

**Stated Clerk's Report
Presbytery of Transylvania
August 11, 2018**

Recommendations for Presbytery Approval:

Approve requests for excused absences

Approve the minutes of the March 13, 2018, stated meeting

Approve the minutes of the May 1, 2018, called meeting

Approve the minutes of the March 18, 2018, Crawford Installation commission

For Information:

A minutes review task group has been working on a new process to review session minutes.

I've updated an older version of Standards for Session Records that previous stated clerks had prepared. The task group has compiled a Peer Review Form that we will ask every local clerk of session to complete before their minutes are reviewed. The documents are included here.

Check your email for more information and a schedule for review. If you have any questions at all, please call or email: statedclerk@transyby.org.

COMMISSION TO INSTALL

The Commission of the Presbytery of Transylvania to install Dave Crawford as
Pastor of First Presbyterian Church, Lawrenceburg, KY,
met at 2:30 p.m. on March 18, 2018, (location) Lawrenceburg, Kentucky.

The following individuals were present:

Ruling Elders:

William M. Reed
Cindy Shyrock, Lawrenceburg
David S. Hoskins, Carbin

Teaching Elders:

Philip Lotspeich, General Presbyter
Steven Pace
Keith Benze, Versailles

Guests:

Rev. James Rogers

The meeting was convened with prayer by Philip Lotspeich. The
chairperson of the commission, David S. Hoskins, declared that a quorum
was present and appointed William M. Reed to serve as clerk.

The order and content of the service were reviewed and approved, being in keeping with the
Constitution of the Presbyterian Church (USA). The minutes were read and approved. The
Commission moved to the sanctuary for the service upon an approved motion that its meeting
would be adjourned with the pronouncement of the benediction at the close of the service by
Dave Crawford.

Respectfully submitted,

William M. Reed, Clerk
Date: April 6, 2018

STANDARDS FOR SESSION RECORDS

Prepared in 1983 by Stated Clerk David E. Rule (Updated by Rule in 1986)

Updated by Stated Clerk William M. Reed in 1999

Updated by Stated Clerk Jerry L. Utt, II in 2018

Note that these standards are not intended to be a recitation of the duties of the clerk. It is the clerk's duty to record what happens, not necessarily the clerk's duty to ensure that everything happens. Obviously, the clerk should make appropriate suggestions to the Moderator on how to proceed with the Session's business such that these standards are followed to the greatest degree possible.

The permanent records of a Session are basically of two kinds, Rolls and Minutes. The Rolls should be kept together in the same volume, which is generally called the Church Register. The Minutes and the Rolls may or may not be contained in the same volume, according to a Session's discretion. These records are subject to review by the Presbytery (F-3.0206). In the review of records, five things are to be noted (G-3.0108):

- (1) The proceedings have been correctly recorded;
- (2) The proceedings have been regular and 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 governing body have been obeyed.

The following standards are provided for the guidance and the direction of the Clerks and Moderators of Sessions within Transylvania Presbytery. If you have specific questions or concerns, please contact the Stated Clerk at statedclerk@transypby.org.

I. CHURCH REGISTERS

The name of the church should appear in a prominent place on the outside of the Church Register. The following up-to-date, accurate and complete membership rolls shall be a part of the Register (G-1.04; G-3.0204a):

All active members

All baptized members

All affiliate members

In addition, there shall be an up-to-date, accurate and complete register in the same volume of the following (G-3.0204b):

All baptisms, infant and adult, authorized by the Session

All teaching elders (including temporary supply and interim pastors), ruling elders, and deacons, with dates of active service

Although not required, registers of trustees, marriages, funerals, and deaths may be kept, if the Session deems it necessary and desirable.

II. MINUTE BOOKS

A. GENERAL

1. The name of the church shall appear prominently on the outside of the minute book.
2. The pages shall be numbered consecutively.
3. The Session shall meet at least quarterly. (G-3.0203)
4. The Session shall develop a manual of administrative operations that will specify the form and guide the work of mission. (G-3.0106)
5. The Session shall adopt and implement a sexual misconduct policy and a child and youth protection policy. (G.3-0106)
6. The Session shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers. (G-3.0112)
7. The Session shall prepare and adopt an annual budget. (G-3.0113)
8. The Session shall conduct an annual full financial review of all financial books and records and a report of this audit should be copied into the minutes. (G-3.0113)

B. FOR EACH MEETING OF THE SESSION

9. Record the date, time and place of the meeting.
10. Specify the type of meeting (stated, special/called). If it is a special/called meeting, indicate how it was called, for what purpose, and that reasonable notice was given. (G-3.0203)
11. Record that the meeting was opened and closed with prayer. (G-3.0105)
12. Record the full name of the Moderator and of ruling elders present, excused or absent.
13. Record the reading and approval of the minutes at the close of the current meeting or the next stated meeting.
14. Record whether or not a quorum is present. Note that no business - except to fix the time to adjourn, to adjourn, to recess, or to take measures to obtain a quorum - may be transacted in the absence of a quorum.
15. The minutes are to be signed by the Moderator of the meeting or the Clerk of Session.
16. Care should be taken to ensure that the minutes are neat and present a professional appearance. Reports and other communications should be copied into the minutes and not inserted between pages.
17. All meetings shall be constitutionally moderated. (G-3.0201)

C. ANNUALLY

18. The minutes of the Session shall be submitted at least once every year to the Presbytery for review at the time and place indicated for such submission. (G-3.0108a)
19. The minutes shall reflect that there has been during the year at least one joint meeting with the Board of Deacons, when there is such a board. (G-2.0202)
20. The minutes will show that the records of the Board of Deacons, of the Board of Trustees, and of the organizations of the Church have been reviewed at least annually or, in the case of other organizations, that an annual report was received. (G-3.0201c)

21. Once each year, the Session shall cause all books and records relating to finances to be audited in accordance with the provisions of the *Book of Order*, and there shall be copied or noted in the minutes the report concerning this audit. (G-3.0113; G-3.0205)
22. The minutes shall show that the annual statistical report has been approved and forwarded to the Stated Clerk of Presbytery, and the report shall be copied into the minutes of the meeting at which it is approved. (G-3.0202f)
23. The minutes shall show that the Session has reviewed at least annually the roll of members. (G-3.0201c)
24. The minutes shall state the composition of the session and how this corresponds to the composition of the congregation. (G-3.0103)
25. When there is a pastor, the minutes shall indicate that the Session reviewed the pastor's terms of call prior to the adoption of the budget for the ensuing year, and that the terms meet or exceed Presbytery minimums. (G-2.0804)

D. THE SACRAMENTS

26. Include the full names of all persons to whom baptism is administered and for children, the names of both parents. This record shall be made at the time of the baptism or at the next stated meeting. Such entry should be made in both the minutes and the Church Register. (G-3.0201b; W-3.04)
27. The minutes should record that the Lord's Supper is celebrated at least quarterly and that services are held in accordance with the Directory for Worship. The minutes should also record that certain persons were authorized to help the pastor (or other person authorized to administer the sacrament) serve communion to the sick or others isolated from public worship. Note: it would be appropriate for the Session to authorize all church members to assist in the service of communion. (G-3.0201b; W-3.0414)

E. CHANGES IN MEMBERSHIP

28. Record the full name of persons received into church membership. This information should appear in both the Minutes and the Church Register. (G-3.0204a)
29. Record method of the reception of each member.
 - a. By profession of faith,
 - b. By certificate of transfer,
 - c. By reaffirmation of faith. (G-1.0303)
30. Record the full name of persons being dismissed, the name of the church to which such persons are dismissed, and the effective date of the dismissal if different from the date of the meeting at which the action was taken. For deceased members, the date of death should be recorded. (G-3.0204a)

F. OTHER OCCASIONS

31. The minutes shall clearly state the purpose for which meetings of the congregation are called, and the time and place of such meetings. (G-3.0203)
32. If the Session appoints an administrative commission, it shall show in its minutes the names of those appointed, the purpose(s) for which appointed, and a written record of its work after completion. (G-3.0109)

33. Record the election of a commissioner (or commissioners) to attend meetings of the Presbytery, indicating the exact period of time for which elected. Also record a report on the meeting(s) attended or a statement of reason for non-attendance. (G-3.0202a)
34. The session should nominate to Presbytery ruling elders from the congregation who may be considered for election to higher councils of the church and serve on commissions or committees. (G-3.0202b)
35. When the congregation has elected persons to the office of ruling elder or deacon, the record in the minutes shall show that the Session conferred with them concerning their willingness to serve and that they were prepared for office and examined by the Session in those areas specified by the Book of Order. Record shall also be made of the day appointed for their ordination and/or installation. (G-2.0402)
36. Record changes in pastors in the appropriate Session register. (G.3.0204b)
37. When the Session of a church finds it necessary to exercise discipline, the Form of Government and the Rules of Discipline should be carefully studied. If discipline is administered, the minutes of the Session must contain a full record of the proceedings.

G. CONGREGATIONAL MEETINGS

38. The minutes shall show evidence of an annual meeting of the congregation. (G.1.0501)
39. The minutes of all meetings of the congregation shall be entered in the minute book of the Session. (G-1.0505)
40. The minutes of the meeting shall record that adequate notice of the meeting was given. (G-1.0502)
41. The minutes shall state whether a quorum was present. In the absence of a quorum, no business may be conducted except to: fix a time to adjourn, to adjourn, to recess, or to take measures to obtain a quorum. (G.3.0203)
42. The minutes of special meetings shall show the purpose(s) for which they were called. No business other than that specified in the call may be transacted. (G-3.0203)
43. The congregation shall annually elect church officers. (G-2.0401; G-2.0403; G-2.0404)
44. The minutes of all meetings of the congregation shall indicate that the meeting was opened and closed with prayer. (Note: If the meeting follows a worship service, an opening prayer is assumed, and the minutes should reflect that the meeting followed worship.) (G-3.0105)
45. The minutes of all meetings of the congregation should reflect constitutional moderating thereof. (G-1.0504)

PEER REVIEW OF SESSION MINUTES
PRESBYTERY OF PENNSYLVANIA

CHURCH: _____

CLERK OF SESSION: _____

DATE MINUTES WERE LAST REVIEWED BY PRESBYTERY: _____

FINDINGS:

The following EXCEPTIONS were noted (state reason with corresponding check sheet item number):

The following COMMENTS are offered (including items that might qualify as exceptions and should be considered for addition to the check sheet):

REVIEWED BY _____

DATE _____

Please forward a copy of this report to the Presbytery stated clerk. A report of this review should be made to the next session meeting and this form and check sheet copied into the minutes.

**PRESBYTERY OF TRANSYLVANIA
CHECK SHEET FOR REVIEWING CHURCH MINUTES**

► **Clerk of Session: Please list the pages of your minutes on which the indicated information is recorded. If you do not have an item in your minutes, write “Not Recorded” on the Page Numbers line.**

1. General Matters

- a. **The date, hour and place of each meeting and whether it is “Stated” or “Called/Special.” (Note: The Book of Order requires at least quarterly Stated meetings.)**

Page numbers _____

- b. **For a Called/Special meeting, the purpose for which the meeting was called should be stated.**

Page numbers _____

- c. **Each meeting must be opened and closed with prayer.**

Page numbers _____

- d. **A list of all teaching and ruling elders attending, absent and excused for each meeting.**

Page numbers _____

- e. **Were all meetings constitutionally moderated?**

Page numbers _____

- f. **Are minutes signed by clerk and/or moderator?**

Page numbers _____

- g. **Are reports and communications copied into the minutes?**

Page numbers _____

- h. **The declaration of a quorum at each meeting.**

Page numbers _____

- i. **Approval of minutes of previous meeting(s).**

Page numbers _____

- j. **Was the Sacrament of the Lord’s Supper recorded in the minutes and observed at least quarterly?**

Page numbers _____

- k. **Did the session conduct an annual review of the Pastor’s terms of call and ensure that the terms met the Presbytery’s minimums?**

Page numbers _____

- l. **Did the congregation approve any changes to the Pastor’s terms of call?**

Page numbers _____

2. Relations to Presbytery

- a. **Did the session elect an elder commissioner (or commissioners) to Presbytery?**

Page numbers _____

b. Was a report from each Presbytery meeting received by the session?

Page numbers _____

c. Did the session prepare an annual statistical report and is the report copied into the minutes?

Page numbers _____

d. Did the church sell, encumber or lease property? Y-N If so, did the church receive the written permission of the Presbytery's trustees? Y-N

Page numbers _____

3. Other Matters

a. Does the church have a board of deacons? Y-N If so, did the session review at least annually the records of the board of deacons?

Page numbers _____

b. Does the church have a board of trustees? Y-N If so, did the session review at least annually the records of the board of trustees?

Page numbers _____

c. Is the church incorporated? Y-N If so, did the church file an annual report with the Secretary of State and is the report copied into the minutes? Y-N

Page numbers _____

d. Did the session review the records or receive annual reports from all the organizations of the church?

Page numbers _____

e. Did the session receive an annual full financial review of all financial books and records by a public accountant or a committee of members versed in accounting procedures, none related to the Treasurer? Y-N

Page Numbers _____

f. Did the session prepare an annual budget? Y-N

Page numbers _____

g. Does the session have a rule for creating a nominating committee (or other process for election) and did it receive a nominating committee report?

Page numbers _____

h. Did the session elect a church treasurer?

Page numbers _____

i. Did the session elect a clerk of session?

Page numbers _____

j. Did the church have an annual meeting of the congregation and election of officers?

Page numbers _____

k. Are the minutes of congregational meetings included in the session minutes book?

Page numbers _____

l. Did the session provide study and preparation for new officers, an examination, and a worship service of ordination/installation?

Page numbers _____

m. Did the session create administrative commissions and receive reports of their work? Y-N

Page numbers _____

n. Did the session initiate judicial process? Y-N

Page numbers _____

o. List page numbers of all baptisms and membership changes (receptions, dismissals, transfers, deaths).

Page numbers _____

p. All pages are numbered consecutively. Y-N

4. Storage and Security

I hereby certify that these minutes are in final form, have been attested by the moderator or clerk of session, and will be bound in a manner acceptable for security and long-term storage.

Clerk of Session: _____