PLEASE PASS THIS BOOK TO YOUR SUCCESSOR

HANDBOOK

FOR

CLERKS OF SESSION

This Handbook is dedicated to all of the Clerks of Session of the Presbytery of Grand Canyon and Presbytery de Cristo, both past and present.

3rd Revision, July 24, 2014, prepared by:
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7/8/97 and 1st Revision 5/13/03

2nd Revision prepared by
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10/2013
ACKNOWLEDGMENT

We are pleased to present the Third Revised (July 2014) Edition of the Handbook for Clerks of Session which was originally developed for Clerks of Session in the Presbytery of Grand Canyon in September 1997, first revised in 2003 and further revised in 2013.

Previous revisions reflect the substantial changes to the Book of Order that were proposed by the 2010 General Assembly and ratified by the presbyteries in 2011. Additionally previous revisions included some changes in practice over the last ten years. The 3rd revision brings the manual up to date for current procedures and provides information for both Presbytery de Cristo and Presbytery Grand Canyon consistent with our Joint Staffing Plan initiated in January 2014. This document reflects common practices and points out the differences respective to each Presbytery. I am indebted to the work of Tony Cook in the 2nd revision to reflect the many changes in polity over a 10 year period.

Robert S. Schulz, Stated Clerk/Associate
Presbytery of de Cristo
Presbytery of Grand Canyon

The long-time Stated Clerk of Grand Canyon Presbytery, Richard Coffelt, was primarily responsible for the original version of this manual and the first revision. For historical reasons, his acknowledgements are repeated here:

Many hands have been involved in the preparation of the original manual as well as this revision. However, certain persons need to be acknowledged for their contributions.

We thank the Stated Clerk of Pittsburgh Presbytery, for permission to use portions of the Manual prepared by that Presbytery. The format and some of the content of this Manual is copied directly.

The Original Manual, in draft form, was circulated to those Clerks of Session of the Presbytery of Grand Canyon who participated in the two reading sessions in 1996 for the review of Session Minutes and Records. Many valuable comments were received from them and most could be incorporated in the completed manuscript. We thank Rev. Haydn O. White (HR) for his work in assembling the content of the original manual and preparing the manuscript for duplication.

Since the manual was originally completed in 1997 we have had six years of experience in using the manual and having discussions about various aspects of it during the many session record review opportunities scheduled each year. These discussions and the many suggestions received in other ways over the past six years have led to the development of this 2003 revision. We appreciate the work of Marcia McCabe, Office Manager for the Presbytery of Grand Canyon, who has completely redrafted the entire original manual and the various forms found on pages 27 through 33 to make them easier to read and use. We appreciate the continued work of Haydn White. We express thanks and appreciation to Elder Grace Nelson, Clerk of Session of Christ Presbyterian Church, who participated in the editing of this revision and who has the longest continuing service as a member of the Review of Records Committee.

Richard E. Coffelt, Stated Clerk
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FORWARD

The Handbook for Clerks of Session is written for clerks by clerks as a guide to the responsibilities of the clerk of session. It is written with the following assumptions:

a. the clerk of session plays a vital role within the Presbyterian Church (USA);

b. the clerk of session maintains the history of the faithfulness of the church through careful minutes and records;

c. the clerk of session is interested in and knowledgeable about Presbyterian polity;

d. the clerk of session, along with the moderator, is the liaison between session and presbytery;

e. the clerk of session is always striving to be a servant to session, in the fullest New Testament sense, and is equipped spiritually to fulfill the servant role;

f. the clerk of session is elected to be the continuing ecclesiastical officer of the congregation; in this capacity, the clerk has the responsibility to see that worship takes place and that the pulpit is filled.

A clerk of a council understands that our order is to be derived from Scripture, as it is expressed in the Confession of our church. Our order expresses the principle that we must live our lives together in accord with our faith and as witness to the demands of Scripture. A clerk of a council respects the Constitution of the Presbyterian Church (USA) as our covenant with one another about how we can, in our diversity, be such a witness. And a clerk knows that our rules are never an end in themselves, but rather an attempt to be faithful to our covenant. Our polity commits to a shared ministry among elders, deacons, members, and ministers of Word and Sacrament; it commits to a representative form of government in which elders and ministers have care of the congregation; and it commits to corporate governance in which decisions are always corporate, never singular. The moderator and the clerk of session, together, are the guardians of this polity. . . all to the goal of furthering the "Great Ends of the Church."

The great ends of the church are the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world. (F-1.0304)
ARE YOU A NEW CLERK?

A successful clerk is not made overnight. Knowledge of your resources and diligence in using them will help you to become proficient in your task of clerking. Here follows a list a priorities for you to pursue from the day of your election.

1. Locate the minutes book and church register. Locate all previous record books. Are they properly stored? These records should never be taken from the church (except when being read by Presbytery’s Committee on Session Records) and should be kept in a fire proof safe when not in use. You are the only person who can authorize entries into these books.

2. Locate a current Book of Order. Chapter 3.02 tells about the duties of session. You will find much of the information you need immediately in this chapter.

3. Locate a copy of your church bylaws and congregational or corporation charter. Where the Book of Order is silent, the congregation's bylaws will often tell you what needs to be done. Additionally, each church is required to have a Manual of Administrative Operations (G-3.0106). If your Session has not adopted one yet, start this project right away. Contact the Presbytery Stated Clerk for suggestions.

4. Locate copies of architectural drawings, mortgage papers, church histories.

5. Consider the purchase of the Companion to the Constitution – Polity for the Local Church published by the PCUSA. It is a book that addresses the needs of a church session, although limited by references to the former Book of Order.

6. Keep the presbytery address and telephone number close at hand. You will find help on almost every problem through the presbytery office. The Stated Clerk of the Presbytery of Grand Canyon is the person to whom you directly relate. For help on your questions and knowledge of whom to call, contact:

   Robert S. Schulz, Stated Clerk/Associate
   Presbyteries de Cristo and Grand Canyon
   4423 North 24th Street, Suite 200
   Phoenix, Arizona 85016
   Phone: (602) 468-3820
   Fax: (602) 468-3824
   pbyclerk@gmail.com

7. Supplies you will need:
   Cokesbury Books and Church Supplies, has many of the supplies you will need. They usually will mail them to the church and invoice the church.
   -The correct minute paper (acid free, numbered or un-numbered)
   -Register fillers
   -Minute and register binders (because these are very expensive, we recommend that when your minute book is filled that you have the pages bound and reuse your present binder. If your church does not already use these binders, there is no reason to start. Simply use a loose-leaf binder and have the pages bound


8. Plan to attend a minutes review session, preferably yearly. You will receive notice of the dates, which often occur on Presbytery meeting dates, following the close of the meeting. Here you will receive answers to your questions and additional help. You will find the fellowship with other clerks of session invaluable.

**TIMELINE FOR CLERKS: PRESBYTERY**

**January**
Complete your annual statistical report and submit on-line or send copies of the completed worksheet to the Stated Clerk of Presbytery by the announced due date (usually around February 15). Do not wait for your congregational meeting.

**February**
Prepare your Minute Book and Register for the annual administrative review by Presbytery. Fill in the requirements form with the requested page numbers for each book. Be alert to look for the announcement of dates when the review will take place.

Announce Presbytery meeting dates for the year. (See "Commissioners to Presbytery," p. 19 for number of Commissioners and process.)

The four stated meetings of Presbytery are currently scheduled as follows:

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<tr>
<th></th>
<th>de Cristo</th>
<th>Grand Canyon</th>
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<tbody>
<tr>
<td>January</td>
<td>4th Saturday</td>
<td>4th Friday-Saturday</td>
</tr>
<tr>
<td>April</td>
<td>4th Saturday</td>
<td>4th Saturday</td>
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<td>August</td>
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<td>October</td>
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Times and 2-day meetings are subject to adjustment by the leadership of the respective Presbytery.

**Early December.** The workbook for the annual report of Session to the General Assembly will be electronically mailed to the Session Clerk. If you do not have your report by the end of the second week in December, call us.

**SUGGESTED TIME LINE FOR CLERKS: SESSION**

Many clerks are aided by the church office secretary. However, the clerk is accountable for the following responsibilities and directs the church secretary in the following tasks.

**Two Weeks Before Session** Send meeting notices.

Contact committee chairs about unfinished and referred business for which they are responsible. Remind chairs that all recommendations need to be in writing with enough copies for the members of session.
One Week Before Session
Develop the docket of the session meeting with the moderator.

Session Meeting
Seek approval of the minutes of the previous meeting.
Record the minutes of the meeting (see minute format).

After the Session Meeting
Write the minutes. They may be emailed or mailed to all session members. If the minutes are not mailed, send excerpts from the minutes to each chair of all motions related to the particular committee.
Complete all correspondence directed by the minutes, including letters of transfer. Remember that all correspondence between the councils of the church is "clerk to clerk."
Record in the rolls and registers all membership changes ordered by session.

NOTE: This is a manageable task if it is done regularly. If a clerk falls behind, the task becomes very difficult and memory fades. Set a regular schedule for yourself.

SUGGESTIONS FOR ASSISTING THE SESSION
BEFORE THE MEETING

1. Plan the docket: it is the responsibility of the clerk of session and the moderator of session to prepare the docket (agenda) so that all business is handled in the most efficient manner. The docket becomes the outline for the session minutes. (A sample docket appears at the end of this section.) Some pastors prefer to write the docket personally; others will ask you or the office manager to prepare it. In any case, you need to make sure the needed elements are present.

2. Meeting notices: send, or arrange to have sent, notices of the meeting. It is helpful to accompany these notices with reminders to committee chairs of reports due and docketed, business referred, previous assignments. (The call of a special meeting must include the exact purpose for which the meeting is called and no business other than that named can be transacted. The phrase, "...and such other business as may come before session..." is not proper in the call of a special meeting.)

3. Most sessions have found that written reports enable the flow of business. In such reports historical and informational material always comes first in the report and the recommendations come last. Only the recommendations appear in session minutes unless session orders the entire report included in the minutes. Many sessions find it very helpful for committees to have their reports ready in time to be sent with the call of the meeting.

TAKE TO THE MEETING
You are responsible for all papers and documents that aid the session in reaching its decisions. It will be helpful to have at each meeting...
- **Current** Book of Order and Book of Confessions
- Robert’s Rules in Brief, or other summary parliamentary reference
- Congregational bylaws
- Current Session Manual of Administrative Operations
- Session committee membership lists
- Current-year session minutes
- A list of all referred and unfinished business

**DURING THE SESSION MEETING**

Session **cannot** meet without its moderator, who normally is the pastor of the church. If the moderator is absent or ill, the moderator may appoint another minister of Presbytery to moderate or the session, with the **approval of the pastor**, may elect one of its own members to preside. If your pulpit is vacant, presbytery will appoint a moderator for session. In this event, please call presbytery.

A quorum of session must be present to have a legal meeting at which actions may be taken. The quorum of session is set by session rule.

Session meetings in most churches are informal. However, as clerk, **require** that all actions by session be voted upon. As clerk, you can **require** that all motions be in writing. Stop the meeting if you must until you are given the exact wording of the motion in writing, or until you have recorded the motion and read it back.

Include the name of the maker of each motion made. The fact of the second is recorded, but not the name.

You may find it necessary to help members of session word their motions. Helpful questions to ask about every session action are:

- **What** exactly is going to be done?
- **Who** is going to do it?
- **When** will it be completed or reported?
- **How** much will it cost?
- **Where** will the money come from?
- **Is** the action compatible with the Book of Order? *(If it is not, the action is null and void.)*

**Do Not** include discussion in your minutes -- only main motions made and subsidiary motions that are adopted. You should include context information, but do not include pro and con argument. Additional information on motions is included in the Appendix on pages 51 and 52.

*Robert’s Rules of Order, Newly Revised, (11th edition)* governs all the procedures of session in all cases not specifically provided for by the Book of Order. G-3.0105 Recall the note above that mostSessions operate informally. However, Robert’s Rules are very useful for handling formal actions, especially if there is controversy. Additionally, if your Session is large, it may be easier for all if more formal procedures are used.

Keep in mind that it is always out of order to use parliamentary procedure as an instrument to subvert the will of the Holy Spirit as our guide as we seek the truth.
AFTER THE MEETING

1. Write up the minutes immediately. Transcribe or have them transcribed into the minute book. Never include attachments or place inserts in the minutes book. If necessary, photocopy whatever must be included onto numbered minutes paper. (Recommended for page 1 of the annual General Assembly Statistical Report or reports to be included in the minutes.)

2. Make all necessary entries into the rolls and registers. No entry should be made unless a session action which appears in the minutes directs the entry.

3. Complete or dictate all necessary correspondence related to the actions of session. Within the church, all communication is from clerk to clerk or from clerk to stated clerk. The clerk's signature (not the moderator's or the secretary's signature) authenticates any document coming from the session.

Some clerks have secretaries who have the primary responsibility for the minutes and the rolls and registers. The clerk of session supervises the secretary in all matters related to the minutes and rolls and register. The accuracy of these records is the clerk's responsibility, not the secretary's.

SESSION'S CONTINUING EDUCATION

National studies show that very few elders understand their office, or the history, theology, and polity of the Presbyterian Church (USA). The Book of Order no longer specifically requires that the session plan for the continuing education of its elders, but the Presbytery minutes review includes a check to see that this has been accomplished in some way.

SESSION AND ITS RELATIONSHIPS TO OTHER ORGANIZATIONS

Session supervises all organizations of the congregation. All organizations of the congregation are accountable to session. All organizations should make a financial and programmatic report to session and the congregation annually.

Board of Trustees G-4.01

The Board of Trustees is accountable to the session. Their powers as trustees are listed in G-4.0101 and shall not infringe on the powers of session.

G-4.0102 provides that the active elders shall be the trustees of the corporation unless the bylaws provide otherwise. Having such a unicameral board eliminates conflicts between the session and the Board of Trustees, and is the form used by most congregations.

(Recommendation: it is possible for session to delegate powers to the trustees, although session is still responsible for the delegated powers.)

(Recommendation: the budget should be prepared by the board of trustees and the session together.)

The Board of Deacons G-2.02

The Board of Deacons is accountable to session; chooses its own officers; meets annually with the session; and must submit its plans to session for approval. The pastor(s) are advisory members of the Board of Deacons.
Nominating Committee G-2.0401
The church nominating committee is a committee of the congregation, not of the session. It does not report to session; although the committee may wish to consult with session. The pastor is an ex-officio member of this committee.

Pastor Nominating Committee G-2.0802
The pastor nominating committee is a committee of the congregation, not of session.

The committee has several points of contact with the session:
- the pastor nominating committee develops the church information form
- the session approves the CIF
- the committee negotiates the salary of the new pastor in consultation with the session/board of trustees.
- the committee requests session to call a congregational meeting when it is ready to bring a candidate.

Session and Personnel G-3.0201c
Session supervises all non-ordained personnel. Session recommends to the congregation the salaries of all ordained personnel. This recommendation must meet the minimum guidelines set by presbytery.

Outside Organizations
Session controls the use of all church property, even to granting permission for the sanctuary to be used for weddings. If outside organizations use your building, please see the cautions under "Legal Questions." The purpose of an organization using the church should not be contrary to the mission of the congregation or the Presbyterian Church (USA.) It is wise to have a written contract with all organizations using the church building, stipulating any rental fees, maintenance standards, and rooms of the church to be used. Note that rental arrangements may result in some legal issues; use of a donation approach is preferred when possible.

THE CLERK AND THE CONGREGATIONAL MEETING

*The clerk of session is secretary to the congregational meeting, both ecclesiastical and corporate. G-1.0505.

MINUTES
The congregation minutes, both ecclesiastical and corporate, are signed by the clerk (Book of Order no longer requires moderator and clerk). If the clerk is unavailable for a particular meeting, the congregation elects a secretary for that meeting. G-1.0505

Minutes of the congregational meeting may be approved before adjournment or the session may approve the minutes and report its action at the next congregational meeting. If this latter procedure is used, a motion to authorize the session’s approval is appropriate near the close of the congregational meeting.

ADEQUATE NOTICE
Check your bylaws for what constitutes "adequate public notice" for the congregational meeting. The old requirement was notice given to the congregation the Sunday before and the Sunday of the meeting. Consider adding specific language about when and what notice will be given orally, in the bulletin, by email, etc. G-1.0502
CALL TO MEETING
A congregational meeting may be called only by session, presbytery or by the session on the written request of one-fourth of the members of the congregation on the active roll. G-1.0502

BUSINESS
What business may be done at a congregational meeting? (very little) G-1.0503.

As clerk you should take particular care to alert the moderator of the congregational meeting when business is out of order. You will find a careful listing of such business in the Book of Order. ("Permissive powers" relates to adopting congregational bylaws, establishment of a unicameral board, waivers from election of officers, raising of the quorum, and buying, selling, and mortgaging of real property.) **The budget is adopted by session, not the congregation.** However, session must inform the congregation of the budget. If the congregation does not approve of the use of its gifts, the members will not give. **(Recommendation: at an informal meeting of the congregation after worship or a church supper, session should present the budget, invite comment, and solicit suggestions. No actions should be taken at this meeting.)**

The pastor(s) salary **must** be approved by the congregation and reported to presbytery for its approval. The Commission on Ministry will provide this form. The congregation "approves the pastor's salary for recommendation to Presbytery." G-1.0503c; G-2.0804

CORPORATION BUSINESS
Many congregations separate the congregational meeting from the corporation meeting, by recessing the one for the other. This is useful in emphasizing the existence of the corporation, but it is not required by the Book of Order or Arizona law. G-1.0503

PROXY VOTING
Proxy voting is not permitted in church meetings, ecclesiastical or corporate.

BALLOT VOTE (WHO MAY VOTE)
Always be prepared for a ballot vote to elect officers. If there is more than one nominee for an office, the election should always be by ballot. The election of a pastor is always by ballot. It avoids contention if these provisions are stated in the bylaws or Manual of Administrative Operations.

**Recommendation to avoid trouble:** Since only members on the active roll can vote, have your roll book current. Bring it with you to the meeting. If there is considerable tension about a particular vote, have active members of the congregation come to your desk to pick up a ballot.

QUORUM
Check your bylaws for the quorum of the congregational meeting. The Book of Order does not specify a quorum, but leaves it to the congregation to do so. G-1.0501

If your congregation does not have bylaws, please contact the stated clerk for information about how to establish them.

**Parliamentary authority**
*Robert's Rules of Order* is the specified authority for all councils of the church. G-3.0105. However, a congregation is not a council, so the bylaws need to specify the parliamentary authority to be used. For consistency, this should be *Robert's Rules, 11th edition.*
THE CLERK AND RECORDS

HOW TO KEEP THE CHURCH ROLLS AND REGISTERS

Church Rolls and Registers are Legal Documents

Presbytery checks your rolls and registers annually. The roll and registers are checked against session minutes. Your responsibilities related to the rolls and registers are mentioned in the Book of Order. G-3.0201c and G-3.0204

There are only three ways a person can join the Presbyterian Church (USA): profession of faith, transfer, and reaffirmation of faith. All three ways require formal session action.

The church rolls record every member who has ever belonged to your church. These rolls must be kept current. The official church rolls may be kept in a computer database, but they must be printed out in hard copy annually (see “records and computers on page 18). There are four church rolls.

CHRONOLOGICAL ROLL
The chronological roll has numbers down the left side of a double page. Each member of the church is assigned a number at the time that person joins the church. Columns to the right offer space for necessary comments from time to time. A name is removed from the roll by action of session or because of death. The only ways a name can be removed are by a transfer to another church, death, ordination to teaching elder (which is recorded as a transfer to the presbytery), deletion or removal from membership.

ALPHABETICAL ROLL
The alphabetical roll groups church members according to the first letter of their last names. This roll is cross-indexed with the chronological roll by membership number.

BAPTIZED ROLL
The baptized roll lists all infants and children baptized in your church and infants and children of members who were baptized elsewhere. In the case of adult baptism, the name of the person baptized is always entered on the chronological and alphabetical rolls; but not the baptized roll. Adult baptism is always accompanied by joining the church and joining the church is always accompanied by baptism if the person is unbaptized. The only means by which a name can be removed from the baptized roll are by profession of faith, transfer, or death. G-1.0401

INACTIVE ROLL (NO LONGER USED)
The Book of Order formerly included an “inactive roll.” All entries in your inactive roll should show that the session has either removed the person from membership entirely, transferred them, or restored them to the active membership roll. It is permissible, of course, to keep an inactive or former member list as an informal list for reference and contact purposes, but it is not one of the official rolls.
AFFILIATE ROLL

The affiliate roll enables a member who is away from his/her home church to join temporarily another church while remaining on the active roll of the home church. It is a very helpful roll for college students and "snowbirds." G-1.0403.

REGISTERS

There shall be 4 registers maintained by the session. G-3.0204b

- Register of baptisms authorized by the session with dates*
- Register of ruling elders having served in the church with dates of service
- Register of deacons having served in the church with dates of service
- Register of installed pastors with dates of service
- Others as determined by the session

*NOTE: To fill out the question on the General Assembly statistical report on "number of persons on the baptized roll," count the names listed on your "baptized roll" or "register of baptisms." This includes minor children of active members and/or ministers. If your roll book does not have a baptized roll, it will be necessary for you to use the "register of baptisms." In this event you will need to make note of the changes on the register related to the changes in membership. **Do not obliterate any name from the baptized register. This is an historical document.**
PRESBYTERY REVIEW OF SESSION MINUTES, ROLLS AND REGISTERS

At least once a year Grand Canyon Presbytery and de Cristo Presbytery are to review the records of the proceedings of the sessions in each respective presbytery. If any lower council shall fail to send up its records for this purpose, the higher council shall order them to be produced at a specified time.

In reviewing the proceedings of a session, the presbytery shall determine, either from the records of those proceedings or from any other information as may come to its attention, whether:

1. The proceedings have been correctly recorded;
2. The proceedings have been in accordance with the Constitution.
3. The proceedings have been prudent and equitable;
4. The proceedings have been faithful to the mission of the whole church;
5. The lawful injunctions of a higher council have been obeyed. (G-3.0108a)

Grand Canyon’s Operations committee, de Cristo’s Ministry for Administration and Stated Clerk will conduct several meetings throughout the year (to be announced) when clerks of session can gather to accomplish the task of review. Clerks from the churches will exchange records for the purpose of review.

In preparation for these Review sessions the forms on pages 44 and 45 are provided to expedite the process. Each Clerk is asked to fill out the appropriate forms, **before submitting the records for review.** Give three page references for each question. The use of these forms will:

- provide a means of reviewing items that should be recorded in the minutes and
- to assist readers in the review process.

You, as a Clerk, will appreciate having had this preparation done as you assist in the reviewing.

The forms on pages 46 and 47 will be used by the reviewer to make appropriate comments. The report will then be sent to the Clerk in order that he/she might report to the Session. When the Session has received the report and made the recommended corrections, if any, the form on page 48 will be completed and returned to the Stated Clerk of the respective Presbytery.
CLERK AS HISTORIAN

WHEN AND HOW TO PRESERVE YOUR RECORDS

The clerk, as he or she is keeping records, is creating the history of the church for posterity. Please see suggestions below for preserving your records. There are other documents that you, or a person you appoint, may wish to collect and preserve:

- tapes of anniversary sermons
- bulletins from major worship services
- photographs of the church and church property
- photograph albums and video of important events
- interviews with your oldest members
- old church artifacts (communion services, Bibles...)
- formal and informal photographs of former pastors (include name and dates of service on back of photo)

Most churches publish a church history at each important anniversary date. Add these to your collection and each time you publish such a history, please send a copy of the history to the Stated Clerk of the Presbytery. If you find gaps in your history, please check with the Stated Clerk's office. We have in our files and on our computers the old church histories for many churches.

A frequent question clerks ask is how to manage records; which records to keep and for how long. A management chart may be found at the Historical Society website.

Presbyterian Historical Society
425 Lombard Street
Philadelphia, PA 19147
215-627-1852
www.history.pcusa.org

THE PRESBYTERIAN HISTORICAL SOCIETY IS A NATIONALLY RECOGNIZED ARCHIVE FOR THE PRESBYTERIAN CHURCH (USA). IT IS AN EXCITING PLACE TO VISIT AND IS THE PLACE TO VISIT TO DO RESEARCH. THE RECORDS OF MANY OF OUR CHURCHES ARE HELD IN THE ARCHIVES, EITHER IN ORIGINAL FORM OR ON MICROFILM. THE HISTORICAL SOCIETY WILL DO ECCLESIASTICAL RESEARCH FOR YOU ON ANY ORIGINAL BOOKS STORED WITH THE HISTORICAL SOCIETY. THE HISTORICAL SOCIETY WILL NOT DO GENEALOGICAL RESEARCH UNDER ANY CIRCUMSTANCES; HOWEVER, YOU MAY SEND PEOPLE DIRECTLY TO THE HISTORICAL SOCIETY TO DO THEIR OWN RESEARCH.

FACTS ABOUT MICROFILMING YOUR RECORDS

- The cost of microfilming varies as to who does it and what is chosen for microfilming. Microfiche is not appropriate for old records. It is appropriate for ledgers and financial records.

- The Presbyterian Historical Society (The Presbyterian Historical Society of the General Assembly) microfilms records at a competitive cost. Heritage Grants are available to reduce the cost for congregations of less than 250 members.
Not all microfilming firms are equipped to deal with old books or bound books which take special care and special equipment. (The Presbyterian Historical Society is recommended.)

RECORDS AND COMPUTERS
Many churches keep their minutes and current membership roll on computers for convenience. This is entirely appropriate but computer membership records do not replace the rolls, registers and the minute book. Computer records are not archival at this time, due to potential problems with degradation and ability to read the program in the future. It is expected that these problems will eventually be overcome, but until they are, you must print out these documents on acid free paper and place them in an appropriate binder. Minutes should be printed as they are approved, registers and rolls can be printed annually. Computer discs or drives are not acceptable at the annual administrative review of church records.

Financial records can be kept on the computer but always have a hard copy of each new record.

SESSION’S VITAL RECORDS

RECORDS OF PERMANENT VALUE
Below is a list of records which possess administrative, legal or historical value. It is recommended that these records be stored in a fireproof, waterproof safe at the church. They should never be removed from the church or stored in members’ homes.

Session Minutes
Congregational Minutes
Rolls and Register Books
Charter and/or incorporation papers
Congregational By Laws
Annual Financial Review
Financial ledgers of final entry
Deacons’ Minutes and Reports
Church School Minutes and Reports
Presbyterian Women’s Minutes

Miscellaneous

Property deeds
Photographs - identified
Manuals and Directories
Newsletters
Anniversary publications
Blueprints, architectural drawings and sketches
Scrapbooks
Worship bulletins
Histories
Ministers’ biographies and photographs

VITAL RECORDS
Examples of records that document the legal and financial position of the local congregation and that are essential for the continuation or resumption of operations following a disaster. Such records seldom constitute more than approximately two percent of an office’s total list of records. Vital protection records may be found in both the temporary and permanent categories of records.

Accounts payable
Annual reports
Bank Balances
Accounts receivable
Financial reviews
By Laws
CANCELED CHECKS
Charter and amendments
Cash books
Employees’ Directory
Insurance policies and schedules
Leases
Minutes
Suppliers’ directories
Wills, bequests

CERTIFICATE OF INCORPORATION
Contractual agreements
Deeds
Financial Statements
Invoices
Mailing lists
Purchase orders
Trial balances (monthly)

RECORDS OF TEMPORARY VALUE

Any records not possessing permanent value would, of course, automatically fall into the “temporary” category. The following list presents only a few examples of the many such records. Realistically evaluated, there should be many more records judged “temporary” than “permanent” in most offices.

Few temporary records should be retained beyond seven years: an example of an exception would be Workmen’s Compensation Reports which should be held ten years before destruction. When in doubt, check with your auditor regarding retention periods for financial records.

Account payable invoices
Bank deposits slips
Cancelled checks
Correspondence re: speaking engagements
Employee withholding records
Expense reports
Letters of acknowledgment
Periodic financial statements
Receipts of purchases
Routine notices of meetings

Accounts receivable ledger
Budgets
Cash receipt records
Data for updating mailing lists
Excerpts from documents retained elsewhere
Payroll checks
Petty cash records
Requests for information and responses thereto
Travel plans and arrangements

PRESBYTERY


THE SESSION AND PRESBYTERY

The relationship of the session to Presbytery is contained in the Book of Order. A list of specific responsibilities of session to the Presbytery follow:

COMMISSIONERS TO PRESBYTERY

Presbyterian polity is a representative polity. It works only when each church takes seriously its responsibility to elect elder commissioners to attend the meeting, stay through the end of the
meeting, and report to the Session.

There are four regular presbytery meetings each year for each Presbytery:
- de Cristo; January, April, August, and October
- Grand Canyon; January, March, August, and November

The number of commissioners to which a congregation is entitled depends upon the size of the congregation (G-3.0301 and respective Presbytery Manual of Administrative Operations) and also varies according to equalization. When the number of teaching elders is larger, the stated clerk brings the imbalance to the attention of the presbytery at its first meeting of the year. The presbytery redresses the imbalance by inviting sessions of particular churches to elect additional ruling elder commissioners according to the plan set forth in the respective Presbytery Manual.

Churches are encouraged to elect their commissioners for the entire year, preferably for two or three years. Some churches elect different commissioners for each meeting. It is even possible to elect a commissioner for the first half of a presbytery meeting and another commissioner for the second half. 

(Recommendation: in order to assure continuity and understanding of presbytery business, it is best to elect commissioners for extended periods. An alternative would be to elect a commissioner and an alternate for each meeting, with the alternate becoming the commissioner at the next meeting.)

Each commissioner is required by the Book of Order to report to the session about the meeting:
- significant actions taken by the presbytery
- a summary of issues deliberated upon
- policy decisions made
- implications of presbytery action for the congregation
- concerns and opportunities open to the congregation through presbytery
- raising of consciousness of the congregation’s participation in the total ministry of Jesus Christ

Calls for each Presbytery meeting are sent directly to those commissioners named on a yearly basis. Those commissioners who are named only for single meetings of Presbytery will receive the Call to Presbytery through the church office.

**NOMINATIONS TO PRESBYTERY UNITS AND STANDING COMMITTEES**

Presbytery is always looking for particular skills and interest among the members of our congregations. The Presbytery of de Cristo and Grand Canyon are also committed to find racial/ethnic minority members of our churches with skills and interest in serving on a presbytery committee. Nomination forms are included at the end of this handbook. Please share the gifts of your congregation with your presbytery. Return the forms on pages 49 and 50 in the Appendix to the Office of the Stated Clerk.

**REPORTS TO PRESBYTERY**

**ANNUAL GENERAL ASSEMBLY STATISTICAL REPORT**

The Annual General Assembly Statistical Report is session’s report to the General Assembly and is the specific responsibility of the session and the clerk of session. It is sent electronically by the
stated clerk of the presbytery to the clerk of session along with instructions as to how to complete and file the report. A copy of the cover letter is sent to the pastor/moderator. The report is sent early in December. It is important for the session clerk to locate this report. If it has not arrived by Christmas, please call the stated clerk’s office immediately. The report is filed online by computer through the PCUSA web site and is due by January 31st. Reports that cannot be filed online are to be completed on the worksheet provided and returned to the presbytery so that the information can be entered. If the information is not received by the due date, the membership and financial figures from the previous year will be used. This does a great disservice to the congregation, particularly if it is searching for a pastor. Also a particular church’s per capita assessment is based on these membership reports.

**Tips on Completing the Report**

- Complete the membership part of the form immediately after your last session meeting of the year.

- Early in December, send a copy of the organizational financial report to the chair of each of the congregations’ organizations with the request that they be returned no later than the first week in January.

- Early in December, work with your treasurer on the definition of expenditures which you will find in the workbook. Remember, these are actual figures for the year. The expenditures and revenues do not normally balance, since the church may have used reserve funds for expenditures, or placed excess income in a reserve or endowment fund.

- During December begin work on the programmatic questions of the report, referring each question to the proper person for an answer.

- If it is not possible to meet the deadline, please call the stated clerk of Grand Canyon Presbytery with an estimated delivery date. **We cannot enter reports after the GA deadline given to our office.**

- The clerk of session relates directly to the stated clerk of Presbytery. All correspondence between presbytery and the session is sent to the clerk of session with a copy to the moderator.

**PER CAPITA APPORTIONMENT PAYMENTS**

The per capita apportionment is adopted by each Presbytery in the early fall. An invoice is sent to each church treasurer in December. The per capita payment is due in January, however, payments have been made quarterly or even monthly.

The per capita apportionment for the coming year is figured upon the latest published reported membership x the total per capita adopted by General Assembly, synod and presbytery. For example: 2010 membership (published in March, 2011) x per capita amount = total payment for 2012. The per capita apportionment is used for the mission
and ministry of the Presbytery, Synod, and General Assembly. If a church does not submit its full per capita amount, the Presbytery is still required to submit the full amount due to Synod and General Assembly.

ANNUAL REVIEW OF THE CALL

Each year the session is required by the *Book of Order* to review the adequacy of the salaries of all pastoral staff. If session wishes to make any change in the terms of call as they were last approved by presbytery, the change in terms of call must be brought to the congregation for approval, contingent upon the approval of presbytery which, finally, approves all terms of call and all changes in terms of call. Annually, the Commission on Ministry sends to each session a form upon which to report changes in terms of call. As soon as the congregation has approved new terms of call for its pastor(s), the call forms must be returned to the Commission on Ministry for recommendation to Presbytery. Please be sure that this form is returned each year.*

MINIMUM COMPENSATION FOR PASTORS

Presbytery adopts the minimum terms of call for all installed pastors. **All** terms of call must meet this minimum standard for Presbytery to approve the call. The minimum terms of call are published to the churches through a letter to the session from the: 1) Commission on Ministry and in the Presbytery Manual of Operations for Grand Canyon and 2) Committee on Ministry for de Cristo. Annually, session will receive notification of minimum terms of call if they are changed by Presbytery.

*NOTE: This applies only to churches having **installed** pastors.
### ACTIONS WHICH MUST BE APPROVED BY MORE THAN ONE COUNCIL

<table>
<thead>
<tr>
<th>Action</th>
<th>Required Actions</th>
<th>Required Actions</th>
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<tbody>
<tr>
<td>Application to presbytery to take an “inquirer” under care of Presbytery</td>
<td>Session</td>
<td>Session</td>
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<td>Commission of Preparation for Ministry</td>
<td>Ministry for Preparation</td>
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<td>Presbytery</td>
<td>Presbytery</td>
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<td>All loans which use the church or its property as collateral and all sales of property</td>
<td>Session and Trustees</td>
<td>Session and Trustees</td>
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<td>Resources Committee of Presbytery (Leadership Team (Trustees) if over $1 Million)</td>
<td>Ministry for Administration</td>
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<td>Ministry for Leadership (Trustees)</td>
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<td>All leases of church property</td>
<td>Session</td>
<td>Session</td>
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<tr>
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<td>Resources Committee of Presbytery for a period more than 5 years</td>
<td>Ministry for Administration</td>
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<td>Ministry for Leadership (Trustees)</td>
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<tr>
<td>All changes of church location or church name</td>
<td>Session</td>
<td>Session</td>
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<td></td>
<td>Congregation, ecclesiastical and corporate</td>
<td>Congregation, ecclesiastical and corporate</td>
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<td></td>
<td>Resources Committee or Commission on Ministry</td>
<td>Ministry for Administration</td>
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<td>Leadership Team (Trustees)</td>
<td>Ministry for Leadership (Trustees)</td>
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<td>All changes in terms of call for the pastor(s) procedure for changing terms of call and minimum terms of call may be found at the end of this section</td>
<td>Session</td>
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<td>Congregation</td>
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<td>Commission on Ministry</td>
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<td>All proposals for merger, dissolution, yoking congregations</td>
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<td>All discussions of a pastorate and calls for new pastors</td>
<td>Congregation</td>
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<td>Commission on Ministry</td>
<td>Commission on Ministry</td>
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<tr>
<td>Appointment of moderator of session: stated supply or interim pastor in the case of a vacant pulpit</td>
<td>Session</td>
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<td>Commission on Ministry</td>
<td>Commission on Ministry</td>
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<tr>
<td>All waivers from the <em>Book of Order</em> terms of election (G-2.0404) waiver forms may be found at the end of this section</td>
<td>Congregation</td>
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<td>Commission on Ministry</td>
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#### OTHER ACTIONS

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<tr>
<th>Action</th>
<th>Moderator of session or two members of session, in writing</th>
<th>Moderator of session or two members of session, in writing</th>
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<tbody>
<tr>
<td>Call a special session meeting</td>
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<tr>
<td>Call a special congregational meeting</td>
<td>Session, or Presbyterian, or Session when requested in writing by ¼ active members of the congregation</td>
<td>Session, or Presbyterian, or Session when requested in writing by ¼ active members of the congregation</td>
</tr>
<tr>
<td>Session meeting when the pastor is ill or is out of town</td>
<td>Pastor grants permission and appoints a member of Presbyterian as moderator pro-tem</td>
<td>Pastor grants permission and appoints a member of Presbyterian as moderator pro-tem</td>
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</tbody>
</table>
COMMUNICATION WITH PRESBYTERY

Official communication between session and presbytery is from clerk of session to the stated clerk of presbytery.

Petitions to Presbytery or General Assembly

- A member of the congregation may ask session to petition the presbytery.
- A session may petition or overture presbytery or synod or General Assembly through the presbytery. Session cannot overture synod or General Assembly directly.
- Suggestions for writing petitions or overtures may be found at the end of this section.

Proposed Changes Sent Down to the Presbyteries from the General Assembly

- Every two years the General Assembly sends to the presbyteries the proposed changes to amend the Book of Order adopted by the previous General Assembly
- If a majority of presbyteries approve, the Book of Order is amended.
- The Presbytery of de Cristo and Presbytery of Grand Canyon normally vote on the proposed changes at the spring meeting of the year following an Assembly. The Overture Committee, composed of the most recent Commissioners to General Assembly, makes an Informational Report on proposed changes and the vote is taken. For complex or contentious items, the report and the voting may be divided over more than one meeting.
- Although ruling elder commissioners cannot be pledged by session to vote in a particular way, it is useful for session to spend time studying and discussing the overtures so that the commissioners will have guidance when they vote on the overtures.

SUGGESTIONS FOR WRITING OVERTURES

I. Definition: An overture is a request by a presbytery or synod to the General Assembly to take action or express an opinion. A session may not overture the General Assembly except through a petition to presbytery to do so. An individual may not overture the General Assembly except through a council.

   A. An individual may propose an overture to session or from the floor of presbytery if that person is a commissioner to presbytery
   B. A session may propose an overture to presbytery
   C. A presbytery or a synod may propose an overture to the General Assembly

II. All Overtures must Contain:

   A. The name of the presbytery or synod
   B. The meeting place
   C. The date of the meeting and type of session (i.e. regular or special)
   D. The specific action requested (the action should include a specific date for the
proposed change, report or action. If at all possible, the best date for a change affecting the statistical records is January 1 or July 1.)

E. The signature of the (stated) clerk

III. What Kind of Overture Are You Writing?

A. Does the overture amend the Constitution? (See the deadline dates for submission attached.)

B. Does the overture propose change of synod or presbytery boundaries? If so
   1. The names of all ministers, licentiates, and candidates being transferred are to be included in the overture with the effective dates of change
   2. In the case of change of presbytery boundaries, the overture needs to be accompanied by synod approval of the overture in a similar overture from the synod
   3. Detailed survey information concerning the boundary change must be attached to the overture

C. Does the overture propose a particular action or stand of the General Assembly? If so what kind of position? (See attached papers for the definition of policy statements, resolutions, study documents.)

IV What Preparation is Necessary Before Writing an Overture?

A. Time:
   - for the stated clerk to work with the drafters
   - for a preliminary draft to be checked with the appropriate unit of the General Assembly or with the Office of the Stated Clerk
   - for the appropriate committee of the presbytery to review it, make recommendations for amendment or for adoption

B. History: Why is "it" the way "it" is? Has anyone else ever tried to change "it"? (Check the Journal of the General Assembly and check your annotated copy of the Book of Order. Important information will be found in the recommendations of the Advisory Committee on the Constitution.)

C. Theology: What is your theological rational behind the overture?

D. Polity: What in the Constitution affects the overture and how does the overture affect the Constitution?

E. Rationale: What are the reasons for the overture?

F. Strategy: What is the best way in which to obtain a favorable response from the General Assembly? (Sometimes means other than an overture can accomplish the end you wish more quickly and more efficiently.)

   1. In the case of a programmatic overture:
      - in what unit should the requested action be lodged?
      - what is the cost of requested action and source of funds?
      - is the overture practical?
      - is the overture timely?

   2. In case of an overture to amend the Book of Order:
      - is the overture specific to one situation only? If so the requested amendment can usually be taken care of by council by-laws.
      - note deadline dates for overtures to amend Book of Order
V. Can an overture be changed by the council considering it?

Yes, each council must adopt the overture as its own, and may make amendments as desired.

VI. How Is an Overture Processed?

A. An overture is always sent clerk to clerk. The overture, if it involves constitutional change will be referred to the Advisory Committee on the Constitution for opinion and then be referred directly to the committee of the General Assembly to which the overture is referred, along with the opinion. The Committee will bring its recommendation to the floor of the General Assembly. All cases which do not involve constitutional change or interpretation of the constitution will be referred directly to the appropriate General Assembly Committee.

If the overture proposes boundary change, it will be referred directly to the General Assembly Committee on Presbytery and Synod Boundaries for opinion prior to referral to the General Assembly Committee.

B. An overture must be accompanied by the name and address of the "overture advocate" -- the person the council has chosen to represent its point of view before the General Assembly Committee. This person must have a hearing before the committee.

DESCRIPTION OF PERMANENT AND PROGRAM COMMITTEES OF PRESBYTERY

See the Presbytery bylaws and Manual of Operations for the respective Presbytery to review full descriptions of the committees, commissions and teams of each Presbytery. Descriptions are too lengthy to insert here.

de Cristo
The standing entities are Ministry for Leadership, Ministry for Administration, Ministry for Shepherding (COM), Ministry for Polity, Ministry for Preparation (CPM), Ministry for Witness & Outreach, Ministry for Service (Nominations), and Ministry for Mercy & Justice (PJC).

Grand Canyon
The standing entities are Leadership Team, Operations Committee, Resources Committee, Congregational Development Ministry Team, Congregational Leadership Ministry Team, Mission Partnering Ministry Team, and Permanent Judicial Commission.

LEGAL QUESTIONS

In recent years, litigation against the churches has become more and more frequent. This section is intended to accommodate legal opinions which session may receive from its own lawyer or from presbytery from time to time. Church law is becoming a special field of the law.
AT ALL IN DOUBT, CONSULT A LAWYER OR CALL THE PRESBYTERY FOR HELP. Session may wish to recommend to the congregation that the congregational bylaws be amended to include an indemnification clause for church officers.

1. Arizona Unemployment Compensation Law & Worker's Compensation Law
2. Social Security Amendments of 1983
3. Annual Reports of the Corporation
4. Officer Liability

AREAS OF LEGAL CONCERN

Workers’ Compensation
Workers’ Compensation must be paid for church employees who earn more than $100.00 per year. The church is liable for unpaid back compensation plus interest.

Accident claims on church property
Be sure your insurance policy covers the liability you have in relation to the program that you have at the church. Talk to your insurance agent. Each session is required by the Book of Order to provide adequate insurance for the church and note this annually in session minutes. Liability policies are individually issued. The officers and directors insurance and umbrella policy are issued to the presbytery for all its churches, and the premiums are allocated accordingly.

Nursery or child care programs
The church must meet state safety codes for day care centers or nursery schools. This is not true of Sunday School programs unless the church plans a remodeling program, in which case, the church is held to the state codes. Do not start a day care or childcare program without talking to your insurance agent. Background checks are required for all individuals who work with children. For day care and nursery school programs, that includes a criminal fingerprint check.

Personal safety
The church’s Manual of Administrative Operations should include a safety section with responsibilities for locking doors, screening employees and volunteers, and other provisions that are necessary for the particular building and operations.

Child harassment has become an important area of concern. Anyone having knowledge of child abuse must report the incident to the police. Churches are advised to screen all people who volunteer or are employed by the church for a record of child abuse. This does not have to be a fingerprint check, unless it is a licensed school program. Your insurance carrier provides a low-cost and efficient means of obtaining background checks.

All sessions must adopt a sexual misconduct policy. G-3.0106 If you have a case of sexual misconduct, call the Presbytery Stated Clerk for advice and consultation.

Churches are also advised to adopt a policy regarding attendance by registered sex offenders. The Presbytery and your insurance carrier can provide resources, if you do not already have a policy.

Transportation
Churches are advised to register annually with their insurance company the names of the people in the congregation who will be driving other people to church events. This is particularly true for retreats or youth events. The insurance company will check the driving records of the people whose names are submitted and notify the church of any names which must be removed. In case
of accident, the insurance company will stand behind the names they have checked.

**Non-Profit Organization Privileges**

Recently, some churches' non-profit status has been challenged. Non-profit bulk mailing privileges have been denied by some post offices. If you need to prove your non-profit status as a church, please contact the Presbytery office for the IRS tax exemption letter.

*Legal resources*

The Board of Pensions website, [www.pensions.org](http://www.pensions.org), has a number of useful resources related to church legal and tax issues.

The Church Mutual Insurance website, [www.churchmutual.com](http://www.churchmutual.com), also has many useful resources, especially related to liability and safety issues.

Another excellent resource for sessions is *Church Law and Tax Report*, published bimonthly by Richard Hammar. The cost of the publication is $69/yr.
APPENDIX

Helpful References

http://www.rulesonline.com/index.html

http://westsidetoastmasters.com/resources/roberts_rules/chap17.html


Sample Session Docket

Here follows a sample docket of the business which should take place at a session meeting. Use it to guide your preparation of the session docket.

1. Constitute meeting with prayer

2. Roll (present, excused, absent)

3. Approve minutes of previous meeting

4. Report of Clerk
   - Correspondence received and referrals
   - Unfinished business to be completed
   - Sacrament of the Lord’s Supper administered in worship

5. Report of Pastor
   - Baptisms requested
   - Baptisms performed
   - Weddings
   - Funerals
   - Other information such as people in hospital, people needing visits
   - Communion to shut-ins off church property with elder or deacon

6. Report of the Treasurer

7. Report of Commissioner to Presbytery and verify appointment of commissioner to next Presbytery meeting

8. Reports of session committees

9. Reports of commissions or special committees

10. Recess: meeting of the board of trustees

11. Reconvene with prayer

12. New Business

13. Adjournment with Prayer
A NOTEBOOK FOR SESSION MEMBERS

Some churches have developed notebooks, or manuals, for each session member that include the necessary documents and information for intelligent decision making. Such a tool is particularly helpful in orienting new session members to their task. There should be the following suggestions for index tabs for such a notebook.

Introduction

Church History
includes a list of programs and activities with contact people, telephone numbers, meetings times and places.

Church Officers and Staff
includes names, addresses, and telephone numbers

Bylaws of the Congregation

Session Manual of Administrative Operations

Functions, Duties and Responsibilities
includes ordination vows

Session Committees -- Objectives and Duties
includes list of committee membership

Other Committees
Deacons
Presbyterian Women

Annual Budget

Special Purpose Funds

Special Rules and Regulations

Session Minutes

Church Members

Notes
TIPS ON MAINTAINING THE ROLLS

Mr. and Mrs. John Adams are received by session on letters of transfer.

1. Session receives Mr. and Mrs. Adams into membership. **Do not make any entry into the roll book unless there is a record of this session action in the session minute book.**

2. Record "John Edward Adams" on the chronological roll opposite the first free membership number. Indicate the way Mr. Adams joined the church (by certificate) and the date of the session action.

3. Record "Mary (maiden name) Adams (Mrs. John E)" on the chronological roll opposite the next free membership number exactly the same way you listed Mr. Adams.

4. List both new members on the alphabetical roll (the "A" page) with their membership number.

Mr. and Mrs. Adams have a son, Bryan, three years old, who was baptized in the former church.

List Bryan Lee Adams on the baptized members' roll (register if you do not have a roll) with the date and place of his baptism, and his parents' names. His mother's name is recorded as "Mary (maiden name) Adams."

Mr. and Mrs. Adam's infant daughter, Sarah, is baptized after they join the church.

List Sarah Jane Adams on the baptized members' roll and the register in exactly the same way in which Bryan's name was listed.

*If Sarah is the daughter of a single mother who did not wish to state the father's name, list only the mother's name.

*If Sarah is adopted or is a legal ward of Mr. and Mrs. Adams, their names are listed as the parents of Sarah.

*If Sarah is a ward of the court she cannot be baptized without permission of the parents or the court. Her legal parents' names are listed.

Mr. and Mrs. Adams have a son, Richard, sixteen, who has never been baptized. Session authorizes the baptism and receives him as a new member.

List Richard Adams on the chronological roll, indicating that he was baptized when he joined the church. List him also on the alphabetical roll and the baptized register, noting the date he made a profession of faith and joined the church. Richard **cannot** be baptized as an adult without a profession of faith, which makes him a member of the church.

Mary Jones has been in a nursing home for one year. She cannot attend worship services and does not contribute to the offering.

As clerk you must inform session that since her absence is involuntary she **cannot** be removed from the roll and session continues to be responsible for her nurture.
Billy Willmer hasn’t been to church for over five years. Session discovers he went straight to graduate school after college graduation.

Write both Billy Willmer and a church located near his school suggesting that he affiliate with the church temporarily, or transfer his membership.

Mable Frisch, who lives in town, has not been to church for over a year. Members of Session have called upon her several times to no avail.

Session continues to contact Mabel Frisch for two years. She still does not reply or come to church.

1. Session votes to remove Mabel Frisch from the rolls.
2. You draw a thin ink line through her name on the inactive roll and on the chronological roll, noting the date of removal.

James Parr requests that session transfer his membership to First Church, St. Louis.

1. Session Votes to transfer Mr. Parr.
2. You fill out the transfer certificate, noting on the back of the form the ordinations Mr. Parr holds and the date of ordination and the dates of service.
3. You draw a thin ink line through his name on the chronological roll, noting the date of transfer after you receive his certificate of reception.

Mr. Parr's son, Jeffrey, ten years old, is on the baptized roll.

1. You note Jeffrey's name and date and place of baptism on the back of Mrs. Parr's transfer form.
2. You note on the baptized member's roll that Jeffrey's baptism was transferred to First Church, St. Louis.

Mary Jones dies in the nursing home.

1. You draw a thin line through her name on the chronological roll, noting the date of death.
2. If you have a death register, list Mary Jones' name in the register along with date of death, place of death and place of burial.

Instructions for keeping the registers may be found the Book of Order G-3.0204 The required registers are:

a. Register of Baptized Persons
b. Register of Pastors
c. Register of Elders
d. Register of Deacons
e. Other registers as determined by the Session

It is recommended that the other registers include a Register of Marriages, Register of Trustees, and Register of Deaths.
GUIDELINES FOR KEEPING MINUTES

SESSION RECORDS BOOK APPEARANCE

1. Use a standard loose-leaf minute book. (see page 6)

2. The pages should be:
   a. of uniform size and style
   b. numbered consecutively and uniformly (a mechanical numbering stamp is preferable.)
   c. acid-free paper
   d. ultimately bound in permanent book form of not more than 400 pages

3. All minutes and records should be typewritten, not handwritten. Rolls and registers may be entered by hand, carefully printed.

4. Do not leave blank pages or blank space of more than two inches on any page. If space is left, cross it out with pen and ink.

5. Do not insert into the records any written or printed matter on separate sheets of paper. If an insert is needed, such as the adopted budget, copy it on to the minute book paper.

6. Minutes should be typed into the official record book only after review, correction and approval. If, however, a later revision becomes necessary, an entry in ink can be made in the margin, indicating the entry changed, the type of change, and reference forward to the new page where the change is authorized. The Clerk should initial the marginal note.

A. ENTRIES TO BE RECORDED AT EVERY MEETING

1. RECORD DATE, TIME, AND THE TYPE OF MEETING.
   The type of meeting should be identified: session, congregation, regular, special, annual.

2. INDICATE THAT MEETING OPENED WITH PRAYER

3. IDENTIFY MODERATOR OF MEETING
   Ordinarily the Pastor, Interim or Stated Supply is the moderator. In cases where another moderator is present the reason and name of person should be given.

4. RECORD ELDERS PRESENT, ABSENT AND EXCUSED.

5. INDICATE THAT A QUORUM IS PRESENT
   The Book of Order no longer defines a quorum for the session (G-3.0203) and a congregation (G-1.0501). The Session quorum is established by Session rule, recorded in the Manual of Administrative Operations, and the congregational meeting quorum is in the bylaws. The moderator should be informed as to what constitutes a quorum in the church for both bodies, and the minutes confirm that a quorum was present.

6. RECORD APPROVAL OF PREVIOUS MINUTES
   Ordinarily, minutes shall be approved at the next regular meeting of the session. They should be identified by date and type of meeting, and any corrections noted. While not
required, it is expedient for the congregation to authorize approval of its minutes by the session. To avoid the need for confusing corrections, it is suggested that minutes not be entered in the Record Book until after their approval.

7. **ENTER MINUTES OF CONGREGATIONAL MEETINGS IN THE RECORD BOOK.**
   Minutes from the annual congregational meeting and any specially called congregational meeting shall be entered in the session's minute book, and signed by the Clerk G-1.0505.

8. **RECORD ALL ADOPTED MOTIONS**
   Defeated motions need not appear in the minutes except by action of the session. Record motions with all pertinent information included, reference to other documents, which do not appear in the minutes, should be avoided whenever possible. Record presentation of committee reports **without** including the content of the report unless directed to do so by the session. Record only that which is vital to the transactions of the meeting or of historical value.

9. **INDICATE THAT THE MEETING CLOSED WITH PRAYER.**

10. **SIGN THE MINUTES**
    When the minutes have been entered in the Record Book, they must be signed by the clerk or temporary clerk, if any. Minutes entered in the Record Book should appear without erasures and inter-lineations. If corrections must be made, corrected section should appear in the minutes following discovery of the error, with a handwritten signed or initialed note in the margin by the error indicating the page where the correction has been made. Under no circumstances may a page be permanently removed from the Record Book. Permission to open new records book is done through conversation with the Stated Clerk of Presbytery.

B. **ENTRIES TO BE RECORDED AS NEEDED OR INDICATED.**

1. **RECORD THE CELEBRATION OF THE LORD'S SUPPER**
   Observance of the Lord's Supper is authorized by the session. W-2.4012. All regular and special celebrations of the Lord's Supper should be recorded in the minutes of the next regular session meeting. While it is required to report only that the Supper was served, it is advantageous for the church's historical record of worship attendance to record how many people partook. It is also helpful to record who presided and assisted, especially if someone other than the current pastor presides. W-2.4012c.

2. **RECORD THE PRIVATE ADMINISTRATION OF THE LORD'S SUPPER**
   When the Lord's Supper is administered privately with the sick, the minutes should record it, and who was present.

3. **RECORD THE CELEBRATION OF BAPTISM.**
   All celebrations of Baptism should be recorded in the minutes of the next regular meeting of the session, indicating who was baptized and when. Note that ordinarily, the session shall authorize baptisms.

4. **RECORD PERSONS WHO ARE BAPTIZED.**
   When an infant is baptized, the minutes shall record the infant's full name, the name of parents, and date of birth. The information is then recorded on the Roll of Baptized Members. The Baptized Member Roll includes the children baptized in your church and
names of children of members who were baptized in other congregations. When an adult is baptized, the minutes included the full name of person and is recorded on the roll of adult baptisms.

5. RECORD NEW MEMBERS RECEIVED.
   When new members are received by the session, the minutes shall record the individual's full name; the name of their baptized children, if any; the date and place of previous ordination as elder or deacon, if any; how they were received (profession or reaffirmation of faith or letter of transfer), and name of dismissing church. This information shall then be entered in the Roll and Records.

6. RECORD MEMBERS DISMISSED
   When church members are dismissed, the minutes shall record the individual's full name; names of their baptized children, if any; the record of their ordination as elder or deacon, if any; how they were dismissed (transfer, dropped from rolls); and in the case of persons dismissed by letter of transfer, the name and location of the church receiving them (the number assigned to each member in the Chronological roll should be recorded with the name). This information shall then be entered in the Rolls and Records. The Book of Order G-3.0204a outlines the grounds and process for dismissal of church members. Effective date of dismissal is date of reception in the receiving church.

7. RECORD THE DEATH OF CHURCH MEMBERS
   When a member dies, that death should be reported to the session, and the minutes should note the individual's full name, date of death, and if he or she was an elder. This information shall then be entered in the Chronological Roll. A special Roll of those who died is no longer required, but may be helpful.

8. RECORD ANY TRANSFER OF MEMBERS ON THE CHURCH ROLLS
   When church members are transferred from one membership to another (e.g. Baptized Members to Active Members, etc.), the minutes should record the individual's full name (the number assigned to each member in the Chronological roll should be recorded with the name) and the session's action.

9. RECORD MARRIAGE
   All marriages of church members, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property shall be reported to the session and included in its minutes. This information (if one of the partners is a member of the church, the number assigned to each member in the Chronological roll should be recorded with the name) shall also be entered in the Register of Marriages, if you have one.

10. RECORD ELDERS AND DEACONS ELECTED TO SERVICE
    When new elders and deacons are elected to be ordained and installed, the minutes shall record the individual's full name, completion of period of study, and session examination (G-2.0402), the date of ordination and installation. This information shall then be entered in the appropriate Register of Elders or Deacons. The installation of pastors should also be noted, with the dates of their service in the present church.

11. RECORD COMMISSIONERS TO OTHER COUNCILS OF THE CHURCH
    When ruling elders are elected by the Session as commissioners to Presbytery, or nominated as commissioners to Synod or General Assembly, the minutes shall record the individual's name and how long they have been elected to serve. It may also be
advantageous, upon completion of the term of service, to record the individual’s attendance
and fidelity to the task.

12. RECORD DISCIPLINARY PROCEEDINGS.
   When the session finds it necessary to exercise discipline, the Book of Order, “Rules of
   Discipline” should be carefully studied. If discipline is administered, the minutes must
   contain such a record of the proceedings so the Presbytery will know who was disciplined,
   why and how. Check with Stated Clerk for any questions on procedure.

13. REPORT TO SESSION ON PRESBYTERY’S REVIEW OF SESSION RECORDS.
   When the session's records have been reviewed by the Presbytery, that report should be
   received by the session and appropriate actions taken to adjust or correct the records as
   indicated.

14. FURTHER SUGGESTION: It may be helpful, when referring to actions related to church
   members in the minutes, to identify them by the number where they may be found on the
   Membership Roll.

C. ENTRIES TO BE RECORDED ANNUALLY

1. RECORD ANNUAL REVIEW OF PASTOR’S COMPENSATION
   It is the responsibility of the session to review annually the adequacy of compensation
   which the church provides its pastor(s). G-2.0804 It should be reported to the session
   when this review has taken place, and the session minutes should note it.

2. RECORD ANNUAL FINANCIAL AUDIT OR FULL FINANCIAL REVIEW
   A “full financial review” of the church's financial records shall be conducted annually. G-
   3.0113 An review is an examination and review of financial statements and records to
determine that they present fairly the financial position and results of operation for the
period then ended. A financial review may be performed by a session-appointed committee
(and the appointment recorded in the minutes) or an official review performed externally. It
should be reported to the session when this has been done, and the minutes should note it.
The review itself does not need to be in the minutes.

3. RECORD ANNUAL JOINT MEETING WITH BOARD OF DEACONS
   The Book of Order no longer requires a joint meeting of the session and board of deacons
be held at least annually. However, the deacons are under the authority of the Session. G-
2.0202 Therefore it is recommended that periodic joint meetings be held. Since no binding
decision may be reached at such a meeting, only summary minutes need to be recorded,
but minutes of such meetings are required. G-3.0204

4. RECORD ANNUAL REPORTS RECEIVED FROM OTHER BOARDS AND
   ORGANIZATIONS
   It is the session's responsibility to supervise the work of all other boards and organizations
within the church -- deacons, trustees, men's and women's groups, etc. (G-3.0201c). The
minutes should show at least annually, when these other groups have reported to the
session on their work and their finances. The reports themselves need not appear in the
minutes.

5. RECORD THE COMPOSITION OF THE SESSION
   The Book of Order no longer requires that the minutes state annually "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." G-3.0204, former provision G-10.0301 This information is recorded in the annual statistical report, which is placed in the minute book. The church's failure, over several years' time, to elect a session representative of the congregation may be called into question. F-1.0403 and G-2.0401

6. **INCLUDE THE ANNUAL STATISTICAL REPORT**

It is a requirement of the Presbytery that a summary of the statistical and financial information reported to the General Assembly each year be entered in the minutes. This summary should include at least the following: # baptisms (adult and infant), # members received (by profession or reaffirmation of faith or letter of transfer), # members removed (by letter of transfer, death or other cause), the total number of active church members as of December 31; the beginning and ending balance of church finances, total receipts and total expenditures (broken down as appropriate), total mission giving, and the value of all investments. A print out of the annual report summary from the General Assembly submission may be copied on to a minute book page to satisfy this requirement.

* **FURTHER SUGGESTION:** For entries recorded annually in the session minutes, it is suggested that the Clerk keep an index or table of contents, so that these items may be easily located when needed, either by the church or the Presbytery.

The following sample minutes contain examples of things that might occur at a session meeting. Many can be used as a standard format such as the opening paragraph. Others may occur occasionally or never. The order is suggestive only and needs to be adapted to the particular actions taken by session. All reports should be type written, including that of the clerk and pastor.

**SAMPLE MINUTES**

Minutes of the Regular (Special) Meeting of Session
February 17, 20__

A regular meeting of the Session of _________________ Presbyterian Church was held in the church parlor at 7:00 p.m. February 17, 20__. The meeting was constituted with prayer offered by the Moderator, the Rev.___________________. A quorum was present.

Present were: The Moderator and Elders________________________________________
Excused were: Elders________________________________________________________
Absent were: Elders________________________________________________________
Staff and Guests present_____________________________________________________

The following sample minutes contain examples of things that might occur at a session meeting. Many can be used as a standard format such as the opening paragraph. Others may occur occasionally or never. The order is suggestive only and needs to be adapted to the particular actions taken by session. All reports should be type written, including that of the clerk and pastor.
Approval of Minutes  The minutes of the January 17, 20__ were approved (or approved with the following amendments):

Correspondence  The Clerk presented the following correspondence and referrals made in consultation with the Moderator:

1. Notice of the Presbytery Meeting referred to ________ Committee for nomination of commissioners.
2. Notice of Christian Education event referred to Christian Education Committee
3. Bill for per capita due referred to Treasurer
4. Request for Session to participate in annual parade to Session
5. ___________________________etc._______________________

Session ratified the referrals and directed the Clerk of Session to respond to Item # 4 with regret.

Pastor's Report  The Pastor presented the following report of his/her activities since the last regular Session meeting.

Baptisms Requested  Session approved the requests for baptism of the following people and referred to the Christian Education Committee a request that a date be set for the committee and pastor to meet with the parents prior to baptism (or to meet with _______concerning the meaning of baptism and church membership):

____________________ child's name_________________  ______parents' name________________
____________________ adult's name___________________

Baptisms performed:

_______ approved by Session, January 17, 20__
_______ on behalf of Christ Church approved by Session January 17, 20__
_______ extraordinary baptism

Session ratified the baptism of Baby Doe by the pastor and instructed the clerk to note the baptism on the Baptized Roll. Session instructed the clerk to notify Christ Church of the baptism of ______ (include date, birthday, parents' names using mother's maiden name.)

Weddings  (all weddings performed on church property, performed by the pastor(s) anywhere, of members of the church married elsewhere)

Session instructed the clerk to record the weddings on the register.

Funerals  Session instructed the clerk to record the deaths on the rolls.

Report of the Clerk  The Clerk of Session presented the following report and recommendations.

Waiver  That the presbytery approval of the request for waiver from election for Elder-Elect ______ be spread on the Minutes and that arrangements for the ordination date for ____________ be referred to the Worship Committee.

The recommendation was adopted.

Annual Review  That the Minutes and Register had been reviewed by Presbytery with one exception that the annual joint meeting of the deacons and session was not held and that this
be spread on the Minutes. The recommendation was adopted.

Report of the Treasurer

The Treasurer presented the financial report for the period from January 1 to February 1, 20__.  

<table>
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<tr>
<th>Receipts</th>
<th>Disbursements</th>
<th>Receipts, year to date</th>
<th>Disbursements, year to date</th>
<th>Balance, year to date</th>
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The report was received and filed for audit.

Report of the Commissioner

Elder_______ presented a report on the January Presbytery meeting and made the following recommendation:

**Special Offering**
That session authorize a special offering for the Lazarus Fund in accordance with Presbytery's request. The recommendation was referred to the Worship Committee.

**Next Presbytery Meeting**
That the next Presbytery meeting would be held on March 20 at Second Presbytery Church at 1:00 p.m. and that session appoint a commissioner. Session appointed Elder_________________ to be commissioner to the March 20 meeting.

REPORT OF SESSION COMMITTEES

**Special Committee on Name Change**

Elder______, Chair of the Special Committee recommended that the name of the church be changed from _______Presbyterian Church to _______Presbyterian Church, contingent upon the approval of the congregation and the Presbytery. Session approved the recommendation.

Elder__________moved that Session call a special meeting of the congregation on March 1, 20__ in the sanctuary, following worship, for the purpose of taking action on session's recommendation that the name of the church be changed from _______United Presbyterian Church to __________Presbyterian Church, contingent upon the approval of the presbytery. Session approved the recommendation and instructed the clerk to issue a call of the meeting.

**Report of the Membership Committee**

Elder______, Chair, presented the report of the Membership Committee, making the following recommendations:

**Receptions**
That the following people have completed membership classes and are recommended to Session for examination for membership in the congregation.

**John Smith** for baptism and profession of faith on March __, 20__

**Mary William Smith (Mrs. John)** reaffirmation of faith

**Elder Henry Brown** by letter of transfer from Hispire Presbyterian Church, Ordained elder 1964 in Hispire Church. Actively served as elder 1964-1970.
Deacon Mary Cooper Brown by letter of transfer from Hispire Presbyterian Church, ordained (Mrs. Henry) deacon 1968 in Hispire Church. Actively served as deacon 1968-1974.

The Moderator introduced the proposed members, who were examined by the session. Session approved the examinations. John and Mary Smith and Henry and Mary Brown were received as active members of the congregation, to be introduced to the congregation the following Sunday. Session instructed the clerk to record the names of the new members in the roll book and to forward the letters of reception for Henry and Mary Brown to their former session.

Affiliate Members

Elder___________ moved that Elder William Jones be received by session, at the request of First Church, Los Angeles, as an affiliate member of the congregation, effective February 17, 20__ to February 17, 20__.

The Moderator introduced Elder Jones, who was examined by the session. Session approved the examination and enrolled Mr. Jones as an affiliate member of the congregation. Session instructed the clerk to forward a letter of reception to First Church.

McConnell Elder__________ recommended that the affiliate membership of Ms Mary McConnell be renewed for an additional two years and that her session be notified by the clerk. The recommendation was adopted.

Transfers

Elder___________ recommended that the following members of the congregation be transferred from the congregation and the clerk send the necessary letters of transfer, noting the baptisms of the Haine’s children:

- Emily Atkins (#1001) to First Presbyterian Church, Des Moines, Iowa
- Edwin Haines (#967) to First Methodist Church, Cleveland, Ohio
- Janet Darnes Haines (#968) to First Methodist Church, Cleveland, Ohio

The recommendation was adopted.

Visitations

Higgins That since the Higgins family has not been present for worship for over one year, the pastor and a member of the committee visit the family in an attempt to restore them to the church fellowship. The recommendation was adopted.

Transfers to the Inactive Roll

That the following people be transferred to the inactive roll and the clerk instructed to notify them:

- Norma Greenleaf (#89)
- James W. Speaks (#450)

The recommendation was adopted.

Deletions from the Church Roll

That Jonathan Edmund (#612) be deleted from the roll at his own request. The recommendation was adopted.
Report of the Worship Elder_______, Chair, presented the report of the Worship Committee, making the following recommendation:

Lord's Supper
That the Lord's Supper be celebrated the last Sunday of each month. The recommendation was adopted.

Elder_________recommended that Elder________ accompany the pastor in serving communion to shut-ins. The recommendation was adopted.

Report of the Christian Education Committee
Elder_______, Chair, presented the report of the Christian Education Committee, making the following recommendations:

Sunday School Teachers
That the following teachers be approved for the Spring Term:
(1)______________, (2)______________, (3)_________________

The recommendation was adopted.

Curriculum
That the following curriculum and teaching materials be approved for the Spring term for grades K-adult. The recommendation was adopted.

Sunday School Sunday
That Sunday, June 6, be approved as a special Sunday School Sunday with worship to be planned by the Sunday School. The recommendation was referred to the Worship Committee in consultation with the pastor for study and recommendation.

Report of the Mission Committee
Elder_______, Chair, presented the report of the Committee, with the following recommendation:

Mission Fair
That a mission fair be held in October in conjunction with the stewardship campaign. The recommendation was adopted.

Report of the Stewardship Committee
Elder__________, Chair, presented an informal report concerning the plans for the stewardship campaign and the intention of the committee to bring a final plan for session's approval at the next meeting.

Report of the Finance and Property Committee
Elder__________, Chair, recommended that Session approve the sale of the manse and refer the terms of the sale to the Board of Trustees for implementation. The recommendation was approved for recommendation to the congregation and to the presbytery.

RECESS
The Moderator recessed the session meeting at 8:30 p.m. for the purpose of meeting as a Board of Trustees. (if session is unicameral)

MINUTES OF THE BOARD OF TRUSTEES
February 17, 20__

The regular meeting of the Board of Trustees of ____________Presbyterian Church was
held in the church parlor at 8:30 p.m., February 17, 20__. The meeting was called to order by the President, __________. A quorum was present.

Present were: the President and Trustees __________
Excused were: _______________________________________________________________________
Absent were: _______________________________________________________________________

Approval of the Minutes  The minutes of the January 17, 20__ meeting were approved (or approved with the following amendments):

Manse  The Secretary to the Board of Trustees moved that the manse be sold for no less than $120,000.00 to the highest bidder; that a corporation meeting be called following the special meeting for the purpose of seeking the approval of the sale by the congregation, contingent upon like approval by Presbytery. The recommendation was adopted and the secretary directed to give notice of the meeting.

Adjournment: The meeting of the Board of Trustees was adjourned at 8:45 p.m.

/s/President of the Board /s/Secretary

SESSION RECONVENES: The Moderator reconvened session with prayer at 8:45 p.m.

Report of the Ecumenical Committee  Elder______, Chair, reported that final arrangements were being made for a Good Friday Worship Service, making the following recommendation:

That Session investigate the feasibility of purchasing a bus in cooperation with the Lutheran, Episcopal, and Methodist Churches in town for the purpose of transporting elderly people to church on Sunday mornings. The recommendation was adopted and the Ecumenical Committee was instructed to consult with the other churches, and, if possible, develop a cooperative plan for the purchase and operation of such a bus. The Finance and Property Committee was requested to report to the next meeting concerning the cost of owning and operating a bus as well as the liabilities related to such a purchase.

New Business  There was no new business.

Adjournment  There being no further business to come before session, the meeting was adjourned with prayer offered by Elder__________________at 9:30 p.m.
PLEASE PLACE IN FRONT OF MINUTEBOOK each time your minutes are read.

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RECORD OF EXAMINATION OF SESSION MINUTES – G-3.0201

Clerk of Session: Please fill in the blank to the left of Item #, indicating the page number(s) in your Session Minutes (maximum three references) where the item can be found. Mark “NA” if the requirement is not applicable to your church. This completed form is to be in your book when it is presented for examination. Spaces to the right of page will be completed by the Minute Readers.

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<td>10</td>
<td>Authorization for and celebration of communion (G-3.0201; W-2.3012) at worship and private</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Session authorization for baptism (G-G-3.0201; W-2.3012)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Baptism recorded in Minutes; write NA if no baptisms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Annual session approval of work of Deacons (G-2.0202); write NA if no Deacons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Annual session review of work of Trustees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Approval of pastor’s salary by congregation (G-1.0503c; G-2.0804); write NA if church is vacant, served by interim or stated supply, or if pastor has served less than one year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Examination of elders-elect (G-2.0402)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Ordination/Installation of elders-elect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Minutes indicate that Session holds continuing education for Session members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Report of last minute and register review with exceptions noted in Session minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Minutes of Session meetings signed by the clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Minutes of Congregational meeting signed by the clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Certificate of Insurance reflected in Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Adopted Sexual Misconduct Policy reflected in Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Record any disciplinary action taken</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Clerk of Session _________________________________________________________ Date ________________________

FOR COMMITTEE RECORD ONLY

NAME OF EXAMINER ___________________________________________________________ CHURCH ________________________________

_____ Approved with commendation  _____ Approved with ( ) exceptions  _____ Not approved

Additional comments and reasons for disapproval for the Committee: ____________________________________________________________

Form for 2014 – Dated August 18, 2014
# EXAMINATION OF ROLLS AND REGISTER

Church ___________________________ Year ____________

Clerk of Session: Please fill in the column indicating the page number in your Session Minutes (maximum three references) where Session action matching the entries in the Rolls and Register can be found. No item should appear in the rolls and register until action is taken by Session and the item is entered in the Session Minutes. Your rolls and register are being read for the past year only. Mark "NA" if the requirement is not applicable to your church. This form is to be in your books when they are presented for examination.

<table>
<thead>
<tr>
<th>Register Section</th>
<th>Minutes Page Ref</th>
<th>#</th>
<th>Required Item</th>
<th>No</th>
<th>Yes</th>
<th>Comments (for readers only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td></td>
<td>1</td>
<td>Is name of present pastor (interim, stated supply) entered?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Is present class of elders entered with term of service?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Is date of ordination entered for new elders?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Is place &amp; date of ordination entered for transferred elders?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deacons</td>
<td></td>
<td>5</td>
<td>Is present class of deacons entered with terms of service?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Is date &amp; place of ordination entered for new deacons?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustees</td>
<td></td>
<td>7</td>
<td>Is present class of trustees entered with term of service?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chron Roll</td>
<td></td>
<td>8</td>
<td>Are new members listed in chronological order?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Does roll show date of removal when members are deleted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Are transferred members deleted from roll with date and place of transfer?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Are deaths noted with dates?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Roll</td>
<td></td>
<td>12</td>
<td>Are new members listed in alphabetical roll with reference number to chronological roll?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affil Roll</td>
<td></td>
<td>13</td>
<td>Are affiliate members listed with date of Session action?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inactive</td>
<td></td>
<td>14</td>
<td>Does former inactive roll (no longer included) show that all listed were either restored to active membership or deleted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baptism Roll</td>
<td></td>
<td>15</td>
<td>Are all infant baptisms recorded with birth date?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>Does baptism roll show parents’ names and mother’s maiden name?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baptism Register</td>
<td></td>
<td>17</td>
<td>Are all adult baptisms recorded?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage Roll</td>
<td></td>
<td>18</td>
<td>Does Register show all marriages conducted on church property?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>19</td>
<td>Does Register show all marriages conducted by ministerial staff?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>Are members married elsewhere, not by your ministerial staff, recorded in register?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Clerk of Session _________________________________________________________ Date ________________________

FOR COMMITTEE RECORD ONLY

NAME OF EXAMINER ___________________________________________ CHURCH _____________________________

_____ Approved with commendation  _____ Approved with (    ) exceptions  _____ Not approved

Additional comments and reasons for disapproval for the Committee: ____________________________________________________________

__________________________________________________________

Form for 2014 – Dated August 18, 2014
REVIEW OF RECORDS
Presbytery de Cristo and Presbytery of Grand Canyon

THE SESSION MINUTES BOOK AND ROLLS/REGISTER OF THE ________________________________
CHURCH WERE REVIEWED ON _______ 20__, Pages # _____ to _____, dated from ____________ to ________.
THE FOLLOWING EXCEPTIONS WERE TAKEN:

I.  MINUTES BOOK
   A. Entries to be recorded at every meeting
      (Place an X if required entry is missing)
      1. Date, time, place and type of meeting not recorded
      2. Meeting not opened with prayer
      3. No proper moderator present
      4. Presence/absence/excuse of elders not properly recorded
      5. Quorum not identified as present
      6. Minutes of previous meetings(s) not approved
      7. Motion not properly recorded
      8. Meeting not closed with prayer
      9. Minutes not properly signed

   B. Entries to be recorded as needed
      1. Authorization and celebration of the Lord’s Supper not recorded
      2. Private administration of the Lord’s Supper not properly recorded
      3. Authorization and celebration of Baptism not recorded
      4. Record of persons baptized incomplete
      5. Record of members received incomplete
      6. Record of members dismissed incomplete
      7. Death of member/elder not recorded
      8. Proper transfer on church rolls not shown
      9. Record of marriages performed incomplete
     10. Record of Elders/Deacons elected incomplete
     11. Commissioner to other Governing Body not identified
     12. Disciplinary action not properly recorded
     13. Action regarding previous review of records not taken
     14. Election of treasurer and clerk of session, by the session

   C. Entries to be recorded annually
      1. No record of annual review of pastor’s compensation
      2. No record of annual financial review
      3. No reference to annual corporation meeting
      4. No record of annual reports of other organizations
      5. Composition of Session not recorded
     6. Annual statistical report not included
     7. Annual session review of work of Deacons, if any
     8. Certificate of Insurance not reflected in Minutes

   D. Other
      1. No record of Examination of Elders-elect
      2. No record of Ordination/Installation of officers
      3. No record of Continuing Education for Session
II  REGISTER (ROLLS) Based on Session Minutes
A. Roll of Members
   1. Baptized Members (Persons) Roll incomplete
   2. Active Members Roll incomplete
   3. Affiliate Members Roll incomplete
   4. Proper transfer on rolls not shown
   5. Death of member/elder not recorded

B. Register of Marriages incomplete

C. Register of Elders incomplete

D. Register of Deacons incomplete

E. Register of Pastors incomplete

III  COMMENDATION AND/OR SUGGESTIONS TO THE CLERK IN THE KEEPING OF MINUTES AND ROLLS ARE NOTED BELOW

IV   THE FOLLOWING ACTIONS OF THE SESSION OR CONGREGATION WERE IMPROPER OR UNCONSTITUTIONAL. BOOKS WILL BE RECOMMENDED FOR ACCEPTANCE WHEN CORRECTIONS ARE MADE.

Signed_____________________________, Reader ___________________________

_______________________________, Review of Records Committee

Form for 2014 – Dated August 18, 2014
The Session received the Review of Records report at its meeting of ______________, 20__, and wishes to make the following comments:

The following actions have been taken to correct exceptions noted:

The Session believes that the following exceptions, taken by the Reader of our Records, are in error and requests that the record be corrected:

The Session desires answers to the following questions and/or assistance for our Clerk in the following aspects of recordkeeping:

SIGNED: ___________________________ Clerk of Session

______________________________ Moderator

______________________________ Church

Please return form to: Presbytery Grand Canyon or Presbytery de Cristo
Operations Committee
Presbytery of Grand Canyon
4423 N. 24th St., Suite 200
Phoenix, Arizona 85016

Presbytery of Grand Canyon
Ministry for Administration
Presbytery de Cristo
4423 N. 24th St., Suite 200
Phoenix, Arizona 85016

Form for 2014 Dated August 18, 2014
The Operations Committee needs your help! Our committee structure calls for many new people each year, and you are the best way for us to find Presbyterians who are new to service at the Presbytery level (or want to return after an absence.) Please prayerfully consider how you or someone you know could be a part of this work.

NAME OF PERSON:___________________________________________________________________

ADDRESS:__________________________________________________________________________

CITY & ZIP___________________________________________________________________________

TELEPHONE:____________________________

Teaching Elder____ Ruling Elder ____ Deacon _____ Lay member_____ 
Name of home church_____________________

Committee for which this person is recommended:

Leadership Team

Commission on Ministry

Commission on Preparation for Ministry

Operations Committee

Resources Committee

Congregational Development Ministry Team

Congregational Leadership Ministry Team

Mission Partnering Ministry Team

Permanent Judicial Commission

Do you have any special reasons for making this recommendation or other comments?

Please print your name____________________________________Telephone_____________________

Please return this form to the Presbytery Office or to Chair of Operations Committee.
NOMINATIONS FORM
MINISTRY FOR SERVICE (NOMINATING COMMITTEE)
PRESBYTERY OF de CRISTO

The Ministry for Service (Nominating Committee) needs your help! Our committee structure calls for many new people each year, and you are the best way for us to find Presbyterians who are new to service at the Presbytery level (or want to return after an absence.) Please prayerfully consider how you or someone you know could be a part of this work.

NAME OF PERSON:___________________________________________________________________

ADDRESS:___________________________________________________________________________

CITY & ZIP______________________________________________________________

TELEPHONE:____________________________________________________________

Teaching Elder_____ Ruling Elder _____ Deacon _____ Lay member_____ 
Name of home church__________________________________________

Committee for which this person is recommended:

Ministry for Leadership

Ministry for Shepherding (Committee on Ministry)

Ministry for Preparation (Committee on Preparation)

Ministry for Administration

Ministry for Witness & Outreach

Ministry for Polity (Representation)

Ministry for Mercy and Justice (Permanent Judicial Commission)

Do you have any special reasons for making this recommendation or other comments?

Please print your name____________________________________Telephone_____________________

Please return this form to the Presbytery Office or to Chair of the Nominating Committee.
### CHART #1
RANKING MOTIONS—and their five salient parliamentary points. The order in which the thirteen motions are listed.

<table>
<thead>
<tr>
<th>FIVE PRIVILEGED MOTIONS</th>
<th>Must be Seconded</th>
<th>May be Debated</th>
<th>May be Amended</th>
<th>Vote</th>
<th>May be Reconsidered</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. To Fix the Time to Which to Adjourn</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Maj</td>
<td>Yes</td>
</tr>
<tr>
<td>12. To Adjourn</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Maj</td>
<td>No</td>
</tr>
<tr>
<td>11. To Take a Recess</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Maj</td>
<td>No</td>
</tr>
<tr>
<td>10. Question of Privilege</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>—</td>
<td>No</td>
</tr>
<tr>
<td>9. Call for Orders of the Day</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>—</td>
<td>No</td>
</tr>
</tbody>
</table>

### SEVEN SUBSIDIARY MOTIONS

| 8. Lay on Table | Yes | No | No | Maj | No |
| 7. Previous Questions | Yes | No | No | 2/3 | Yes |
| 6. Modify Debate | Yes | No | Yes | 2/3 | Yes |
| 5. To Postpone Definitely | Yes | Yes | Yes | Maj | Yes |
| 4. To Commit or Recommit | Yes | Yes | Yes | Maj | Yes |
| 3. To Amend | Yes | Yes | Yes | Maj | Yes |
| 2. Postpone Indefinitely | Yes | Yes | No | Maj | Yes |

**Examples of Incidental Main Motions:**
- Rescind
- Ratify
- Amend B-Laws

*only re. desirability of referral or details of referral. The merits of the question cannot be debated.

### CHART #2
NON-RANKING MOTIONS—and their five salient parliamentary points. These motions (incidental motions) have no rank among themselves. Their being in order depends upon their necessity at the time.

<table>
<thead>
<tr>
<th>NON-RANKING MOTIONS</th>
<th>Must be Seconded</th>
<th>May be Debated</th>
<th>May be Amended</th>
<th>Vote</th>
<th>May be Reconsidered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>**</td>
<td>No</td>
<td>Maj</td>
<td>Yes</td>
</tr>
<tr>
<td>Suspend Rules</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
</tr>
<tr>
<td>Point of Order, Call to Order</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Mod</td>
<td>No</td>
</tr>
<tr>
<td>Objection to Consideration of a Question</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Yes</td>
</tr>
<tr>
<td>Requests</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Maj</td>
<td>No</td>
</tr>
<tr>
<td>Division of Assembly</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>—</td>
<td>No</td>
</tr>
<tr>
<td>To Read a Paper</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Maj</td>
<td>Yes</td>
</tr>
<tr>
<td>To Withdraw a Motion (to be used only before debate)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Maj</td>
<td>Yes</td>
</tr>
<tr>
<td>To Divide the Question</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Maj</td>
<td>No</td>
</tr>
<tr>
<td>To Close Nominations or Polls</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
<td>No</td>
</tr>
<tr>
<td>To Consider Seriatim</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Maj</td>
<td>No</td>
</tr>
</tbody>
</table>

### TO UNCLASSIFIED MOTIONS

<table>
<thead>
<tr>
<th>UNCLASSIFIED MOTIONS</th>
<th>Must be Seconded</th>
<th>May be Debated</th>
<th>May be Amended</th>
<th>Vote</th>
<th>May be Reconsidered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconsider</td>
<td>Yes</td>
<td>**</td>
<td>#</td>
<td>Maj</td>
<td>No</td>
</tr>
<tr>
<td>To Take From the Table*</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Maj</td>
<td>No</td>
</tr>
<tr>
<td>Rescind</td>
<td>Yes</td>
<td>Yes</td>
<td>*</td>
<td>Maj</td>
<td>Neg</td>
</tr>
</tbody>
</table>

* # same Presbytery meeting
* with previous notice
* before the end of the next regular Presbytery meeting

** if main motion is debatable

— Neither the chart nor references are inclusive but are to be used as an abridgement of Robert's Rules of Order, Newly Revised.

(Adapted from *Parliamentary Procedures in the Presbyterian Church (U.S.A.)* by Marianne L. Wolfe, P.R.E.)
Motion Basics

Steps of the Motion
1. Commissioner rises and addresses the Moderator.
2. Moderator recognizes commissioner and grants the floor.
3. Commissioner makes motion. (Commissioner may not debate before the motion is seconded.)
4. Another commissioner seconds the motion without recognition from the moderator.
5. Moderator states the motion.
6. Moderator calls for debate. (Maker of the motion has the privilege of first debate.) All speakers must address the moderator and be recognized by the moderator.
7. Moderator states the motion.
8. Moderator takes the vote and announces the vote and the results of the vote.
9. Moderator states the next order of business.

Seven Useful Motions
1. Amend. There are only three forms of simple amendment.
   a. to delete or strike out
   b. to add or insert
   c. to strike out and insert
   The words proposed for deletion or addition must be consecutive words. When the amendment does not involve consecutive words or is longer than a paragraph, the motions “to substitute” (a form of amendment) is used. This is a difficult motion and should never be used when the simple form of amendment can be used.
2. Commit or Refer. To commit or refer back to committee for further study and amendment allows the consultative process to be used in greater depth. When this motion is made, it needs to state clearly what committee; appointment of the committee, if necessary; the task of the committee; and report time.
3. Postpone to a Particular Time. This motion takes precedence over the preceding two and has the power to grant additional time to a particular member or committee or do further study or consultation. It should always be used in preference to “table” because it permits debate on the propriety of postponement.
4. Limits on Debate. The assembly always has the power, and the moderator the right of suggestion, to limit debate to a particular hour, or extend or shorten speeches according to the necessity of the moment. Limits on the length of speeches are advisable in instances where the issue before the assembly is highly divisive and many members wish to speak.
5. Previous Question. The maker of the motion “to move the previous question” (close debate and immediately take the vote) must be recognized by the moderator and the motion must receive a second. It is never in order when called from the floor. This motion should never be considered when it is used to prevent legitimate debate.
6. Lay on the Table. This motion is seldom necessary. The motion “to postpone” is always preferable because of its lower rank and its debatability. Misuse of this subsidiary motion can be a strategy that seriously abridges the rights of the assembly because of its high rank and its adoption by a majority vote without debate. The moderator is obliged to explain carefully to the assembly the implications of this motion should it be made.
7. Consideration by Paragraph or Seriatim. Consideration by paragraph or seriatim is an incidental motion that may be suggested by the moderator or any two members of the assembly, allowing for orderly consideration of a complex proposal with several different parts, clarifying for the assembly the controversial aspects of the proposal. Each paragraph of the proposal can be amended without finally adopting the new wording until the final action on the main motion as amended.

(Adapted from Parliamentary Procedures in the Presbyterian Church (U.S.A.) by Marianne L. Wolfe, P.R.P.)