PRESBYTERIAN CHURCH (USA)

Manual for Clerks of Session

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Presbytery of Arkansas
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Introduction

Welcome to the office of Clerk of Session! You have joined a unique and important group of people in the Presbyterian Church (U. S. A.). The *Book of Order* (G-3.0104) mandates that each council of the PCUSA have a moderator and a clerk. Clerks of presbyteries, synods, and the General Assembly are called Stated Clerks. Those serving sessions are called Clerks of Session.

As clerk, you will record a good deal of history of your church as you write the session minutes. Future generations will learn what your church did to further Christ's mission in the world by reading the minutes you write. It follows then, that it is important that you keep accurate records of all the proceedings in the session meetings and in congregational meetings.

This manual has been prepared to provide Clerks of Session with information and examples to assist them in their work and to insure that they have easily accessible information about what must be included in the session record books.

This manual quotes policies and polity provisions, however this document is NOT an official policy of the Presbytery of Arkansas. It is provided as a resource and reference to clerks and moderators as a convenience. It is always wise to double check policies and *Book of Order* provisions.

This manual is based in large part on the manual written by the Presbytery of Baltimore in early 2015. That taskforce did an excellent job and their work is reflected here with updates and changes made to reflect the policies of the Presbytery of Arkansas.

If you have any questions, or need assistance, please don't hesitate to contact me. We are all in this together! Blessings in your ministry and thank you for your service to Christ's church.

Peace,

The Rev. Dr. Leslie Frances Smith Belden
Stated Clerk, Presbytery of Arkansas

Section One:
The Clerk and the Congregation

Roles of the Clerk of Session

The primary role of the Clerk of Session is to maintain and preserve the records of the church, including the minutes of session and congregational meetings and the rolls and registers. Clerks may assist the moderator in docket preparation or serve as a sounding board for the moderator. An important role of the clerk is to assist the moderator by keeping the moderator informed and providing information to the moderator as requested. Other assistance will be determined by the relationship between the moderator and the clerk and by the needs of the pastor.

Although much of the clerk's responsibility revolves around paperwork and record keeping, the role of clerk is more than a bureaucratic role. The clerk serves as a vital part of the institutional memory of the congregation. By keeping an accurate record of the proceedings of the church and the actions of the congregation and the session, the clerk helps to preserve the history and traditions of the church. Clerks are an important part of the community's memory.

Responsibilities at a Glance

1. Keep a full and accurate record of the proceedings of the session (G-3.0204).
2. Keep the roll of session membership and attendance (G-3.0104).
3. Arrange for the careful preservation of session records (G-3.0104), making recommendation to the session for the permanent safekeeping of its records (G-3.0107).
4. Furnish extracts from the minutes when required by another council of the church (G-3.0104).
5. Maintain and preserve rolls and registers required of session (G-3.0204a). (See Rolls and Registers, page 15.)
6. Be responsible for the preservation of the records of the Board of Deacons and the Board of Trustees (G-3.0204).
7. Be familiar with the responsibilities of the session as described in the *Book of Order* (G-3.0201).

8. Notify the session or congregation of special meetings, describing accurately the business that will be transacted. ["Adequate public notice" of annual and special meetings of the congregation shall be given. (G-1.0502)].
9. Submit the session minute book to the Stated Clerk of the Presbytery, or to whomever the Stated Clerk designates, for annual review when requested. (Appendix H has a checklist as an aid for the review of session minutes.)
10. Serve as secretary for meetings of the congregation (G-1.0505), seeing that the minutes are received by session and are inscribed in the permanent session minute book. (See Congregational Meetings, page 12 and Congregational Meetings and Minutes, Appendix B.)
11. Bring all official correspondence to the attention of the pastor/moderator and the session, and respond as directed by the session.
12. Keep a list of unfinished business, including all matters referred to a committee or a staff member for later report to session, and remind the appropriate persons(s) if not reported expeditiously.
13. Be prepared to respond to questions of parliamentary procedure in meetings if requested. (Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the *Book of Order* provides otherwise (G-3.0105). Copies of *Robert's Rules of Order* and the latest *Book of Order* should be available at meetings. See Appendix D, Parliamentary Procedures.)
14. Receive and submit communications from/to other councils.
15. Assist the moderator in preparing the agenda for session meetings, as requested.
16. Assist the pastor/moderator in church officer training when requested.
17. In consultation with the pastor/moderator, prepare a statement of highlights of session actions and reports following the meeting for information for the congregation (may be included in the next issue of the congregation's newsletter). Note: Confidential matters should not be included.
18. May moderate the congregational meeting, if requested, during the pastor's salary review when the pastor and family ordinarily recues themselves. If this occurs, a temporary clerk should be appointed.
19. Perform such other duties as may be assigned by the pastor/ moderator or the session.

Session Minutes

Guidelines for Session Minutes

Session minutes are one of the most regular and important of the clerk's duties. Accurate session minutes ensure that decisions are recorded for future reference and the history of the church's work is kept up to date.

Minutes of each session meeting must include:

1. Whether the meeting is a regular or special meeting.
2. The name of the church, the place, date and time of the meeting.
3. The name of the moderator of the meeting.
4. The opening and closing of each meeting with prayer.
5. The roll, listing elders present, elders absent and any who are excused; the clerk, moderator and other staff present or excused; others present and their identity. (Please use first and last names.)
6. The affirmation of a quorum (G-3.0203). The session or the bylaws of the congregation set the quorum for the session. A suggested quorum of the session might be the pastor, or other presiding officer, and one third of the elders, but no fewer than two. Unless the quorum is lost during the meeting, the Clerk's certification of a quorum at the beginning meets this requirement; if the quorum is lost, the minutes should report that the clerk advised session and its moderator of that fact.
7. The approval of the agenda. (In case of a special meeting, the call to the meeting stating the purpose becomes the agenda.)
8. The approval of the minutes of the previous meeting. (Any corrections of previous meeting minutes may be listed, or the minutes may be considered as a draft until the corrections are made and the minutes are approved.)

9. Clerk's report: may include correspondence, announcements, and report of the serving of the Lord's Supper, in addition to listing of baptisms, marriages, changes in membership rolls.
10. Reports of pastor, other staff, and the treasurer and committee moderators should be summarized in the minutes. A carefully selected inclusion makes the minutes a more valuable historical record of the church. The clerk has wide discretion, but should be sure that the inclusion represents the wishes of the session.
11. All motions and amendments, if any, and whether they passed or failed. (Details of discussion should not be recorded, except when needed to give a sense of the action.) **Please ignore anything you have been told to the effect that failed motions do not need to be recorded; you are to record the disposition of ALL motions.**
12. Be especially careful and diligent in recording all actions taken to hire, compensate, evaluate, discipline, or terminate non-ordained staff. See Appendix A for examples of items to report.
13. When a previous action of the session is referred to, the page on which it is recorded, or the date of the meeting at which it occurred, should be designated.

When appropriate, include the following:

14. The administration of the Sacrament of the Lord's Supper must be reported at the next succeeding regular meeting. When the sacrament has been administered to those unable to attend public worship, the name of the minister officiating and the name of the elder or elders assisting should be noted. (This may be part of the clerk's report or the report of the worship committee.)
15. Approval for the Sacrament of Baptism at the meeting that approval was given, and the administration of the Sacrament of Baptism at the next succeeding regular meeting, giving the full name of adults baptized including the maiden name of married women; the record of infants baptized, noting the name of the child, date of birth, and the names of the parents or the one rightly exercising parental responsibility (W-2.3014), and may include the mother's maiden name. (This may be part of the clerk's report, the pastor's report or that of the appropriate committee.)

16. The full name of applicants for church membership (in the case of married women, include maiden name) and the manner of their reception:
    a. By profession of faith, previously baptized
    b. By profession of faith and baptism
    c. By re-affirmation of faith
    d. By letter of transfer, giving the name of the church from which received
17. The full title of the church to which a certificate of transfer is granted and the full name of the person transferred with the date of transfer.
18. Record the job descriptions for employed personnel, both clergy and non-clergy, as they are approved.
19. Name of elders elected to be commissioners to meetings of the Presbytery, and the exact period for which elected (G-3.0202).
20. Record that commissioner(s) to a Presbytery meeting made a report on that meeting to the session. The report may be summarized and is available in the *Banner*, the Presbytery of Arkansas' newsletter available by email or on the Presbytery's website.
21. When the session finds it necessary to exercise discipline, the Form of Government and the Rules of Discipline should be carefully studied by a committee of the session and if discipline be administered, the minutes of the session must contain such a record of the proceedings, which will enable the Presbytery to know who was disciplined, why and how.
22. In case of a sale, mortgage, gift or lease of property, the session records must show:
    a. Name, address and legal description of the property
    b. Name of buyer/lessee
    c. Sale price
    d. Loan amount purpose and terms, including the name of the lender
    e. Lease terms and liability insurance
    f. Concurrence of the Presbytery
23. If a report is received, note that in the minutes. If the report contains recommendations for actions, those become main motions of the body and are acted upon.
24. If the session endorses, approves, or otherwise adopts a report, the report becomes the position of the adopting body. The full text of

adopted reports must be placed in the minutes. They may be added as attachments to the minutes.

Be sure the following are included each year:

25. Approval of the annual budget
26. Approval of the distribution of the church's benevolences
27. The annual review with each pastor of the adequacy of compensation
28. The recommendation to be made to the congregation for changes or for no change in the terms of call for each pastor
29. The annual review by the personnel committee (or other responsible body appointed by the session) of the adequacy of compensation of all paid staff
30. Whether new officers have received training and been examined (G-2.0402)
31. The ordination and/or installation of elders and deacons at the next succeeding meeting
32. The recognition of trustees (if any) at the next succeeding meeting
33. That property and liability insurance has been obtained (G-3.0201) (Insert photocopy of the church's certificate of insurance.)
34. An Annual Audit or Review of Financial Records (G-3.0113). (See Appendix E for more information.)

Clerk's Annual Report

At the last meeting of each calendar year, or the first meeting of the next calendar year, please include the following in the Clerk's Report:

35. Record changes during the year in the session, the Board of Deacons and the Trustees through death, resignation, or removal.
36. State the composition of the session with regard to racial ethnic members, women, men and age groups, and how this corresponds to the composition of the congregation. (Photocopying the annual statistical

report required by the General Assembly into the session records may fulfill this requirement.)

37. If the congregation has a Board of Deacons and/or Trustees, report in the minutes where their records are kept.
38. Include an Annual Narrative Report. (Moderator's annual report or periodic reports to the session of ongoing church life will satisfy this request.)
39. The Annual Report produced by the church for its own records (not to be confused with the Annual Statistical Report due to the General Assembly, see p. 19) may be inserted in the minutes, but may also be introduced by reference. If the latter, care should be taken that the Annual Report is preserved as part of the permanent records of the church.

Keeping Minutes Safe

40. Electronic storage, in place of paper storage, has become more common. You may keep electronic records for convenience, however the official records are those in hard copy format with appropriate signatures.
41. Because official church records are to be held in perpetuity, the only ways that are acceptable for keeping these records are to have them on paper, printed with a laser printer or copier on acid-free paper, or on microfilm.
42. Minutes may be kept in bound books or in loose-leaf binders.
43. It is important that pages be numbered consecutively, on both sides of the page, including any attachments. It is especially important for loose pages or pages kept in a loose-leaf binder to be numbered. If a page or section of a page is intentionally blank, mark it with a stamp that says "Intentionally Left Blank" or mark with a large X.
44. Acceptable numbering schemes are:
    a. A one-up numbering system beginning at as early a time as possible.
    b. A one-up numbering system that starts over at the beginning of each year. In this case, consider some system, such as a note in a header or footer, which keeps track of the year. (i.e. 2015-1, 2015-2, etc.)
    c. Pre-numbered pages in a bound book.

45. From the *Book of Order*:

    "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.)." [Book of Order G-3.0107]

46. Rules about digital records are currently in flux. Printing documents on acid-free paper is ideal. Records stored digitally/electronically should be backed up in three ways – such as in the computer, on a flash-drive or other physically saved medium stored away from the building, and the "cloud."
47. The Presbyterian Historical Society will preserve records for congregations. See their web site http://www.history.pcusa.org/ or call them for information. Their address is 425 Lombard St., Philadelphia, PA 19147. Telephone: 215-627-1852, Fax: 215-6270509. Hours are Monday through Friday 8:30 a.m. to 4:30 p.m. Churches are encouraged to archive records with PHS. The records remain owned by the church, and the Presbyterian Historical Society serves as custodian to keep them safe.

Nuts & Bolts of Session Minutes

The method of recording session minutes is somewhat dependent on local custom or circumstances. The following is the suggested procedure used by the majority of churches:

1. Clerk takes notes for the minutes at meeting.
2. Clerk writes the minutes and types or arranges for them to be typed.
3. Clerk makes copies and distributes before the next meeting.
4. At the next meeting, the minutes are either approved as correct or corrected.

5. Correct previously approved minutes by noting the corrections in the current meeting minutes and noting them in ink in the previously approved minutes.
6. Clerk types or photocopies approved minutes in the session permanent minute book.
7. If using a computer for minutes in the permanent minute book, a laser printer and archival quality paper must be used.
8. Do not use erasures, whiteout, strikethroughs or footnotes. Do not insert in the records separate sheets of paper with written or printed matter on them or leave sticky notes in the minutes, as this could compromise the integrity of the acid-free paper.
9. The records of each session meeting are to be duly attested (signed in ink) only by the clerk. The records of congregational meetings are to be attested by the clerk AND the moderator.
10. The minutes of congregational meetings, the annual report of the church treasurer or treasurers, and the annual statistical report required by the General Assembly are to be included. These are to be typed or photocopied into the permanent record book and not included as inserts.

See Appendixes A and B for more on "Recording Actions in Session Minutes" and "Congregational Meetings and Minutes."

Types of Meetings

Congregational Meetings

Minutes of all congregational meetings shall be included in the session record book along with session minutes in one chronological order.

Minutes of these meetings shall include:

1. Indication of whether the meeting is "regular" or "special."
2. If it is a "special meeting," the minutes shall include the call to the meeting. The business to be transacted is limited to those items listed in the call for the meeting. [G-1.0501]
3. Name of the church.
4. Date, time, and place of the meeting.

5. Name of the moderator or presiding officer.
6. Presence of a quorum. Indicate the number of active members needed to satisfy the quorum requirement [G-1.0501], and record the actual number of active members present. (Congregations shall provide by rule the quorum necessary to conduct business. The quorum must be specified in the bylaws of the congregation.)
7. Opening and closing of the meeting with prayer.
8. A record of all actions, whether adopted or lost.
9. At a congregational meeting for the purpose of calling a pastor, in order for each person to be able to vote his/her conscience a written ballot may be asked for, so the clerk should be prepared with ballots.
10. Action by the congregation on each pastor's terms of call.
11. Minutes of the meeting of the congregation or corporation at which the annual financial reports are made should indicate, at least:
    a. Report of a full financial review of the financial records (G-G-3.0205) (See Appendix E.)
    b. A complete, itemized report of income and expenditures for the year
    c. Provide the complete, itemized proposed budget adopted by the session for the coming year
    d. Details of the status of loans from the General Assembly, Synod, or Presbytery, if any are outstanding
12. If the congregation does not approve the minutes before adjournment, session may approve the minutes at its next scheduled meeting. *[Note: This provision was in the Book of Order prior to the changes to the Book of Order in 2011. To continue this practice, this provision should be included in the local church's bylaws.]*
13. Both the moderator and the clerk must sign (in ink) congregational meeting minutes.

Session Meetings

1. Session meetings are not to be regarded as open meetings, and attendance may be restricted to the session members and any guests (such as staff) whom the session invites. Members of the congregation wishing to attend are to secure an invitation from the moderator or the clerk. Sessions which are ordinarily closed to guests should convene without those who asked to be invited; the moderator or clerk explains

the reason for the request to be invited, and the session affirms the invitation – either by general consent or by a motion seconded and passed – or does not affirm it. It is the session's meeting, and only the Session can render it open to invitees.

2. A session may, if it wishes, adopt an "open meeting policy" which in effect invites any or all members of the congregation to all meetings unless a decision is made to close a particular meeting or part of a meeting. Personnel matters are ordinarily only discussed in “closed” meetings.
3. Whether a session ordinarily uses the “closed” meeting or “open” meeting policy, in either model a visitor must be granted “privilege of the floor” to be able to speak in the context of the meeting. That permission should be given at the beginning of the meeting and noted in the minutes.
4. The pastor of the church is the moderator; where there are co-pastors, they alternate moderating the session meeting. When the pulpit is vacant, either the transitional pastor, Committee on Ministry member, or another pastor appointed by the presbytery is the moderator. A session cannot meet in the absence of the pastor/moderator except:
    a. If the pastor thinks it advisable, he/she with the session’s concurrence invites another minister of the Presbytery to moderate.
    b. If the session is directed to meet by the Committee on Ministry of the Presbytery, or an Administrative Commission, the clerk and/or the moderator shall consult with representatives of the Presbytery in scheduling the meeting, and, depending on the circumstances, it may be advisable for a representative of the presbytery to moderate the meeting.

Electronic/Zoom/Technology Meetings

Sometimes matters that need immediate action arise when calling a session meeting or meeting in person is either impractical or unsafe. For those cases, the session may adopt a policy for electronic/zoom/technology meetings. A policy should include provisions to reach all members and, in the case of voting electronically or other means, for two or more members to object and thus bring the vote to a regularly held the meeting.

Meetings conducted through Zoom or other technologies that allow for a full meeting to occur through laptops and other devices shall have minutes taken as in an in-person meeting. A record of any decisions made through e-mail voting or conference calls shall be included in the minutes of the next regular session meeting. If the session adopts such a policy, then the policy should be recorded in the minutes of the session meeting and in a Manual of Administrative Operations.

A sample policy:

SESSION POLICY ON MEETINGS UTILIZING

(Adopted (date))

Meetings held utilizing Zoom or another format of technology that allows for full participation by all members of the session, congregation, committees and other entities of the church shall be held in a manner similar to an in-person meeting.

In those cases where routine matters must be presented to the members of the session, or a committee, for action before its next scheduled meeting, then the session or committee may conduct this routine business by conference call or electronic means which brings members together, or by polling, either by telephone or other electronic means. The requirements for such meetings are:

- A reasonable attempt shall be made to reach all members.
- There shall be a quorum of members responding.
- In the event that any two members object to the electronic or telephone procedure, then in that case the decision shall either be postponed until the next regular meeting or a special meeting must be convened.
- Any action resulting from a telephone or electronic meeting shall be confirmed at the next scheduled meeting, so that it can be included in the minutes of the session.

Rolls and Registers

Rolls

The Rolls of the church should contain information about those who are members of the local church. It is the responsibility of the Clerk of Session to maintain, or to oversee the maintenance of, the Rolls as required in G-3.0204a.

Names of members shall be placed upon, removed, or deleted from the rolls of the church only by order of the session (G-3.0204a)

G-3.0304a:

> "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."

Active Members

An **Active Member** is one who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of the particular church, and participates in the church's work and worship.

Record name, date received into membership, and method of reception. Record date of removal from the particular roll and whether by death, transfer to another church, (placed on inactive roll, if one is maintained), or removed.

Baptized Members

A **Baptized Member** is one who has received the Sacrament of Baptism but has not made a profession of faith in Jesus Christ as Lord and Savior. This includes adults who were baptized in that particular church who have not made a profession of faith and baptized children of active members or pastors related to the particular church. The 217th General Assembly issued a "clarification of meaning" to this definition to include children of active members who have been baptized in a Christian church (Trinity baptism) but who have not yet been received as Active Members (confirmed).

Record the name, date of baptism (if known), church where Sacrament of Baptism occurred. Names should be removed from this roll when a profession of faith is made, or when the person moves from the community.

Affiliate Members

An **Affiliate Member** is one who is an active member of another church of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the church of active membership is located. Affiliate membership must be renewed every two years. An example of an affiliate member would be a college student living in your community while attending school.

Record name, date of affiliation, name of home church, date of renewal, date of return to home church.

(Note from the Stated Clerk: You may notice that there is no **inactive roll**, as there has been in the *Book of Order* prior to 2011. The session may choose to maintain an inactive roll, however, and, if it does, then the rules for keeping an individual on that roll or for deleting such an individual should be determined by the session, recorded in the minutes of the session, and kept in a Manual of Administrative Operations. The former definition is this: *An inactive member of a particular church is one who does not participate in the church's work and worship. An inactive member is entitled to all the rights and privileges of an active member except the right to speak in the meetings of the congregation and to vote and hold office*.)

Roll Books

Roll books usually provide double pages for a chronological roll by date of reception into membership with columns for name, how received, name of church from which member transferred if that is the manner of reception, date of deletion from the active roll and reason—by death, inactivity, or transfer, in which case the name of the church to which the member is transferring is listed.

Pages may be provided in the same binder for an alphabetical listing of members along with the membership number that is assigned in the chronological roll. Many find it easier to keep the alphabetical listing electronically, printing the list, along with the member number, at least annually.

Pages also may be provided for Baptized, Affiliate and Inactive (if a session has determined to utilize this designation) member rolls in the same binder.

Pages containing columns for the information requested may be obtained through Cokesbury (800) 672-1789.

Registers

G-3.0204b:

> "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."

Registers are historical records and need to be carefully maintained. It is the responsibility of the Clerk of Session to maintain or oversee the maintenance of registers as required in G-3.0204a. All registers should be kept in the same binder, or in the binder with the rolls. The binder used may be a loose-leaf notebook or a bound book. Pages for each register listed may be obtained through Cokesbury Book Stores (800) 672-1789. You may obtain a sample page for each register and then create your own register pages.

The session shall maintain the following registers:

Baptisms

Register of Infant and Adult Baptisms shall include name, parents' names, and date of birth 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.

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 both called pastors and temporary pastoral leadership, including co-pastors, associate pastors, transitional/interim pastors, stated supplies, Commissioned Ruling Elders, and parish associates serving the church, with dates of service.

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.

Paper vs. Electronic Rolls

For many of the reasons that appropriate paper records of Session minutes are required, a chronological paper record of rolls and registers shall also be kept. Electronic records are useful for counting the various categories of members and for keeping an alphabetical list.

Paper rolls are chronological and should have the full name, date joined, and how joined (letter of transfer, profession, reaffirmation) as a minimum. If by letter, record the name of the church. It should record the date of removal from the roll and the reason. A one-up roll book number makes it possible to cross-reference alphabetical lists with chronological lists.

These are the minimum items for an electronic roll, too. We suggest adding to an electronic roll the information that the Annual Statistical Report asks for, such as gender, racial/ethnic identity, disability (if applicable), and date of birth (for calculating ages).

Many old roll books contain a section for adding member names in an alphabetical order, at least by the first letter of the surname. That function may best be done via an electronic roll. Print an alphabetical list, with roll book number, at least annually, and keep this alphabetical list with the paper Roll Book.

Section Two: The Clerk and the Presbytery

Annual Reports

Each year there are beginning of the year tasks that each church is requested to. One person should be responsible for seeing that these tasks are completed, and ordinarily that person is the clerk. Emails and/or letters from the presbytery provide very helpful information. These tasks are typically completed online, but the presbytery office will provide help for those churches that are unable to do this online.

There are four reports needed by either the Office of the General Assembly or the Stated Clerk of the Presbytery of Arkansas:

1. Annual Statistical Report on-line through General Assembly – deadline in February of each year!!!
2. Clerk's Annual Questionnaire on-line to General Assembly – deadline is usually in the Spring; although some years there is no Annual Questionnaire.
3. Church Contact Update Form to the Stated Clerk of Presbytery – requested in January but changes accepted throughout the year (See Appendix F, Church Contact Update Form)
4. Clergy Compensation Report to the Stated Clerk of Presbytery – due as soon as the congregation approves any changes to the Terms of Call, or at the first of the year if there are no changes (See Appendix G, Clergy Compensation Report Form.)

Annual Statistical Report

This report, to be filed online by a specified date in **February**, provides information from each church. These vary somewhat from year to year, and the directions given on-line are very good, so we will not repeat them here. Information may be entered online in as many sessions as you like for a period of time prior to the deadline date or until the "Submit" button is pressed.

- Entering this report online requires that you have your church's user name, that is, its PIN, a five-digit number that identifies the church to the

PCUSA, and a password. Both are available from the Stated Clerk of the Presbytery.

- The report form is available in a downloadable workbook that provides a clear explanation for each item; filling out the form on paper provides a draft from which figures can be transferred to the online form. Remember that this information can be recorded online over a period of time until the deadline set by the Office of the General Assembly.
- Both the total active membership and the financial data for the past five years are available on the General Assembly's website for all churches that complete the report. Go to:

  https://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/

  to complete the report. You do not need to hit the "Submit" button. If you do not, you will be able to go back and edit any section, at least until the deadline.
- The Stated Clerk has access to these reports for another few weeks after the February 1st deadline, so any last minute changes should be directed to the Stated Clerk.

Keeping a Statistics Spreadsheet

The counts for the Annual Statistical Report are easier to obtain if you keep your membership records in a spreadsheet. The spreadsheet should have columns for:

1. Status – Active, Affiliate, Inactive, Former member (ACT, AFF, INA, with Former members designated by XDEC for deceased members, and XFR for those removed for any other reason)
2. Roll Book Number – if you have those. This is a one-up number beginning with the first members of this congregation.
3. Date joined
4. How joined – Transfer (or Certificate), Profession of Faith, Reaffirmation of Faith (possible abbreviations are T, P, F)
5. Last Name
6. First Name
7. Middle Name or Maiden Name
8. Gender

9. Race – Asian, African, African-American, Black, Hispanic, Middle Eastern, Native American, White, and Other are the designations used now. Possible abbreviations are As, Afr, AA, B, H, ME, NA, W, O.
10. Year or date of birth, with a separate column for age. Age can be computed using this formula in Excel: =YEAR(T1)-YEAR(current cell), where T1 refers to the column and cell where the current year is put (in this example, cell T1).
11. A head of household indicator, to help count the number of potential giving units.
12. A column to identify disabilities (hearing, sight, mobility, other).

Once you have all of this data, then sorting by the item you want to count makes it easy to determine the counts for the various sub groups that the Annual Statistical Report asks for. For example, to count the number of women members of each race, sort on gender, then on race.

Clerk's Annual Questionnaire

This report is submitted on-line to a different web address, has a different deadline date (usually mid-March) and each year asks for different information. It must be completed in one online session, contrary to the SOC report. The CAQ is the only means national entities of the church have to gather information about specific programs and activities in all congregations of the PCUSA. The information gathered is very important to the offices asking questions on the CAQ and can be useful to others as well. You will most likely need to confer with the pastor or other church staff members or committees to fill out this form, so making paper copies and sharing them with those most likely to be knowledgeable about the various sections will be very helpful. There was no Clerk's Annual Questionnaire in 2020 due to the COVID-19 pandemic, and it is unknown at this time whether the practice of having a Clerk's Annual Questionnaire will be continued.

Church Contact Update Form

At the beginning of a new year, either the calendar year or the beginning of the congregation's regular cycle, the Clerk of Session is asked to communicate to the Presbytery, through the Stated Clerk, who the primary contacts are. Those contacts include the church itself, meaning any changes that may have been made to the contact information, staff, including pastors, the Clerk of Session, and the Treasurer. The presbytery requests that this information be forwarded by mail or by e-mail to the Stated Clerk. Any updates should also be sent during the year. The Church Contact Update Form is in Appendix F on page 35 of this Manual.

Clergy Compensation Report

This report is ordinarily a responsibility of Pastors or Church Treasurers, but the Clerk of Session often takes the lead on such paperwork. Following the Annual Meeting, when the terms of call are read even if there are no changes, any changes to terms of call are ordinarily approved, and the Clergy Compensation Report form should be filled out and sent to the Stated Clerk. All changes in terms of call must be approved by the Presbytery, and are ordinarily acted on at the June or October meeting of Presbytery. The Clergy Compensation Report Form is found in Appendix G on page 36 of this Manual.

Now celebrate, because you have completed all of the reports for another year!

Annual Review of Session Records

Each year the records of each congregation must be reviewed. The records of a congregation include the minutes of the session, the minutes of congregational meetings, and all rolls kept by the Clerk of Session. These reviews are reported to the Stated Clerk of the Presbytery of Arkansas. A review is conducted using a checklist form that is on the Presbytery's website, and also included as Appendix H on page 37 of this Manual.

Beginning in 2021 Clerks of Sessions are being asked to conduct their own review. Review the records of a complete year using one form, and if more than one year is reviewed put other years on separate forms. On the last page reviewed write the date of the review and the name of the reviewer

Often a new Clerk of Session will discover that the congregation's records haven't been reviewed in some time. Even though records are required to be annually reviewed, if this requirement has been neglected for a number of years the Clerk is encouraged to catch up. If the review of records in this case is too much to conduct in the usual way please contact the Stated Clerk of the Presbytery who can assist in finding a way to bring the review up to date.

Please send the review forms to the Stated Clerk when records have been reviewed, and any exceptions noted, so that their completion may be recorded. The Stated Clerk of the Presbytery of Arkansas must annually report that the review of the records of congregations has been completed.

The form to fill out when conducting the annual review is found in Appendix H, Checklist for the Annual Review of Session Records.

Appendix A – Recording Actions in Session Minutes

1. Be especially careful and diligent in recording all actions taken to hire, compensate, evaluate, discipline, or terminate non-ordained staff.
   - When the session hires a non-ordained member of the staff, enter into the minutes of the meeting the full and complete employment agreement or contract. Upon the annual review of the person's compensation, record any changes as follows: "On the recommendation of the Personnel Committee, the hourly rate of pay for the Custodian __________ was increased from $10 to $12.50, effective January 1, 2010."
   - Record every evaluation of non-ordained staff that the Personnel Committee reports to the session. In every instance where the evaluation indicates less than satisfactory performance, record any remedial course of action that the Personnel Committee proposes.
   - In the event that termination of an employee is recommended, record the Personnel Committee's report that the relevant provisions of the personnel policies have been followed. Be clear in the record that the session, acting in a legal meeting with a quorum present, voted to terminate the employee. The record must not indicate that any individual, or any entity other than the full session, took this action. Record any severance agreement or terms in full.
2. Record actions taken which affect the member status of any member following one of these examples:
   - Session acted to delete the names of these Active members from the church's rolls (G-3.0204a): Henri Blank, Phoebe Blank, and William Smith.
   - Upon their request, the session deleted these names (G-3.0204a): Warren Hunter, Ruth Hunter, and Kenneth Clinton.
   - The session granted a letter of transfer to Christopher and Judith Boatwright, who are joining City United Methodist Church: the request for the letter came from the church's pastor. (G-3.0204a).
3. Do NOT record the names of those making/seconding motions. Unless asked to do so, do not record the numerical outcome of votes taken, or the names of those who voted in opposition.
4. The minutes of all session and congregational meetings, and all other official records, including the records provided to the session by the Deacons and/or the Trustees, if any, are the property of the session. The Clerk is responsible for their safekeeping. A request from a member of the congregation for a copy of the minutes, or an excerpt of part of a meeting, is reported to the session at its next meeting, and the Clerk is to follow the session's decision.

Appendix B – Congregational Meetings and Minutes

1. An annual meeting of the congregation is required (G-1.0501). Special meetings shall be called by the session when it deems it necessary; when requested in writing by one-fourth of the members on the active roll; and when the session is directed by presbytery to call a meeting.

2. The nature of the business to be conducted governs the notice of meeting requirement. The new Form of Government states that, "Adequate public notice of all congregational meetings shall be given. Congregations shall provide by their own rule for minimum notification requirements and give notice at regular services of worship prior to the meeting." G 1.0502 The previous *Book of Order* stated that a session must give the congregation two Sundays of notice, which could be written in the bulletin or made verbally or both, with the meeting held on the second Sunday, and many congregations have incorporated that requirement as their minimum notification. Meetings of the congregation related to the pastor nominating committee are special meetings, and there are to be no other agenda items. Other special meetings may be called to consider matters related to the powers and responsibilities of the congregation (G-1.0503), and will have limited agendas.

3. A congregational petition for the session to call a congregational meeting, in addition to the requirement that it must be signed by one-fourth of the members on the active roll, must be called to consider one of the matters outlined in G1.0503. If it is called to consider any matter outside the scope of this provision of the Form of Government, the session is to decline the petition, with full explanation.

4. If a quorum is not present as the meeting begins, notify the Moderator; the members present may recess and seek a quorum, or the Moderator may adjourn the meeting. If the meeting proceeds in the absence of a quorum, absolutely no votes are to be taken.

Appendix C – Sample Letters

Following are sample letters to potentially inactive members.

1. The first letter, on page 30, is intended for those who have relocated.

2. The second letter, on page 31, is for those still living locally.

3. The third letter, on page 32, was borrowed from Woods Memorial and is a sample of a livelier letter that could be signed by a pastor or an elder who is seeking to reach out to the "lost sheep" among us.

We hope that you find these sample letters helpful as you seek to reach out to those who are potential candidates for being moved to your Inactive Roll (if you have one) or being removed from your Active Member Roll.

CHURCH LETTERHEAD

Date

(Inside address)

The session of [name] Presbyterian Church is in the process of fulfilling its responsibilities as defined in the *Book Of Order*, Paragraph G-3.0201c, which includes *"reviewing the roll of members at least annually and counseling with those who have neglected the responsibilities of membership."* Since your move to _________________, we hope that you have found a new community of faith near home. If, in fact, you have become members of another church, please advise us of the name of that church, so that we might note it in our Church Register.

If you have not yet sought a local church, the session would like to encourage you to seek the fellowship, support, and spiritual nurture of a faith community. We would be glad help find another PC(USA) church if that is your desire.

Please let me hear from you. You may e-mail me at ____________________________, or return the bottom portion of this letter to me in care of the church, marked appropriately. If I have not heard from you by December 31 (concerning your wishes), your name(s) will be placed on our Inactive Roll. At a later date, should you desire to be restored to the Active Roll or transfer your membership to another church, we will be delighted to facilitate your active membership.

Please know that you will continue to be in our thoughts and prayers, and we particularly wish you a blessed Christmas and a joy-filled New Year.

Sincerely yours,

[Your name]

Clerk of Session

Please complete as appropriate, and return to [name of church] at the above address.

____has/have joined another church.

Name of Member(s)

Church name: ____________________________________

Church address: ___________________________________

I wish to speak to **the Pastor**, or **an elder** concerning this matter. (Circle if applicable)

CHURCH LETTERHEAD

Date

(Inside address)

Dear____________________,

The session of [name of your] Presbyterian Church is in the process of fulfilling its responsibilities as defined in the *Book Of Order*, Paragraph G-3.0201c, which includes *"reviewing the roll of members at least annually and counseling with those who have neglected the responsibilities of membership."* We have missed you during the past year and wonder if you have become involved in another community of faith. If so, we can transfer your membership to that church.

It may be possible, however, that you have not become active in another church. The session would like to encourage you to return to active participation in the ministry of our church, or to seek the fellowship, support, and spiritual nurture of another community of faith. If there is something I, or another member of the session, or our Pastor can do to facilitate your active participation in a Christian ministry, whether at [name of church] or another church, please do not hesitate to let us know. You can reach me by e-mail _______________ or at home ______. The Pastor may be reached at the church office.

Please let me hear from you, either by e-mail, phone call or returning the bottom portion of this letter, marked appropriately. If, however, we have not heard from you by December 31, your name will be moved to the Inactive Roll. At a later date, should you desire to be restored to the Active Roll, or to transfer your membership to another church, we will be delighted to see that your request is honored.

Please know that you and your family will continue to be in our thoughts and prayers, and we pray that you and yours have a blessed Christmas holiday season and joy-filled New Year.

Sincerely yours,

Clerk of Session

Please complete as appropriately, and return to [your] Church at the address above.

____________________________________has/have joined another church.
Name of Member(s)

Church Name: ____

Church Address: ____

I wish to speak to **the Pastor** or **an elder** concerning this matter. (Circle if applicable)

CHURCH LETTERHEAD

Date

(Inside Address)

Dear ________________;

You have been missed in worship here at _____________________!

We are a large church and there are plenty of folks who are present, but when you are not here for a long time, your absence is noticed! We made a commitment to support you in your spiritual journey and would like to continue doing so. We also value the contributions you have made in the past to the life of this church. Is it possible for us to renew that mutual commitment and continue to strengthen each other?

_________________ Church is a community of Disciples of Christ encouraging one another to:
Honor and connect with God (Worship)
Care for each other (Belonging)
Participate in God's ministry (Service)
Become more like Jesus (Spiritual Growth)
Bless the world as ambassadors of God (Mission)

Your gifts are much needed as well, and I hope you will consider sharing them with us once again. If you have any questions or concerns one of the pastors or I might be able to address with you that would enable you to return to worship, please feel free to call or set up an appointment.

If you have decided to withdraw from this community of faith, please advise me of that as well. According to the Presbyterian *Book of Order*, when a member has "ceased to participate actively in the work and worship of the congregation for a period of two years" (G-3.0204a) then the session is charged with the responsibility of inquiring as to the cause of the member's nonparticipation and seeking to restore members to active participation. We would like to hear from you as to your request to remain an active member or to be removed from the rolls.

If you prefer that your membership remain here, please advise us by December 30, 20__.

Please feel free to call me at __________. I look forward to speaking with you or hearing from you soon.

In God's presence,

[Your name]

Clerk of Session (or this could be from a Pastor or another elder)

Appendix D – Parliamentary Procedures

Purpose

The purpose of parliamentary procedures is three-fold:

- To facilitate the flow of business
- To allow the majority to accomplish its will
- To protect the rights of minority views and opinions

Book of Order G-3.0105

Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when it is in contradiction to this Constitution. Councils may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.

Role of the Clerk

The moderator rules on points of procedure, not the clerk. The role of the clerk, therefore, is to assist the moderator and to advise and provide counsel, usually upon request. However, the more knowledgeable a clerk is of parliamentary procedures, the more time will be saved and procedural logjams will be prevented.

Size of Council

The size of the body will determine the degree of formal parliamentary procedures. The smaller the size of the session or congregation, the more informal it will be; the larger the body is, the more formal it will become and more exact in its procedures.

Some Basic Parliamentary Procedures

A. Motions

1. I move that...
2. The maker of a motion has the privilege of the floor immediately following the seconding of the motion (if a second is required).
3. During debate, speakers should indicate at the beginning whether they are speaking "for" or "against" the motion.

B. Items Not Needing a Second

1. Report from a committee
2. Nominations
3. A question of privilege
4. A call for division in voting

C. Amendments

1. Amend by: insert or add; strike out (consecutive words); substitute (normally applied to a whole paragraph or resolution).
2. A “substitute motion” is an amendment.
3. There may be only one amendment to the main motion at one time (known as a first degree amendment).
4. There may be only one amendment to the (first degree) amendment pending at any one time (known as a second degree amendment.)
5. An amendment is not in order if it is the same as voting in the negative.
6. Once an amendment has been made, discussion must be confined to the amendment until a vote is taken on that particular amendment.
7. Once a motion has been amended, the motion as amended must then be voted on.
8. *There is no provision in Robert's Rules for a **“Friendly Amendment.”** The only way a motion can be modified without a vote, after it has been stated by the Moderator, is with the unanimous consent of the members present.*

D. The Substitute Motion

The substitute motion is a form of amendment applied when the desire is to amend a motion in several different, non-consecutive places. It also is used when the text to be amended is longer than a paragraph. A substitute motion must be similar in content or purpose as the main motion. If the substitute motion is substantially different from the main motion then the Moderator may rule that it is out of order and ask that the main motion be voted on, and if defeated, the new motion may be made. The procedure to follow in the case of a substitute motion is:

1. The Moderator calls for amendments to the main motion (sometimes called “perfecting the motion”). The amendments may be debated. Nothing else is in order. If there are no amendments, the Moderator may declare the motion perfected.
2. The Moderator calls for amendments to the substitute motion. The amendments may be debated. Nothing else is in order. If there are no amendments, the Moderator may declare the motion perfected.
3. The Moderator puts the question: “Shall the substitute motion be substituted for the main motion?” At this time, the merits of the main motion and the substitute motion may be debated and no further amendments are in order.
4. Moderator takes a vote on the question in #3.
    a. If the question is approved, the main motion disappears and the substitute motion is before the assembly for debate and vote. Substantive amendment is out of order. Editorial amendment is in order.
    b. If the question is defeated, the substitute motion disappears and the main motion is before the assembly for debate and vote. The main motion may continue to be amended.

E. Stop Debate and Order an Immediate Vote

1. When recognized by the Moderator, move or call for the previous question
2. The motion needs a second.
3. Not debatable. The vote to stop debate (call the question) is immediately voted on.
4. A vote must be taken to determine whether the body is ready to stop debate
5. A 2/3 vote is required to stop debate.
6. If 2/3 of the council votes to approve stopping debate then the Moderator has the body vote on the previous question without delay.

F. Tie Vote

1. General
    a. Motion is lost
    b. A member may request a second vote
2. Congregational Meetings
    a. The moderator shall put the question a second time
    b. If there is a tie vote again, the motion is lost.

G. Desiring a Count

1. Following a voice vote, or show of hands, any member may call for a division of the house. Vote will be taken by rising or raising one's hand - if agreed to by a majority.
2. Actual count then must be taken

H. Routine Business

1. Motion without controversy or question may be adopted by common consent.
    a. The motion is made and seconded.
    b. The Moderator asks, "Are there any questions?"
    c. The Moderator asks, "Are there any objections?"
    d. The Moderator states, "So ordered."
2. If there are any objections or debate at all, the regular voting methods must be used.

I. Question of Privilege

1. May interrupt speaker on floor, if recognized by the Moderator
2. May interrupt motion or debate on a motion
3. Object - to get the attention of the moderator at once
    a. To ask a question
    b. To attend to some matter of business that cannot wait

Appendix E – A Full Financial Review Defined

The new "Form of Government" of the Presbyterian Church requires the following:

> *A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community. (*G-3.0113*)*

Therefore, a financial review is required for every church organization or group which has a treasurer, and which receives and disburses funds. Groups within the local church whose financial transactions must be reviewed might include the General Operating Fund, Benevolence Fund, Memorial Fund, Wills and Endowments, Board of Deacons, Board of Trustees, Building/Maintenance Fund, Choir, Youth, Church School, Presbyterian Women etc. This review benefits the treasurers, the contributors and those who benefit from expenditures ... giving assurance that donations are used as the donor intended, for the benefit of the specific group, and as a witness to the Lordship of Christ.
The persons making the full financial review do not need to be C.P.A.'s, but there should be some understanding of accounting procedures. Look for persons who have been Trustees or who have some experience in business accounting. Remember that those doing the financial review must not be related to the Treasurer(s).

To be available for review are financial ledgers, records of all forms of income, deposit slips and bank account records, withdrawal slips and canceled checks, authorization of payments, copies of invoices and expense vouchers, and a balance sheet. Financial records from relatively small groups would require less validation; but it is important that each report a *Beginning Balance, Income, Expenses, and a Closing Balance*.

Unless a congregation and its income/expenses are very large, it is not necessary to have a professional audit made. A full financial review implies that the financial review committee has checked through the records, has spot-checked those records and (hopefully) has approved them, and (if helpful) has made suggestions for improvement to the Treasurer or Finance Committee. **The report of the financial review committee must be approved by the Session, Trustees or whichever body has created the committee, *and this approval must be recorded in the official minutes of that body.***

This report may be a simple statement such as: *"We have reviewed the financial statements of the various Funds of _______ Church and affiliated organizations for the year ending December 31, ____, as set forth in the____ Annual Report of ________ Church. During the course of our review, nothing came to our attention that would require modification of these financial statements."*

Appendix F – Church Contact Update Form

Information for 2021 Church Contact Updates

Official Name of Church____

Mailing Address____
Street/P.O. Box City State Zip Code

Telephone Number at Church____________________ Employer Identification Number *if applicable*____________

E-mail address: ______________________ Website: ______________________

Personnel and Elected Officers for 2021

Please furnish home addresses. If your church has a regular supply that is **not** the installed pastor, list their name and use appropriate initials (stated supply = SS; pulpit supply = PS; transitional pastor = TP; commissioned ruling elder = CRE)

Pastor____
Name Address Phone & E-mail Address

Educator(s) or Additional Pastor(s) *if applicable*____

____
Name Address Phone & E-mail Address

Secretary(s) or Office Manager *if applicable*____

____
Name Address Phone & E-mail Address

Clerk of Session ____
Name Address Phone & E-mail Address

Treasurer____
Name Address Phone & E-mail Address

Other Employees *if applicable* (please specify and use back of page as necessary)____________________

____
Name Address Phone & E-mail Address

____
Name Address Phone & E-mail Address

____
Name Address Phone & E-mail Address

*Please return to Leslie Belden at lesliebeld@aol.com by **February 1, 2021**.*

Appendix G – Clergy Compensation Report Form

Member of the Presbytery of Arkansas*
2021 Compensation Report

Name ______________________________ Position ______________________

Employer** ____

Address ____________________________ Email _______________________

Are you employed part-time? __________ If so, how many hours per week? _________

Effective Salary	**2020**	**2021**
Cash Salary	__________	__________
Housing (or 30% of salary for manse)	__________	__________
Utilities Allowance	__________	__________
Deferred Compensation	__________	__________
Other Allowances	__________	__________
Total	__________	__________
Reimbursable Expenses		
Automobile (________ per mile)	__________	__________
Business/Professional Expenses	__________	__________
SECA Supplement (up to 50%)	__________	__________
Continuing Education	__________	__________
Board of Pensions/Medical	__________	__________
Other Reimbursable Expenses	__________	__________
Total Allowances	__________	__________
Total Effective Salary, Benefits & Allowances	__________	__________

Vacation Time ________ Study Leave ________ Sabbatical? ________ When? ________

* All ordained MWS members of the Presbytery of Arkansas and CREs serving congregations are asked to fill out this form. Please return this form by March 31, 2020 to Rev. Leslie Belden, lesliebeld@aol.com or 9221 N. Rodney Parham Rd., Little Rock, AR 72227.

** The Presbytery of Arkansas, through its COM, acts to concur with all changes in terms of call of MWS in pastoral positions. This report constitutes a request to do so if you are in a pastoral position and there are any changes.

Appendix H – Checklist for the Annual Review of Session Records

The Presbytery of Arkansas
Records Requirements for Church Register and Session Minutes

(Revised 6/5/10; added to Manual of Operations 6/5/10;
amended to comply with the Book of Order 2011/2013; Revised 7/20/20)

(Please mark if each requirement is complied with, and the page number where it is found if applicable.)

The Church Register

Each church shall prepare and maintain a church register in accordance with the following guidelines:

	Yes	Page #
1. Maintain rolls of Pastors, Elders, Deacons, and Trustees as elected, with all of the information called for in the Church Register. G-3.0204b	______	______
2. Maintain an Active Members and Affiliate Members roll, including all of the information called for by the Church Register. G-3.0204b	______	______
3. Maintain an accurate record of all infant and adult baptisms, including all of the information called for by the Church Register. G-3.0204b	______	______
4. Register of deaths – name, residence, date of death, and place of burial.	______	______

Session Minutes

Meetings held no less than quarterly: G-3.0203

General Requirements

	Yes
5. These requirements shall be attached in the rear of the Minutes as a permanent part of the Session Records.	______
6. Minutes shall be kept in a permanent or loose-leaf binder, the pages numbered consecutively, written in ink if not typed.	______
7. No supplemental matter, such as reports, will be attached to the minutes. All such documents as referred to in the minutes should be kept in a separate “Session Records” file.	______
8. Minutes should include only that which is vital to the transactions of the meeting. Names of movers and those seconding motions need not be recorded.	______

Annual Requirements

More than one entry may be required if changes occur during the year.

	Yes	Page #
9. The minutes shall reflect an annual report to the Session of the findings of the Presbytery as to the condition of the Session records.	______	______
10. A record of the review of the salaries of the ministers and staff personnel. This review shall precede adoption of the budget by the Session.	______	______
11. A record of the Annual Statistical Report being reviewed by the Session prior to submitting it on-line to the Office of the General Assembly, and a summary of the report included as a permanent part of the Session records. G-3.0202f	______	______
12. A record of the examination of the church financial records and the records of the Board of Deacons. G-3.0113	______	______
13. A record of the examination of the Church Rolls for accuracy. G-3.0204	______	______
14. An annual statement of comprehensive liability insurance coverage in effect. G-3.0112	______	______

Entries Required When They Occur

	Yes	Page #
15. Authority for, and record of, all celebrations of the Sacrament of the Lord's Supper. If administered to shut-ins the record should so state. W-2.4010; W-2.4012; G-3.0201b	______	______
16. Full names of members received and manner of reception, including name of church from which received. *(Requires Register Entry)*	______	______
17. Names of members dismissed, their baptized children, and the church to which they are dismissed. If a Ruling Elder or Deacon this is so noted, along with the date and place of ordination. *(Requires Register Entry)*	______	______
18. Baptisms, deaths, and members dropped from roll and reason(s). *(Requires Register Entry)*	______	______
19. Record of election of Commissioners to Presbytery, and their report back to the Session. G-0202	______	______
20. An elected Congregational Nominating Committee, formed as required by the *Book of Order*, to nominate Ruling Elders and Deacons. G-2.0401	______	______
21. The election, instruction, examination, ordination and/or installation of Ruling Elders and Deacons. G-2.0402. *(Requires Register Entry)*	______	______
22. Calling of Congregational meetings according to the *Book of Order*. G-1.0502	______	______
23. Minutes of Congregational meetings, signed by the Clerk of Session and the Moderator. (Should be reviewed by the Session and filed immediately following the minutes of the Session meeting that reviewed them.)	______	______

Entries Required in Each Set of Minutes

Yes

24. Whether the meeting is stated or special/called, or joint if another body is present, such as Deacons or Trustees. _______
25. The time, date, and place of the meeting. Including the purpose of a Congregational meeting or a special/called meeting. _______
26. The name of the Moderator, and a statement that a quorum is present. _______
27. The names of Ruling Elders present, absent, and excused. _______
28. Statements that the meeting was opened and closed with prayer. G-3.0105 _______
29. Approval at Stated meeting of minutes of past meeting(s) and date(s) of each. _______
30. Full account of all motions passed and business transacted. _______
31. The signature of the Clerk of Session on all Session minutes. _______

The following will need to be asked of the Clerk of Session or Moderator:

Corporation

G-4.0101: Where permitted by civil law, each congregation shall cause a corporation to be formed and maintained. If incorporation is not permitted, individual trustees shall be elected by the congregation. Any such individual trustees shall be elected from the congregation's members in the same manner as those elected to the ordered ministries of deacon and ruling elder. Terms of service shall be governed by the provisions of G2.0404.

Yes

32. Is the church incorporated as a non-profit, 501C3, organization? _______
33. Was the annual report for non-profit corporations submitted this year as required by the Secretary of State of the State of Arkansas? _______

Policies and Procedures

G-3.0106–G-3.0108a: Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. All councils shall adopt and implement a sexual misconduct policy and a child and youth protection policy.

Yes

34. Does the church have a Manual of Administrative Operations? _______
35. Does the church have a Sexual Misconduct Policy? _______
36. Does the church have a Child Protection Policy? _______

The Presbytery of Arkansas
Report Form for Annual Records Review

Name of Church: ________________________________ Year(s) Being Reviewed: ____________

Town/City: _____________________________________ Examined by: _____________________

Exceptions *(items which are required but were absent)***:**

Church Register

Item # Comments

_____ ____

_____ ____

_____ ____

Session/Congregational Meeting Minutes

Item # Comments

_____ ____

_____ ____

_____ ____

_____ ____

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Corporation/Policies and Procedures

Item # Comments

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Please return to the Stated Clerk at lesliebeld@aol.com, or to Leslie Belden, Presbytery of Arkansas, 9221 N. Rodney Parham Road, Little Rock, Arkansas 72227. Thank you so much for your work reviewing records!