Manual For Clerks of Session 2019

PRESBYTERY
of West Virginia

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Introduction

Welcome to the office of Clerk of Session! You have joined a unique and important group of people in the Presbyterian Church (U.S.A.). The *Book of Order* mandates that each governing body of the PCUSA have a moderator and a clerk[1]. Clerks of Presbyteries, Synods, and the General Assembly are called Stated Clerks. Those serving Sessions are called Clerks of Session.

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

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

This manual has been prepared by the office of the Stated Clerk of the Presbytery of West Virginia, drawing on information in the *Book of Order* and in various manuals for Clerks of Session that have come to our attention, including especially the manual prepared for the Presbytery of the Western Reserve and by Frank Walmsley for the Presbytery of Mission.

If you have any questions, or need assistance, please contact the stated clerk.

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Presbytery of West Virginia
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[1] G-3.0104 (Book of Order, The Constitution of the Presbyterian Church (U.S.A), Part II, 2011-2013

The Office of the Clerk of Session

The Clerk of Session shall be an elder elected by the session for such term as it may determine[2]. The clerk may be a member of the session, or may be an inactive elder. If the clerk is not a member of session, he/she may not make motions nor vote. Session may ask the clerk to be its parliamentarian and shall give the clerk voice in matters pertaining to the minutes and the clerk's report.

The person chosen to be clerk of session needs to be knowledgeable about session responsibilities, to have an understanding of Presbyterian polity, and be willing to learn basic parliamentary procedure. He/she must be able to write a clear record of the proceedings at session and congregational meetings promptly following the meeting.

When the pastor or elders need a strong lay leader, the clerk of session is the "first among equals". This responsibility flows to the clerk not because of any explicit statement in the *Book of Order*, but because the officer who receives the correspondence, keeps the records, and routinely discusses the work of the session with the pastor and all of the committee chairpersons to form the agenda and refer business, is the officer to whom they would take a problem. Presbyterian polity does not provide for any other lay officer to carry out these responsibilities.

In spite of the fact that the core functions of the clerk are secretarial, the session, in electing a clerk should seriously consider the qualifications needed to carry out the very significant "silent" function of being the senior lay officer of the congregation.

[2] G-3.0104

Responsibilities at a Glance

1. Keep a full and accurate record of the proceedings of the session (G-3.0107).

2. Keep the roll of session membership and attendance (G-3.0104).

3. Arrange for the careful preservation of session records, making recommendation to the session for the permanent safe-keeping of its records (G-3.0107).

4. Furnish extracts from the minutes when required by another governing body of the church (G-3.0104).

5. Maintain and preserve rolls and registers required of session (G-3.0204). (See Rolls and Registers, page 11.)

6. Be responsible for the preservation of the records of the Board of Deacons and the Board of Trustees (G-3.0107).

7. Be familiar with the responsibilities of the session as described in the *Book of Order* (G-3.0104).

8. Notify the session or congregation of special meetings, describing accurately the business that will be transacted. [Notification of annual and special meetings of the congregation shall be given on two successive Sundays (G-3.0203)].

9. Be sure that the annual statistical form (see pages 13-15) requested by the General Assembly is completed accurately and reported to the PC(USA) by the deadline noted. Also, be sure to return other paperwork requested by the stated clerk by the deadline noted.

10. Attend the annual Session Records Review to have the session minute book reviewed when requested. (See Appendix, pages 17-18.)

11. Serve as secretary for meetings of the congregation (G-1.0505), seeing that the minutes are received by session and are inscribed in the permanent session minute book. (See Congregational Meetings, page 10.)

12. Bring all official correspondence to the attention of session, and respond as directed by the session.

13. Keep a list of unfinished business, including all matters referred to a committee or a staff member for later report to session, and remind the appropriate persons(s) if not reported expeditiously.

14. Be prepared to respond to questions of parliamentary procedure in meetings if requested to be parliamentarian. (Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the *Book of Order* provides otherwise (G-3.0105). Copies of *Robert's Rules of Order* and the latest *Book of Order* should be available at meetings.)

15. Receive and submit communications from/to other governing bodies.

16. Notify the Stated Clerk of the Presbytery of changes in the membership of session.

17. Assist the moderator in preparing the agenda for session meetings, as requested.

18. Assist the pastor in church officer training when requested.

19. In consultation with the moderator, prepare a statement of highlights of session actions and reports following the meeting for information for the congregation (may be included in the next issue of the congregation's newsletter). Note: confidential matters should not be included.

20. Perform such other duties as may be assigned by the session or moderator.

Guidelines for Session Minutes

Minutes of each session meeting must include:

1. Whether the meeting is a regular or special meeting.

2. The name of the church, the place, date and time of the meeting.

3. The name of the moderator of the meeting.

4. The opening and closing of each meeting with prayer.

5. The roll, listing elders present, elders absent and any who are excused; the clerk, moderator and other staff present or excused; others present and their identity. (Please use first and last names.)

6. The affirmation of a quorum (G-3.0203). The session shall fix its own quorum to include the Moderator and a set number or percentage of ruling elders.

7. The approval of the agenda. (In case of a special meeting, the call to the meeting stating the purpose becomes the agenda.)

8. The approval of the minutes of the previous meeting. (Any corrections of previous meeting minutes shall be listed.)

9. Clerk's report: may include correspondence, announcements, and report of the serving of the Lord's Supper, in addition to listing of baptisms, marriages, changes in membership rolls.

10. Reports of pastor, other staff, the treasurer and committee chairpersons should be summarized in the minutes.

11. All motions and amendments, if any, and whether they passed or failed. (Details of discussion should not be recorded, except when needed to give a sense of the action.)

12. When a previous action of the session is referred to, the page on which it is recorded, or the date of the meeting at which it occurred, should be designated.

When appropriate, include the following:

13. The administration of the Sacrament of the Lord's Supper must be reported at the next succeeding regular meeting. When the sacrament has been administered to those unable to attend public worship, the name of the minister officiating and the name of the elder or elders assisting should be noted. (This may be part of the clerk's report or the report of the worship committee.)

14. The administration of the Sacrament of Baptism at the next succeeding regular meeting, giving the full name of adults baptized including the maiden name of married women; the record of infants baptized, noting the name of the child, date of birth, and the names of the parents or the one rightly exercising parental responsibility (W-2.3014), and including the mother's maiden name. (This may be part of the clerk's report, the pastor's report or that of the appropriate committee.)

15. The full name of applicants for church membership (in the case of married women, include maiden name) and the manner of their reception: a) by profession of faith, previously baptized b) by profession of faith and baptism c) by re-affirmation of faith d) by letter of transfer, giving the name of the church from which received.

16. The full title of the church to which a certificate of transfer is granted and the full name of the person transferred with the date of transfer.

17. Record the job descriptions for employed personnel, both clergy and non-clergy, as they are approved.

18. Name of elders elected to be commissioners to meetings of the Presbytery, and the exact period for which elected (G-3.0202 a).

19. Record that commissioner(s) to presbytery reported to session. The report may be summarized.

20. When the session finds it necessary to exercise discipline, the Form of Government and the Rules of Discipline should be carefully studied by a committee of the session and if discipline be administered, the minutes of the session must contain such a record of the proceedings which will enable the Presbytery to know who was disciplined, why and how.

21. In case of a sale, mortgage, gift or lease of property, the session records must show:

a) Name, address and legal description of the property
b) Name of buyer/lessee
c) Sale price
d) Loan amount purpose and terms, including the name of the lender
e) Lease terms and liability insurance
f) Concurrence of Presbytery

Be sure the following is included each year:

22. Approval of the annual budget. (G-3.0205)

23. Approval of the distribution of the church's benevolences.

24. Record the annual review with each pastor of the adequacy of compensation. (G-2.0804)

25. Record the recommendation to be made to the congregation for changes in the terms of call for each pastor. (G-2.0804)

26. Note the annual review by the personnel committee (or other responsible body appointed by the session) of the adequacy of compensation of all paid staff. (G-3.0109)

27. Note whether new officers have received training and been examined. (G-2.0402)

28. Report the ordination and/or installation of elders and deacons at the next succeeding meeting. (G-2.0403)

29. Report the recognition of trustees (if any) at the next succeeding meeting. (G-4.0101)

30. Report that property and liability insurance has been obtained (G-3.0112). (Insert photocopy of the church's certificate of insurance.

Clerk's Annual Report

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

31. Record that job descriptions have been approved for all employed personnel, both clergy and non-clergy, and indicate by page number where the latest job description for each staff person is located in the minute book.

32. Record changes during the year in the Session, the Board of Deacons and the Trustees through death, resignation, or removal.

33. State the composition of the session with regard to racial ethnic members, women, men and age groups, and how this corresponds to the composition of the congregation. (This requirement may be fulfilled by photocopying the annual statistical report required by the General Assembly into the session records.)

34. If congregation has a Board of Deacons and/or Trustees, report in the minutes where their records are kept.

35. Include an Annual Narrative Report. (Moderator's annual report, or periodic reports to the session of ongoing church life will satisfy this request.)

Nuts & Bolts of Session Minutes

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

1. Clerk takes notes for the minutes at meeting;

2. Clerk writes the minutes and types or arranges for them to be typed.

3. Makes copies and distributes before the next meeting;

4. At the next meeting, the minutes are either approved as correct or corrections are made and the corrections are noted in that meeting's minutes;

5. Clerk types or arranges for someone to type approved minutes in the session permanent minute book (these may be photocopied as long as archival quality paper is used);
6. If using a computer for minutes in the permanent minute book, a laser printer and archival quality paper must be used;
7. If you wish, 200-250 pages may be professionally bound into volumes. This can done by the Presbyterian Department of History at a reasonable cost (215) 6271852.

Do not use erasures, whiteout, strikethroughs or footnotes; or insert in the records separate sheets of paper with written or printed matter on them.

The records of each session meeting are to be duly attested (signed in ink) by the clerk or the moderator. The records of congregational meetings are to be attested by the clerk AND the moderator.

The minutes of congregational meetings, the annual report of the church treasurer or treasurers, and the annual statistical report required by General Assembly are to be included. These are to be typed or photocopied into the permanent record book and not included as inserts.

Congregational Meetings

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

Minutes of these meetings shall include:

1. Indication of whether the meeting is "regular" or "special".

2. If it is a "special meeting", the minutes shall include the call to the meeting, which will serve as the agenda.

3. Name of the church.

4. Date, time, and place of the meeting.

5. Name of the moderator or presiding officer.

6. Presence of a quorum.

7. Opening and closing of the meeting with prayer.

8. Record of all actions, whether adopted or lost.

9. When applicable, action by the congregation on any change in each pastor's compensation, with terms of call specified.

10. Minutes of the meeting of the congregation or corporation at which the annual financial reports are made should indicate, at least:

    a) report of a full financial review of the financial records (G-3.0113) (formerly referred to as "audit") (See Appendix, page 16.)
    b) a complete, itemized report of income and expenditures for the year
    c) provide the complete, itemized proposed budget adopted by the session for the coming year
    d) details of the status of loans from General Assembly, Synod, or Presbytery, if any are outstanding

11. If the congregation does not approve the minutes before adjournment, session may approve the minutes at its next scheduled meeting.

Congregational meeting minutes must be attested (signed in ink) by the moderator and the clerk.

Rolls and Registers

Rolls

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

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

2. Session shall maintain the following membership rolls (G-3.0204 a):

Baptized Members

A **Baptized Member** (G-1.0401) is one who has received the Sacrament of Baptism but has not made a profession of faith in Jesus Christ as Lord and Savior; and/or one who was baptized in any church and is currently worshiping regularly.

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

Active Members

An **Active Member** (G-1.0402) is one who has made a profession of faith in Christ, has been baptized, has been received into membership of the Church, has voluntarily submitted to the government of the particular church, and participates in the church's work and worship.

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

Affiliate Members

An **Affiliate Member** (G-1.0403) is one who is an active member of another church of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the church of active membership is located. Affiliate membership must be renewed every two years. An example of an affiliate member would be a college student living in your community while attending school.

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

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

Pages may be provided in the same binder for an alphabetical listing of members along with the membership number that is assigned in the chronological roll.

Pages also may be provided for Baptized and Affiliate member rolls in the same binder.

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

Registers

Registers are historical records and need to be carefully maintained. It is the responsibility of the Clerk of Session to maintain or oversee the maintenance of Registers as required in G-3.0204b.

Session shall maintain the following registers:

Baptisms

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

Elders

Register of Elders shall include each elder's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

Deacons

Register of Deacons shall include each deacon's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

Session may maintain other registers deemed necessary, such as:

Pastors

Register of Pastors shall include the names of pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service.

Marriages

Register of Marriages shall include marriages of members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property.

All registers may be kept in the same binder, or in the binder with the rolls. Pages for each register listed may be obtained through Cokesbury Book Stores (800) 672-1789.

Annual Statistical Report

Introduction

The presbytery must make an annual report to the General Assembly,[3] which specifies the type of information it needs. Much of the information is gathered from local congregations by means of the "Session Annual Statistical Report."

The data entered need not be perfect. The information is used to keep track of trends and much is expected to be subjective. Both the total active membership and the financial data for recent years are available on the General Assembly's web site (www.pcusa.org) for all churches that complete the Report.

Some of the information requested can be difficult to obtain accurately (such as ages of members) and some information related to the budget may be requested in different categories than your bookkeeper has used. The report form comes with a workbook, which provides explanations of each item and provides a place to do a draft before transferring the figures to an online form.

Suggestions are made here to try to make the process easier. As with most jobs, keeping up on a monthly basis rather than waiting until the end of the year makes it easier. In addition, keeping up makes the total time spent less.

The form is divided into two main parts: Membership and Finances. For this discussion, Membership will be considered in two parts: active members and other data.

In order to collect the data, it is suggested that it be done regularly (each month) rather than waiting until the end of the year.

One way is to keep a notebook with pages labeled for various categories and enter the information after each Session meeting. This could also be done using Excel or setting up a table in MSWord. Those pages were:

> New members received by profession or reaffirmation of faith: 17 & Under
> New members received by profession or reaffirmation of faith: 18 & Over
> New members received by certificate (letter of transfer)
> Other additions: Restoration from Inactive Roll; Correction to make Total correct; etc., if applicable
> Active Members transferred to other churches (certificate)
> Active Members lost due to death
> Other losses: Active Members transferred to Inactive Roll; Correction to make Total correct; etc., if applicable
> Baptisms: children (17 & Under)
> Baptisms: adult

[3] G-3.0202f

Reporting Active Members

The report gives the number of active members at the beginning of the reporting period. Places are given for active members added in two major categories. A third category is given (All other gains) which also allows for corrections. Places are given for losses in active membership in two major categories plus the All other losses category, which would include transfer to the inactive roll as well as corrections. The result of this portion gives the total number of active members at the end of the reporting period.

Two lines follow for number of persons on the inactive roll and the number of baptized members. (See Page 11.)

The sum of Active Members, Affiliate Members, and Baptized Members is called Total Adherents.

Reporting Other Membership Data

These data will need to be collected from a variety of sources. These include:

Number of female members
Age distribution of members
Average attendance at Sunday worship Church school enrollment
Baptisms
Sex distribution of elders and deacons
Number of persons with disabilities
Racial ethnic composition of congregation, session, and deacons

If you are using some sort of computer membership system such as PowerChurch Plus or Ease, it is possible to keep track of some of these items through the proper use of the system. Years of birth of all members may not be known so you will need to make educated guesses in order to determine age distribution.

Note that it requests Church School *enrollment* not *attendance.* This includes groups that meet other than on Sunday Morning such as "The Tuesday Bible Study".

Look at the workbook for the definition of a person with a disability. This is not the usual definition. The definition is that the disability "substantially limits participation" but the application of the definition is left to you. Just as in age distribution, use of personal knowledge is expected to be applied rather than a formal survey. Data collected with such a vague definition cannot be worth very much so do not worry about this too much; just do your best. A person in a wheel chair may not be “substantially limited”. That person can’t help set up tables for a church dinner but neither can the 95-year-old who lives alone and drives to church each week and serves on a church committee. Both of these describe persons in one church who would not consider themselves
“substantially limited”.

Reporting Finances

The financial reporting is broken down into broad categories. Note that the values to be reported are for the whole congregation. If there are several accounts in the main finances, all must be included. If groups within the church maintain their own accounts (such as Presbyterian Women, Building Fund, etc.): all should be included if their finances are substantial. If these group's monies are small, they can be ignored as long as you do this consistently over the years. The financial reporting is really looking for trends. The workbook is reasonably understandable and gives some specific examples to help.

Appendix

A Full Financial Review Defined

The “Form of Government” of the Presbyterian Church requires the following:

> *“A full financial review of all books and records relating to finances once each year by a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors should not be related to the treasurer (or treasurers). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.” (G-3.0113)*

Therefore, a financial review is required for every church organization or group which has a treasury, and which receives and disburses funds. Groups within the local church whose financial transactions must be reviewed might include the General Operating Fund, Benevolence Fund, Memorial Fund, Wills and Endowments, Board of Deacons, Board of Trustees, Building/Maintenance Fund, Choir, Youth, Church School, Presbyterian Women etc. This review benefits the treasurers, the contributors and those who benefit from expenditures ... giving assurance that donations are used as the donor intended, for the benefit of the specific group, and as a witness to the Lordship of Christ.

The persons making the full financial review do not need to be C.P.A.'s, but there should be some understanding of accounting procedures. Look for persons who have been Trustees or who have some experience in business accounting. Remember that those doing the financial review must not be related to the Treasurer(s).

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

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

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

Sample Session Record Review Form

Name of Church____

REPORT SHEET FOR 2018 SESSION RECORDS
(To be filled out by Clerk of Session or Moderator **BEFORE** the Review.
Where you find "P___," insert page number. If an item is not applicable, indicate with "N/A.")

Yes____ No____ 1. Name of church on outside cover and back binding.
Yes____ No____ 2. Pages numbered in order (inserts should also be numbered).
Yes____ No____ 3. Date, time and place of each meeting, and type of meeting (whether stated or special). (G-3.0203)
Yes____ No____ 4. Names of elders present and absent. (G-3.0201)
Yes____ No____ 5. Name of Moderator. (G-3.0201)
Yes____ No____ *P____ 6. Up-to-date listing of elders in active service in front or back of each year's Minutes; or indicate where such a listing is to be found in church register (G-3.0201)
Yes____ No____ 7. Minutes are to be approved by Session and signed by Clerk. (*Robert's Rules of Order Newly Revised* [2011], pp. 473ff)
Yes____ No____ 8. All meetings opened and closed with prayer.
Yes____ No____ *P____ 9. Examination of Board of Deacon's records, if applicable--minutes reviewed by Session at least annually. (G-3.0204)
Yes____ No____ 10. (If applicable) Provision made for preserving records of boards of deacons and trustees. (G-3.0107)
Yes____ No____ 11. Session meetings at least quarterly. (G-3.0203)
Yes____ No____ 12. Election of representatives to Presbytery, and report given; or Session requested, and Presbytery approved, excuse from attendance. (G-3.0202)

	ELECTED			REPORT			EXCUSED		
STATED Feb. 24, 2018	Yes__	P_____	No___	Yes__	P_____	No___	Yes__	P_____	No___
STATED May 17, 2018	Yes__	P_____	No___	Yes__	P_____	No___	Yes__	P_____	No___
STATED Aug. 18, 2018	Yes__	P_____	No___	Yes__	P_____	No___	Yes__	P_____	No___
STATED Dec. 12, 2018	Yes__	P_____	No___	Yes__	P_____	No___	Yes__	P_____	No___

Yes____ No____ 13. Full names given to all admissions to membership and how received. (G-3.0204)
Yes____ No____ 14. Record dismissals to other churches, and other deletions from membership rolls and reasons, any temporary exclusions or removals from membership, and dates of actions. (G-3.0204)
Yes____ No____ *P____ 15. When names were removed from active to inactive rolls, were diligent efforts made to reach out to the members and restore them to activity? (G-3.0204)
Yes____ No____ 16. Record of baptisms, with date of birth and name of parents. (G-1.0401)
Yes____ No____ 17. Report of marriages performed. (W-4.9000)
Yes____ No____ *P____ 18. Report of the Session's annual review of compensation for pastor and all other staff. (G-2.0804)
Yes____ No____ 19. Minutes of all congregational meetings entered, signed by moderator and secretary (G-1.0505)
Yes____ No____ *P____ 20. Minutes of annual congregational meeting, including review of compensation of pastor(s). (G-1.0503)
Yes____ No____ *P____ 21. Session's copy of annual statistical report bound with minutes, with note of information being reported to Session. Consideration and action by Session should be noted. (G-3.0104)
Yes____ No____ *P____ 22. Approval of annual budget. (G-3.0205)
Yes____ No____ *P____ 23. Election of church treasurer. (G-3.0205)
Yes____ No____ *P____ 24. Full financial review of all treasurer's books. (G-3.0113)
Yes____ No____ *P____ 25. Training, examination of newly elected elders and deacons. (G-2.0402)
Yes____ No____ *P____ 26. Oversight of church school, approval of educational leaders and materials. (G-3.0201c)
Yes____ No____ 27. Do minutes reflect the review of all organizations in the church? (G-3.0106)

Yes____ No____ 28. Do minutes reflect support of the programs and mission of the Presbyterian Church (U.S.A.)? (G-3.0101)

Yes____ No____ 29. Statement of Session's composition, in terms of racial ethnic members, sex, age groups, and disabilities. (G-3.0103)
*P____

Yes____ No____ 30. Baptized, active, and affiliate member rolls and church registers--
Bring for review, or if cumbersome, provide a written description of how they are kept, signed by the moderator or clerk. (G-3.0204)

Yes____ No____ 31. Submitted for review at the time requested.

Yes____ No____ 32. Was the Lord's Supper observed at least quarterly? (W-2.4012)

Yes____ No____ 33. Provide instruction for new church members. (G-3.0201)

Yes____ No____ 34. Adequate property and liability insurance coverage is in effect? (G-3.0112)
*P____

Yes____ No____ 35. Provide copy of Administrative Manual of Operations. (G-3.0106).
*P ____

Yes____ No____ 36. Provide copy of church sexual misconduct policy and child protection policy (G-3.0106).
*P ____

Note: *P - Fill in page number where action is found.

EXAMINER'S REPORT

1. Actions of Session seem consistent with the mandates of Scripture and the Constitution of the Church, in promoting the mission and ministry of the congregation and of the wider Church. (If "no" is marked, comment.) Yes____ No____

2. Minutes are explicit enough to give understanding of Session's actions. Yes____ No____

3. Pastoral Concerns:
   a. Actions or procedures that are especially commendable:

   b. Concerns which should be brought to the attention of the Ministry Committee for assistance or encouragement:

RECOMMENDATION OF EXAMINER:

Approval without exception _______

Approval with exception _______

Cite exception, by number in Clerk's Report or by description:

Signature of Examiner____ Date ________________________________

Signature of Representative of the
Presbytery of West Virginia ____ Date _________________________

(After being signed, bind with session minutes.)

Revised 12/19/18 – mw

Helpful Resources

Book of Confessions, The Constitution of the Presbyterian Church (U.S.A.), Part I

Book of Order, The Constitution of the Presbyterian Church (U.S.A.), Part II, 2011-2013)
(*Note: A new edition is published every two years to reflect any changes resulting from presbytery votes following General Assemblies. It is usually available by September.)*

Companion to the Constitution of the Presbyterian Church (U.S.A.); by Frank A. Beattie, © 1999, updated by the Office of the General Assembly 2007

Parliamentary Procedures in the Presbyterian Church (U.S.A.); by Marianne L. Wolfe, © 2000

*(*All of the above, including searchable versions of the Book of Confessions and the Book of Order, are available online at http://www.pcusa.org/oga/publications.htm.)

Robert's Rules of Order, Newly Revised, 11th Edition; © 2012.
Robert's Rules of Order, Newly Revised In Brief; © 2004.

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