

PRESBYTERY OF ST. ANDREW, PC(USA)

Sessional Records Review Form

Name of Congregation: _____ Presbyterian Church

Location: _____, Mississippi

Date Completed: _____, 20__

Clerk of Session name (please print): _____

Clerk of Session email address: _____

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.

What are the biggest challenges you face in keeping accurate records and complying with *Book of Order* requirements, and what comments do you have about the minutes you are submitting?

The attached document, *Meeting and Minutes Requirements*, lists various requirements for congregations and sessions of our church. About what percentage of those requirements are currently being fulfilled by your session?

_____ %

What are the main reasons for those requirements not being fulfilled?

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

Has your congregation incorporated in accordance with G-4.0101? Y or N: _____

Has it adopted bylaws?

Y or N: _____

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

Manual of Administrative Operations Y or N: _____

Sexual Misconduct Policy Y or N: _____

Harassment Policy Y or N: _____

Child and Youth Protection Policy Y or N: _____

Antiracism Policy Y or N: _____

Boundary training for active elders and deacons (if you have deacons) Y or N: _____

TO BE COMPLETED BY REVIEWER:

Name _____ Date _____

COMMENTS: _____

EXCEPTIONS: _____
