

# **PRESBYTERY OF CARLISLE**

## **RULES FOR SESSION MINUTES**

1. Each session shall keep a full and accurate record of its proceedings on “acid-free” paper, which shall be submitted at least once each year to the presbytery for its general review and control. (G-10.0301) (G-11.0103x)
2. Record the date, time, and place of each meeting and the time of adjournment. (Robert’s Rules)
3. Record the names of the moderator, the clerk, elders present, and elders absent. (Robert’s Rules)
4. Record the opening and closing of each meeting with prayer. (G-9.0301b)
5. Minutes of each session meeting shall be attested by the clerk. (Robert’s Rules)
6. Record the reading and approval of minutes, as read or as corrected, by date. Record the approval of the minutes of each regular meeting and each special meeting at the next regular meeting. Minutes should be kept up-to-date with no more than the minutes of the preceding regular meeting and any subsequent special meetings missing from the session minute book. (Robert’s Rules)
7. Record in the minutes of each special meeting the purpose of the call to such a meeting and who called the meeting. The business to be transacted shall be limited to items specifically listed in the call for the special meeting. (G-7.0302b) (G-10.0201)
8. Record only that which is vital to the transaction of the meeting with a separate paragraph for each subject matter. It is not necessary to record the name of the maker or the seconder of a motion in the minutes unless the session requests it. When previous action of the session is referred to, the date on which it is recorded should be designated. If the page number for the previous action is available, then include that as well. (Robert’s Rules)
9. Avoid erasures, white-outs, interlineations, footnotes, and typographical errors. Blank pages should be ruled out. Minutes should not be entered in the permanent record until approved by the session. (Robert’s Rules)
10. Number all pages in the minute book consecutively for the calendar year and do not insert written or printed matter on separate sheets of paper. Although it is permissible to add in approved material with suffixes (for example: two months after an action the clerk realizes he/she neglected to include an important approved document that went along with the actions of page 33, the clerk could insert the document as page 33. A.). Minutes may be produced or photo copied on the pages of the minute book by automatic means provided the copy is legible. (Robert’s Rules)
11. Record a brief financial report (income/expenses/balance) in the minutes of each regular meeting. Record the results of a full financial review of all books and records relating to finances once each year. (G-10.0102h) (G-10.0401)
12. Record in full the annual statistical report of the session to the presbytery. (G-9.0407a) (G-10.0301)
13. Record as part of the annual report a statement on the composition of the session with regard to racial ethnic members, women, men, age groups, and persons with disabilities, and how this corresponds to the composition of the congregation. (G-10.0301)
14. Record the completion of a period of study and preparation for new elders and deacons (those organized as a board or individually commissioned) and the session examination of them as to their personal faith; knowledge of the doctrine, government and discipline contained in the Constitution of the church; and duties of the office; before the new elders and deacons are ordained and installed. Also record the dates of the election, ordination and/or installation, task(s) to which individually commissioned deacons are commissioned and terms of active service for all elders and deacons at the next regular session meeting. (G-6.0404) (G-10.0102k) (G-10.0302c) (G-14.0205)

15. Record the names of all elders elected as commissioners to presbytery, the exact period for which each elder is appointed, the receiving of their reports and a report of their attendance and fidelity upon the expiration of their terms of service as a delegate. (G-10.0102p(1))
16. Record the annual review of the adequacy of compensation for the pastor or pastors by both the session and the congregation in the minutes of their respective meetings. (G-7.0302) (G-14.0506)
17. Record the call, quorum and business transacted at all congregational meetings, which shall be held at least annually. (G-7.0302) (G-7.0303) (G-7.0304) (G-7.0305) (G-7.0306) (G-7.0307)
18. Minutes of each congregational meeting shall be attested by both the clerk and the moderator and entered in the session minute book after approval by the congregation or by the session at its next regular meeting. (G-7.0307)
19. Record at least annually, session authorization for all observances of the Lord's Supper and record the date for each observation of the Lord's Supper at the next regular session meeting. In the case of a privately administered sacrament, record the date, location, names or number of communicants and the names of the officiating minister and congregation member(s) authorized to represent the church. (W-2.4009) (W-2.4010) (W-2.4012a)
20. Record session authorization for and session instruction prior to the Baptism of infants and adults and record the administration of Baptism at the next regular session meeting. Record for each Baptism the date and location; the full name, date and place of birth of the person being baptized; in the case of married women, their legal name including maiden name; the parents' full names including mother's maiden name; the names of persons presenting children for Baptism; and the name(s) of the officiating minister(s). (G-10.0302c(2)) (W-2.3012)
21. Record the examination and reception of new members by the session and record the public reception of new members at the next regular session meeting. Record the full name of each applicant for membership; in the case of married women, their legal name including maiden name; in the case of minors, the parents' names; how the applicant is received, upon profession of faith, upon reaffirmation of faith, or upon satisfactory certification of transfer of church membership; in the case of transfer, the full title and location of the church from which the person is transferred; and the date of reception. (G-10.0102b) (G-10.0102s) (G-10.0302a(2)) (W-4.2003) (W-4.2004)
22. Record the transfer of baptized, active, affiliate, inactive and nonresident members to and from the respective session rolls; include the full title and location of the church to which a person is transferred when appropriate; delete names from the roll when appropriate; and record the reason and/or authority for each action. (G-5.0200) (G-10.0102s) (G-10.0302)
23. Record all marriages, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property at the next regular session meeting. Record for each marriage the full name of the husband; the full name of the wife including the wife's maiden name; the place of residence prior to marriage for each; the date and place of marriage; and the name(s) of the officiating minister(s). (G-10.0302c(1))
24. Record the deaths of all members of the church at the next regular session meeting. Record the date of death and delete the name from the appropriate membership roll. If a register of deaths is maintained, also record the full name of the deceased; the residence of the deceased; the date and place of burial; the name(s) of the officiating minister(s); and the date of ordination in the case of an elder or deacon. (G-10.0302b(8))
25. When the session of a church finds it necessary to exercise discipline, the *Book of Order* must be studied carefully by a committee of the session and, if discipline must be administered, the session minutes must contain such a record of the proceedings as will enable the presbytery to know who was disciplined, why and how. (D-11.0601c)

Approved by Coordinating Council 12/4/2001

Edited by Stated Clerk September, 2006

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# **PRESBYTERY OF CARLISLE**

## **RULES FOR SESSION REGISTERS**

1. Each session shall keep an up-to-date register on “acid-free” paper with the full and accurate rolls of baptized, active, affiliate and inactive members and registers of infant Baptisms, adult Baptisms, marriages, pastors, elders, deacons, trustees, and deaths (optional but strongly encouraged), which shall be submitted at least once each year to the presbytery for its general review and control. The names of members shall be placed upon, removed or deleted from the rolls of the church only by order of the session whenever the session is fully satisfied that such action is justified. (G-10.0102s) (G-10.0302) (G-11.0103x)
2. Maintain a roll of baptized members which shall list the names of those persons baptized in the particular church who have not made a profession of faith in Jesus Christ as Lord and Savior, and children of active members or children of ministers of the Word and Sacrament related to the particular church, when such children have been baptized elsewhere. Record the full name of each baptized member; in the case of married women, their legal name including maiden name; in the case of minors, the parents’ full names including the mother’s maiden name; the date and place of birth of the baptized member; the date of Baptism and the full title and location of the church at which the person was baptized; the date of transfer or deletion; and the reason and/or authority for each action. (G-10.0102s) (G-10.0302a(1))
3. Maintain a roll of active members which shall list the names of those who have been received into the membership of the church and who are active in the church’s work and worship. Record the full name of each active member; in the case of married women, their legal name including maiden name; in the case of minors, the parents’ names; how the applicant is received, upon profession of faith, upon reaffirmation of faith, or upon satisfactory certification of transfer of church membership; in the case of transfer, the full title and location of the church from which or to which the person is transferred; the date of reception, transfer or deletion; and the reason and/or authority for each action. Assign a membership number to each new member on the chronological roll at the time that person joins the church and cross-index this number on the alphabetical roll. (G-10.0102s) (G-10.0302a(2))
4. Maintain a roll of affiliate members which shall list the names of those who have been received into affiliate membership by the session and who are active in the church’s work and worship. Record the full name of each affiliate member; in the case of married women, their legal name including maiden name; in the case of minors, the parents’ names; satisfactory certification of church membership; the full title and location of the church of membership; the date of reception; and the reason and/or authority for each action. (G-10.0102s) (G-10.0302a(4))
5. Maintain a roll of inactive members which shall list the names of those who have been removed from the active member’s roll because of their failure, in the judgment of the session, to participate in the church’s work and worship. Record the full name of each inactive member; in the case of married women, their legal name including maiden name; in the case of minors, the parents’ names; in the case of transfer, the full title and location of the church to which the person is transferred; the date of the transfer or deletion; and the reason and/or authority for each action. This roll is cross-indexed with the chronological roll using the membership number assigned at the time the member joined the church. (G-10.0102s) (G-10.0302a(3))
6. Maintain a register of infant Baptisms. Record for each infant Baptism the date and location; the full name, date and place of birth of the infant being baptized; the parents’ full names including the mother’s maiden name; the names of persons presenting the child for Baptism; and the name(s) of the officiating minister(s). (G-10.0302c(2)) (W-2.3012)
7. Maintain a register of adult Baptisms. Record for each adult Baptism the date and location; the full name, date and place of birth of the adult being baptized; in the case of married women, their legal name including maiden name; the parents’ full names including the mother’s maiden name; and the name(s) of the officiating minister(s). (G-10.0302c(2)) (W-2.3012)
8. Maintain a register of marriages, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property. Record for each marriage the full name of the husband; the full name of the wife including the wife’s maiden name; the place of residence prior

to marriage for each; the date and place of marriage; and the name(s) of the officiating minister(s). (G-10.0302c(1))

9. The session is strongly encouraged to maintain a register of deaths of all members of the church. Record for each death the full name of the deceased; the residence of the deceased; the date of death; the date and place of burial; and the date of ordination in the case of an elder or deacon.
10. Maintain a register of pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies and parish associates serving the church. Record the full name and dates of service for each. (G-10.0302c(5))
11. Maintain a register of all elders who are members of the church. Record the full name of each elder; the name of the church in which each was ordained; the date of ordination; the terms of active service; and the record of removals. (G-10.0102s) (G-10.0302c(3))
12. Maintain a register of all deacons who are members of the church. Record the full name of each deacon; the name of the church in which each was ordained; the date of ordination; the terms of active service; and the record of removals. (G-10.0102s) (G-10.0302c(4))
13. Maintain a register of trustees serving the church. Record the full name of each trustee; the date of recognition; the terms of active service; and the record of removals. (G-7.0401) (G-10.0102m)

Approved by Coordinating Council 12/4/2001