

RULES FOR KEEPING SESSION RECORDS

- 1 Report the **date, time, and place** of each meeting, the **names** of those session members present and absent, And, identification of the **moderator and clerk**.
- 2 Record the opening and closing of each meeting with **prayer**.
- 3 The **minutes** of every meeting shall be read and approved without unnecessary delay, and such approval shall be recorded.
- 4 Record **only that which is vital** to the transactions of the meeting. Details of discussions, plans not adopted, suggestions not carried out, and motions that have been lost should never be recorded except by special order of the session, of which order record should be made.
- 5 When reference is made to a **previous action** of the session, the page or pages on which it is recorded should be designated.
- 6 **Avoid erasures**, interlineations and footnotes.
- 7 Do not insert in the records **written or printed matter** on separate sheets of paper.
- 8 The record of each meeting is to be **signed** by the clerk or the moderator
- 9 Record the administration of the sacraments of **the Lord's Supper and baptism** of adults or children and infants in the minutes of the next regular meeting.
- 10 Record the **full name** of applicants for church membership. In the case of married women, the maiden name and the husband's name (e.g. "the wife of or widow of"); in the case of minors, the names of the parents (e.g. "the son" of or "daughter of") and in every case, whether baptized.
- 11 The records shall contain **an up-to-date list** of communicant members, and of non-communicant members with their parents birthdate, and date of baptism indicated.
- 12 Record the full name of the church to which **a certificate of dismissal** is granted, and the full name of the person dismissed with the date of dismissal.
- 13 Should any member be dropped from the roll **without full disciplinary process**, such actions and reasons must be recorded in the minutes (in accordance with BoD: V:2).
- 14 When the session finds it necessary to exercise **discipline**, the *Form of Government* and the *Book of Discipline* should be carefully studied; and if such discipline be administered, the sessional records must contain such a record of the procedure as will enable Presbytery to know who was disciplined, how, and why.
- 15 Record the names of elders appointed as **commissioners and delegates** to Presbytery and for which meetings they were appointed.
- 16 Once each year (the official Presbytery year ending on December 31) and at the conclusion of the minutes of the meetings of said year, there should be included a copy of the annual Statistical Report to the General Assembly which the session of the church has submitted to the G.A. Statistician.
- 17 When reports and proceedings of **church organizations** are presented for review of the session, the minutes of the session should include a statement of such review and record any exception and/or actions relating thereto taken by the session.
- 18 It is fitting and proper that **matters of historical interest** concerning the church or congregation be inserted into the sessional records in an appropriate manner.
- 19 The **minutes** of the session are to be **sent to the Presbytery for review** according to the following schedule:
Valley churches –March meeting Coastal churches –September meeting.