0204a]
- The session reviews the roll of active members at least annually and counsels with those who neglected membership responsibilities. [G-3.0201c]
- Names are appropriately deleted from the roll or moved to an informal list of inactive members. [G-3.0204a]
- Commissioners are elected for presbytery meetings, and they report to the session after the meetings. [G-3.0202a]
- Special offerings are approved by the session. [G-3.0205]
- Those responsible for various congregational funds report to the session at least annually. [G-3.0205c]
- A Clerk of Session and a Treasurer are elected for specified terms. [G-3.0104, G-3.0205]
- An annual audit or review of financial records is conducted. [G-3.0113, G-3.0205]
- New ruling elders and deacons receive training and are examined by the session. [G-2.0402, G-3.0201c]
- All ruling elders and deacons to be installed to terms of service are examined [G-2.0104b]

- The ordination and installation of ruling elders and deacons is recorded in minutes, rolls, and registers. [G-3.0201c, G-3.0204]
- At least one congregational meeting is duly called by the session annually. [G-1.0502,3]
- A budget for the church is adopted. [G-3.0113]
- The work of the deacons is reviewed, if the church has deacons. [G-2.0202]
- Terms of call for all ministers are reviewed at least annually. [G-2.0804]
- Property and liability coverage is maintained. [G-3.0112]
- The annual statistical report is completed and submitted in a timely fashion. [G-3.0202f]
- *A Manual of Administrative Operations* has been adopted, and includes:
 - a provision for boundary training for all elders and deacons in active service at least every 36 months,
 - a sexual misconduct policy,
 - a harassment policy,
 - a child and youth protection policy, and
 - an antiracism policy. [G-3.0106]

Congregational Meeting and Minutes Requirements

The following are requirements of either the *Book of Order* or (RONR) or both, as noted, for actions and meetings of the congregation. If the congregation has adopted another parliamentary authority in accordance with G-1.0501, then the requirements of that authority must be followed for meetings and minutes:

- Meetings are opened and closed with prayer. [G-1.0501]
- The congregation is incorporated and bylaws have been adopted that include naming a parliamentary authority, minimum meeting notice and quorum, a method for composition of the congregational nominating committee, number of elders/trustees, deacons, and approval of congregational meeting minutes. [G-1.0501, G-4.01)
- Minutes record the approval of minutes from the previous meeting either as distributed/read or as corrected. [RONR 48:4(5)]
- Minutes are signed by the clerk. [RONR 48:7]
- A Nominating Committee is elected. [G-2.0401]
- Church members are elected for ordered ministries (Ruling Elders, Deacons). [G-2.0404, G-2.0401]
- The congregation approves any decisions to buy, sell, or mortgage real property. [G-1.0504d]
- All matters related to the calls of installed pastors are approved by the congregation. [G-1.0504c]