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.

6th Revision, March 1, 2024, prepared by:
Robert S. Schulz, Stated Clerk/Associate
Presbytery de Cristo and Presbytery of Grand Canyon
PO Box 2507
Mesa, Arizona 85214-2507
Phone: 602-468-3820
pbyclerk@gmail.com

With much assistance provided by
Carol Gerlach and Jeanette Miller

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ACKNOWLEDGMENT

We are pleased to present the Sixth Revised (March 2024) 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 and 2018.

Revisions reflect the substantial changes to the *Book of Order* that were proposed by the 2016 General Assembly and ratified by the presbyteries in 2017. Additionally, previous revisions included some changes in practice over the last ten years. The 5th revision brings the manual up to date for current procedures contained in the *Book of Order* 2017-2019 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.

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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 of 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
PO Box 2507
Mesa, Arizona 85214-2507
Phone: (602) 468-3820
pbyclerk@gmail.com

and
Carol Gerlach rlgclg6_6@hotmail.com

And
Jeanette Miller stampconn@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 periodically.)*
-Member transfer forms and stubs
-Baptismal forms and stubs

8. Plan to attend a "minutes" review session. You will receive notice of the dates and locations for the reviews held in your geographical location. At these meetings 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 and locations when the reviews will take place.

Announce Presbytery meeting dates for the year. (See "Commissioners to Presbytery," p. 19 and 20 for number of Commissioners and process.)

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

de Cristo		**Grand Canyon**	
January	Combined Annual	January	Combined Annual
April	Combined Spring	April	Combined Annual
August	Combined Big Event	August	Combined Big Event
October	Fall Meeting	November	Fall Meeting

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 TIMELINE 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, (12th 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 most Sessions 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.

EXECUTIVE SESSION AND CONFIDENTIAL DISCUSSION

In the event confidential information must be discussed in a meeting, the Session Meeting must be recessed to Executive Session. Only Session Members, Clerk of Session, and the Moderator may participate in the Executive Session. When discussion and actions are concluded, adjourn Executive Session and return (reconvene) the Regular Session Meeting.

Minutes of these meetings – Minutes of the Session Meeting only include the motion to recess the Session Meeting and enter Executive Session and the motion to adjourn Executive Session and reconvene the Session Meeting. Session Minutes DO NOT include discussion or actions taken in Executive Session.

A separate set of minutes are prepared for the Executive Session. A synopsis of these minutes is provided by the Clerk of Session and the Session will vote to approve these minutes before continuing with the regular meeting. When the Clerk has formally prepared the Executive Session minutes, they shall be sealed in a confidential envelope with access to be given to the Clerk of Session or Moderator. Examples of the wording are provided.

"DISCUSSION ON GRAND CANYON CONGREGATION (Example)

There was an approved motion to enter executive session for discussion of challenges at one of our churches. The minutes were read and approved, with the understanding that they would remain confidential and be filed in the office of Stated Clerk Bob Schulz. All corresponding printed materials were collected. There was an approved motion to adjourn the executive session."

"Minutes
Leadership Team of the Presbytery of Grand Canyon
April 11, 2018

Executive Session"

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 form 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.)

The Board of Deacons G-2.02

The Board of Deacons is accountable to session; chooses it 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 (Selection of Pastors and Associate Pastors)

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 Ministry Discernment Profile
- the session approves the MDP
- 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.

Interim Pastor Selection
This responsibility for selection of an interim pastor belongs to the Session. The Clerk of Session shall contact the Presbytery Office and the Moderator of the Commission on Ministry for guidance in the process to be followed.

Session and Personnel G-3.0201 c and G-2.0804
Session supervises all non-ordained personnel in cooperation with the Personnel Committee.. 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-1.0506.

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-1.0506

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- 1.0503

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-1.0504.

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-1.0504c; 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-1.0504

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. G-1.0503

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-1.0502

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, 12th 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 or as specified. 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 and G-3.0204a

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

PRESBYTERY REVIEW OF SESSION MINUTES, ROLLS AND REGISTERS

At least once a year (or as established by the Presbyteries), 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 and de Cristo under the direction of the Stated Clerk will conduct regional review meetings throughout the State of Arizona at locations and dates 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 45 and 46 are provided to expedite the process. Each Clerk is asked to fill out the appropriate forms, **before submitting the records for review.** Give one 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 47 and 48 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 49 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

Vital records document the legal and financial position of the local congregation and 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
Canceled checks
Charter and amendments
Cash books
Employees' Directory
Insurance policies and schedules
Leases
Minutes
Suppliers' directories
Wills, bequests

Accounts receivable
Financial reviews
By Laws
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 organization of the Presbyteries are found in the latest amended and approved By-Laws and Manual of Administrative Operations (Manual) of each respective Presbytery. Copies of the By-Laws and Manual for each Presbytery are available on the website; www.azpresbyteries.org or from the Presbytery office.

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/educational event for each year for each Presbytery:

See Page 8 for the listing.

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 50 and 51 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 the 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

Action	Required Actions Grand Canyon	Required Actions de Cristo
Application to presbytery to take an "inquirer" under care of Presbytery	Session Commission of Preparation for Ministry Presbytery	Session Committee of Preparation for Ministry Presbytery
All loans which use the church or its property as collateral and all sales of property	Session and Trustees Resources Committee of Presbytery (Leadership Team (Trustees) if over $1 Million)	Session and Trustees Administration Committee Leadership Commission (Trustees)
All leases of church property	Session Resources Committee of Presbytery for a period more than 5 years	Session Administration Committee Leadership Commission (Trustees)
All changes of church location or church name	Session Congregation, ecclesiastical and corporate Resources Committee or Commission on Ministry Leadership Team (Trustees) Presbytery	Session Congregation, ecclesiastical and corporate Administration Committee Leadership Commission (Trustees) Presbytery
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	Session Congregation Commission on Ministry Presbytery	Session Congregation Commission on Ministry Presbytery
All proposals for merger, dissolution, yoking congregations	Session Congregation Commission on Ministry Presbytery	Session Congregation Commission on Ministry Presbytery
All discussions of a pastorate and calls for new pastors	Congregation Commission on Ministry	Congregation Commission on Ministry
Appointment of moderator of session: stated supply or interim pastor in the case of a vacant pulpit	Session Commission on Ministry	Congregation Commission on Ministry
All waivers from the ***Book of Order*** terms of election (G-2.0404) waiver forms may be found at the end of this section	Congregation Commission on Ministry Presbytery	Congregation Commission on Ministry Presbytery
	OTHER ACTIONS	
Call a special session meeting	Moderator of session or two members of session, in writing	Moderator of session or two members of session, in writing
Call a special congregational meeting	Session, or Presbytery, or Session when requested in writing by ¼ active members of the congregation	Session, or Presbytery, or Session when requested in writing by ¼ active members of the congregation
Session meeting when the pastor is ill or is out of town	Pastor grants permission and appoints a member of Presbytery as moderator pro-tem	Pastor grants permission and appoints a member of Presbytery as moderator pro-tem

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 rationale 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? (There might be other options than an overture to 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*
-is the overture practical?
-is the overture timely?
-is the overture in conflict with other parts of the *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 Leadership Commission, Administration Committee, Commission on Ministry (COM), Committee on Preparation for Ministry (CPM), Mission Committee, Nominations Committee, and Permanent Judicial Commission (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. **IF SESSION IS 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 AND CHILD PROTECTION policy. G-3.0106 If you have a case of sexual misconduct, call the Presbytery Stated Clerk for advice and consultation.

Beginning in 2024, each presbytery is also required to have policies in place for Antii-Racism, Anti-Harassment, and Family Leave. These policies can be found in the respective Presbytery's Manual of Operations for use in developing these policies for each congregation.

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, **has a number of useful resources related to church legal and tax issues.**

The Insurance Board website, www.insuranceboard.org **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

http://www.afsc.noaa.gov/education/Activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf

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 <u>legal</u> 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 **<u>cannot</u>** 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 <u>involuntary</u> 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 <u>after</u> 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 and Register of Trustees.

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

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-1.0502). 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-1.0506, G-3.0104 and RROO 47:33.

8. **RECORD ALL ADOPTED MOTIONS**
   Defeated motions appear in the minutes. 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.

B. ENTRIES TO BE RECORDED <u>AS NEEDED OR INDICATED</u>.

1. **RECORD THE CELEBRATION OF THE LORD'S SUPPER**
   Observance of the Lord's Supper is authorized by the session. W-3.0410 and G-3.0201b. All regular and special celebrations of the Lord's Supper should be recorded in the minutes of the next regular session meeting.

2. **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. W-3.0403 and G-3.0201b

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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.

13. **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 <u>ANNUALLY</u>

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 DIVERSITY 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-3.0201, 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.

7. **INCLUDE THE CHURCH'S MISSION STATEMENT (WHEN REVISED)**
   Sessions should review the congregation's mission goals on a routine basis (certainly at least every 5 years). This is recommended to encourage churches to reflect on a regular basis their overall program, goals and mission. Whenever a new or revised Mission Statement is adopted by churches, it should be entered in full in the minutes.

* **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____

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__.

Receipts	________________________
Disbursements	________________________
Receipts, year to date	___________________
Disbursements, year to date	___________________
Balance, year to date	___________________

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 That the next Presbytery meeting would be held on March 20 at **Meeting** 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

Jones 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.

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 Roll That Jonathan Edmund (#612) be deleted from the roll at his own **Church** request. The recommendation was **adopted.**

Report of the Worship Committee Elder_______, Chair, presented the report of the Worship **Committee** 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** 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.

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

Report of the Ecumenical Elder______, Chair, reported that final arrangements were being **Committee** 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.

Pages 44-47

	Presbytery of Grand Canyon	REVIEW OF SESSION RECORDS		Presbytery de Cristo

Church	Clerk of Session
Review Period FROM TO	Page Numbers BEGIN # END #

TO THE CLERK: Please fill in the "Minute Page" column with the page number in your Session Minutes where the item can be found. Put "N/A" if the item is not applicable to your church. Place the completed form in your Minute Book. If you have multiple years to be reviewed, use a separate sheet for each year.

CLERK'S COLUMNS			REVIEWER'S COLUMNS		
Item #	SESSION MINUTES (28 questions)	Minute Page #	Yes	No	Comments
1	Date, time & place of each meeting				
2	Elders, Moderator named as present or absent				
3	Prayer at beginning and ending of meeting				
4	Approval of minutes of previous meeting				
5	Session Meeting Minutes signed by the Clerk				
6	Congregational Meeting Minutes signed by the Clerk				
7	Appointment of Commissioners to presbytery				
8	Commissioners report to Session of presbytery meetings				
9a	Authorization for Communion by Session				
9b	Celebration of Communion in worship & taken to homebound members noted in minutes				
10a	Session authorization for Baptism (N/A if none)				
10b	Baptism recorded in minutes (N/A if none)				
11	Incoming Officer Training/Meet With Session				
12	Ordination/Installation of Elders & Deacons-elect				
13	Annual approval of Clerk's GA Statistical Report including average annual weekly worship attendance (OR report attached)				

14	Annual Congregational Meeting Minutes and Corporation Meeting Minutes				
15	Annual Session approval of work of Deacons (N/A if no Deacons)				
16	Annual Session review of work of Trustees (N/A if no Trustees OR if Elders serve as Trustees)				
17	Annual approval of Pastor's salary by congregation (N/A if pulpit is vacant, served by Interim or Stated Supply or if Pastor has served less than one year)				
18	Annual Certificate of Insurance information reflected in Minutes				
19a	Annual appointment of Financial Reviewers				
19b	Annual Report of Financial Review received by Session				
20	Annual election by Session of Treasurer				
21	Annual election by Session of Clerk of Session				
22	Annual Meeting of Elders and Deacons for CE (the history, theology and polity of the church and understanding your office)				
23	Annual Pastor Review by Personnel Committee				
24	Annual review and approval of Child Protection & Sexual Misconduct Policy by Session				
25	Annual update of church information with AZ Corporation Commission (State of AZ requires)				
26	Report of last Minutes & Registers Review, with exceptions if any, noted in Session Minutes				
27	EVERY 3-5 YEARS: Church's Mission Statement reviewed/updated. If not this year, list date of last review/update here:				
28	2024 - New GA policy requirements for every church to have: Anti-Racism Policy; Anti-Harassment Policy; Family Leave Policy				

To the Clerk: To fill out the Rolls & Registers items below, insert the Minute Page # the item can be found on just like you did above.
To the Reader: Find the item on the Minute Page #, then go to the Registry Book Category to confirm that the item has been recorded.

	CLERK'S COLUMNS				**REVIEWER'S COLUMNS**
Item #	**ROLLS AND REGISTERS (20 questions)**	**Minute Page #**	**Yes**	**No**	**Comments**
1	**Pastor Roll:** Is name of present Pastor (Interim, Stated Supply) entered?				
2	**Elders Roll:** Is present class of Elders & term of service entered?				
3	Is date of Ordination entered for new Elders?				
4	Is date & place of Ordination entered for transferred Elders?				
5	**Deacons Roll:** Is present class of Deacons & term of service entered?				
6	Is date of Ordination entered for new Deacons?				
7	**Trustees Roll:** Is present class of Trustees entered with term of service? (N/A if no Trustees OR if Elders serve as Trustees)				
8	**Chron Roll:** Are new members listed in the Chronological Roll?				
9	Does Chron Roll list date of removal when members are deleted?				
10	Are transferred members deleted from Chron Roll with date & place of transfer?				
11	Does Chron Roll list Deaths noted with dates?				
12	**Alpha Roll:** Are New Members listed in Alpha Roll with Chron Roll numbers?				
13	**Affiliate Roll:** Are Affiliate Members listed with date of Session action?				
14	**Inactive Roll:** Does former Inactive Roll show that all names listed were either restored to Active membership or deleted?				
15	**Baptism Roll:** Are all Infant Baptisms recorded with birth date? (N/A if none)				

16	Does Baptism Roll show parents' names & mother's maiden name? (N/A if none)				
17	Does Baptism Roll show all Adult Baptisms? (N/A if none)				
18	**Marriage Roll:** Does Marriage Roll show all marriages conducted ON church property? (N/A if none)				
19	Does Marriage Roll show all marriages conducted by ministerial staff OFF church property? (N/A if none)				
20	Does Marriage Roll show all marriages of members married elsewhere not by ministerial staff? (N/A if none)				

APPROVAL

	Approved – no exceptions		Approved with exceptions noted		Not approved

ADDITIONAL COMMENTS, RECOMMENDATIONS (if any)

Date of Review	Reviewer's Name & Name of Church	Review of Records Committee

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REVIEW OF RECORDS RESPONSE FORM

Presbytery de Cristo and Presbytery of Grand Canyon

(continue responses on back if needed)

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
Operations Committee
PO Box 2507
Mesa, Arizona 85214-2507

or

Presbytery de Cristo
Ministry for Administration
PO Box 2507
Mesa, Arizona 85214-2507

NOMINATIONS FORM
OPERATIONS COMMITTEE
PRESBYTERY OF GRAND CANYON

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 Resourcing Committee

Permanent Judicial Commission

Montlure Council

SYNOD Commissioners

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
NOMINATING COMMITTEE
PRESBYTERY OF de CRISTO

The 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:

Leadership Commission

Commission on Ministry

Committee on Preparation for Ministry

Administration Committee

Mission Committee

Nominating Committee

Permanent Judicial Commission

Montlure Council

SYNOD Commissioner

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.

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.)

CHART #1

RANKING MOTIONS—and their five salient parliamentary points. The order in which the thirteen motions are listed.	Must be Seconded	May be Debated	May be Amended	Vote	May be Reconsidered
FIVE PRIVILEGED MOTIONS	1	2	3	4	5
13. To Fix the Time to Which to Adjourn	Yes	No	Yes	Maj	Yes
12. To Adjourn	Yes	No	No	Maj	No
11. To Take a Recess	Yes	No	Yes	Maj	No
10. Question of Privilege	No	No	No	—	No
9. Call for Orders of the Day	No	No	No	—	No
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 Affirm-ative Only
1. MAIN MOTION	Yes	Yes	Yes	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.

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

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.	Must be Seconded	May be Debated	May be Amended	Vote	May be Reconsidered
	1	2	3	4	5
Appeal	Yes	** Yes	No	Maj	Yes
Suspend Rules	Yes	No	No	2/3	No
Point of Order, Call to Order	No	No	No	Mod	No
Objection to Consideration of a Question	No	No	No	2/3	Yes No Vote
Requests	No	No	No	Maj	No
Division of Assembly	No	No	No	—	No
To Read a Paper	Yes	No	No	Maj	Yes
To Withdraw a Motion (to be used only before debate)	No	No	No	Maj	Yes No Vote
To Divide the Question	Yes	No	Yes	Maj	No
To Close Nominations or Polls	Yes	No	Yes	2/3	No
To Consider Seriatim	Yes	No	Yes	Maj	No
TO UNCLASSIFIED MOTIONS					
Reconsider	Yes	** Yes	No	# Maj	No
To Take From the Table°	Yes	No	No	Maj	No
Rescind	Yes	Yes	Yes	* Maj	Neg

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.*

From: David Staniunas [mailto:dstaniunas@history.pcusa.org]
Sent: Friday, July 31, 2015 6:10 AM
To: 'Bob Schulz'
Subject: RE: Setting up electronic files and records

Robert Schulz
Presbyteries de Cristo and Grand Canyon
[via email]

Dear Mr. Schulz: Thank you for your message. The church register template in Excel, designed a few years ago by the Presbytery of San Diego, can be downloaded here:
https://www.dropbox.com/s/gnow5iupz1342oa/Register%20Template%20for%20CHURCHES.xls?dl=0

We're going to live in a hybrid paper-based and digital environment for the foreseeable future – if you don't believe me, ask Evernote, which just partnered with Moleskine – and I'd counsel your congregations not to willy-nilly dispose of paper. They make original records of permanent value which are most economically stored on paper. There is also a distinction between *data* kept in church membership management software, legible by machines – and reports run on that data, which create a *record,* legible by humans.

We'll happily take on deposit any church's original records which are no longer frequently referred to. Session minutes and registers are of chief importance, but we gladly take in minutes of any councils of the church, such as deacons, trustees, women's and youth groups. There is no charge for this service, and the records will be housed in an environmentally controlled archival storage area with specialized fire detection and security systems. The congregation retains ownership of the records held on deposit, and may request their return at any time with written authorization of the clerk of session. Routine inquiries, such as baptismal attestations, may be directed to our dedicated staff of professional archivists. We do not bring in church bulletins, Bibles, objects, attendance records, or Sunday school class roll books; you are free to preserve or dispose of those yourself.

Many congregations, even when they publish their session minutes or annual meetings as PDF documents on their website, still keep a solid-state paper version as the item of record. (My model for the hybrid digital-paper world is the Presbytery of New York, which publishes its minutes in PDF, and preserves an acid-free paper version for review by Synod, held in one of the classic three-post binders. When the binder is full, they have the pages hardbound at a bindery, and store the closed volume with PHS.)

Whatever the system you use, when you enter data, make sure you can get it back out. Proprietary software built for a niche market carries less support and less interoperability than Microsoft Access and Excel, or their OpenOffice or LibreOffice counterparts. Don't assume your database will continue to run; dump the whole thing to a standard format such as a comma-separated values file (CSV) at least once a year.

As a bare minimum preservation activity, we advise our stakeholders to maintain text files and reports run from databases in PDF/A format; this preserves the original layout and appearance of text and is not easily altered. For example, once a given set of minutes is approved and closed, you would save the final copy as PDF, one file per meeting. At the end of the year, you would combine all the resulting PDFs into a single PDF/A document, one document per year. This is easy to do with the full version of Adobe Acrobat, but there are other pieces of freeware that will let you merge PDFs.

For storage: flash drives are fine for transporting files from one place to another, but are not good storage. CDs are not good storage; their quality varies widely, but we've seen CD-R failure within 3 to 5 years. Use your local desktop, your local network, network-attached storage (as cheap as a removable hard drive or as sophisticated as a ReadyNAS), and the cloud (Google Drive, Microsoft OneDrive, and others). Finally, communicate with your successor about what you've done, where things are stored, and how they're arranged.

As a service to the denomination, we can image records for congregations in addition to holding them on deposit. In this way, the congregation would have a surrogate to search and refer to, and the original records would be secure. Our planetary scanner shoots up to 16 x 24" in 24-bit RGB color at 600 dpi. We compile the images to PDF, and deliver them by DVD or download, at a cost of $0.35 per page. As a point of reference, I've attached a guide to our digitization services. Once we have your records in hand, we will complete an estimate of the project and return an invoice for one-half the estimated cost. Upon receipt of this deposit payment, we will queue the records for imaging. Our current turnaround time is approximately six months. You can view a sample of our work here:https://dl.dropboxusercontent.com/u/66312944/ThirdPC_PhiladelphiaPA_session_1809-1828_sample.pdf.

Should a congregation opt to deposit old records here, we recommend shipping records in as near their original state as possible. We recommend shipping by UPS, and we recommend packing the materials in a sturdy corrugated cardboard box, densely enough that volumes are unlikely to shift, insulated from the edges of the box with bubble wrap or wadded newsprint.

Thank you for your interest in preserving this portion of Presbyterian history. Please contact me directly with any further questions.

Sincerely,
--
ds

David Staniunas
Records Archivist
Presbyterian Historical Society
425 Lombard Street
Philadelphia, PA 19147-1516
t 215.928.3864
e dstaniunas@history.pcusa.org
www.history.pcusa.org

Congregation Records Retention Schedule

Minutes	permanent
Registers	
Annual reports	
Reports	
Bylaws/charters	
Incorporation records	
Annual budgets	
Annual audits	
Annual financial statements	
Subject correspondence	
Manuals/handbooks	
Newspapers/newsletters	
Brochures/promotional materials (1 copy)	
Photographs	
Scrapbooks	
Architectural drawings, plats, plans, blueprints	
Wills, bequests	
Legal/judicial cases	
Loan agreements	satisfaction + 20 years
Property appraisals, records of sale	20 years after sale
Contracts	active + 3 years
Personnel records/employee records	employment + 7 years
FICA / W-2 records	7 years
Accounts payable invoices	3 years
Accounts payable	7 years
Accounts receivable records	3 years
Bank deposit slips	3 years
Bank statements	7 years
Canceled checks	7 years
Cash receipt records	3 years
Data for updating mailing lists	1 year
Mailing lists	active
Periodic financial statements	2 years
Expense reports	7 years
General/routine correspondence	3 years
Invitations	1 year
Petty cash records	7 years
Receipts of purchases	7 years
Meeting notices	1 year
Travel plans/arrangements	1 year
Resource files	active

DIGITAL REFORMATTING SERVICES

Rates and specifications

The Presbyterian Historical Society provides in-house digitization services for PC(USA) congregations, mid councils, and the general public. High quality digital facsimiles provide unlimited, remote access to collections and protect materials from damage and deterioration by eliminating the need to handle fragile originals.

Digitization is available for bound or flat original materials up to 16" x 24" as well as for microfilm. Our CopiBook HD planetary scanner enables scanning of fragile and bound materials without the wear and tear caused by a flatbed scanner. Digital files are delivered in PDF format, in 24-bit color, at 300 dpi resolution. The Society also preserves a master PDF/A on site. PDF/A is an ISO (International Organization for Standardization) standard Portable Document Format suitable for the long-term preservation of page-oriented documents. Documents are made text searchable whenever possible. Please note that OCR (Optical Character Recognition) software will not work with handwritten text, some older printed or decorative fonts, and certain languages.

Patron Type	Order Type	Rates	Set-up Fee	Specifications	Turn-around	Delivery Methods	Shipping
PC(USA)	Digitization	$0.35 per page	n/a	24-bit color, 300 dpi, PDF*, OCR included	4 to 7 months	download link: free (up to 100 MB)	**Domestic:** $5 flat rate
Public	Digitization	$0.55 per page	$15.00	24-bit color, 300 dpi, PDF*, OCR included	4 to 7 months	email: free (files less than 10 MB)	**International:** contact for rate
ALL	Microfilm Scanning	$0.15 per image	n/a	8-bit grayscale, 300 dpi, PDF*, OCR included	3 to 5 months	CD/DVD: +$10 USB: +$10	

**Alternate file formats and resolutions are available by request.*

All orders under $50 must be paid in full in advance. An advance deposit equal to 50% of the estimated cost is required for all orders $50 and over. The remainder of the cost will be billed upon completion of the project.

How to request digitization

Interested in requesting digitization? Contact the reference desk at refdesk@history.pcusa.org or call (215) 627-1852.

Questions? Contact us:

Presbyterian Historical Society/Digitization Services
425 Lombard Street
Philadelphia, PA 19147

refdesk@history.pcusa.org | 215.627.1852 | www.history.pcusa.org

DIGITAL REFORMATTING SERVICES

Digitization services for PC(USA) congregations and mid councils

Preserving church records is a key responsibility of PC(USA) stated clerks and clerks of session. The Book of Order charges clerks with the "permanent safekeeping" of all official records and to that end, we strongly encourage congregations, presbyteries, and synods to digitize and deposit their official records of permanent value. **Records of permanent or historical value** include minutes, registers, trustee records, and articles of incorporation. For a complete list of permanent records see our **website**.

To assist clerks with this responsibility, the Society provides top-quality digitization services to PC(USA) entities at a subsidized rate (*see rates and specifications on page 1*). A PDF/A copy of your digital files will be permanently preserved by the Society. As an added measure of security, the Society will produce microfilm from digital files at no additional charge for PC(USA) congregations who elect to have their records returned after digitization. **Storage for permanent records** is available free of charge to PC(USA) congregations in our secure, climate controlled archives storage area. Congregations retain ownership of their records after deposit.

To ensure the best quality images and to meet legal requirements, we only digitize original records, not photocopies.

Heritage Preservation Grants of $500 covering the cost of digitization are also awarded yearly to PC(USA) congregations that have fewer than 250 members, are at least 50 years old, and demonstrate both preservation and financial need.

Preparing your records for digitization

1. Submit a letter from the Clerk of Session or Stated Clerk authorizing us to digitize your records, including instructions about whether or not we should hold your records on deposit. The Society will store your records in our climate controlled archives free of charge and provide you with limited reference services in your records. You retain ownership.
2. Make an inventory of your records; arrange them in correct chronological sequence and identify them so we understand what they are.
3. Remove all fasteners and loose papers you do not want filmed. Please do not use adhesives (i.e. Post-it™ notes or tape) for labeling as they will leave a residue that will eventually damage your records.
4. If you are including binders, please do not lock the bindings.
5. Pack records in a sturdy corrugated cardboard box, densely enough that volumes are unlikely to shift, and insulated from the edges of the box with bubble wrap or wadded newsprint. We recommend shipping by United Parcel Service because of their tracking system. If you decide against digitization, or if you need your records returned to you once digitization is complete, we will ship your records back to you free of charge.
6. Ship to: **Presbyterian Historical Society/Digitization Services**
   425 Lombard Street
   Philadelphia, PA 19147

Email Management and Preservation Guidelines

This page is based partially on the UK National Archives "Guidelines on developing a policy for managing email." The information presented below is intended to be used as a template for an "Email Management and Preservation Guidelines" document, which might be distributed to records creators, i.e. potential donors.

Disclaimer: The guidelines are not intended to be used as a prescriptive policy, but to provide relatively easy-to-follow advice, so that email is managed in a way that will facilitate its long-term preservation and/or eventual transfer to an archival repository. An advice document that you craft for local use should take account of appropriate legal and business requirements as well as individual rights, while still facilitating effective communication and work. It is strongly advised that organizations do not use this text without first considering the impact of the guidelines or consulting

with members of staff throughout the organization. If desirable given the local context, it may be possible to craft these guidelines into a formal policy including requirements and sanctions for non compliance, but in such cases the policy should be developed with appropriate consultation, including consultation with legal counsel and information officers.

Email Management and Preservation Guidelines

Email programs are one common technology that people use to communicate with others, to share information, and to record decisions. The semi-formal nature of an email message means that it provides greater reliability as evidence than, say, a text message or a conversation. For historical research, email may have great importance not only to the person who created and sent the message, but also to future students and scholars. (If you wish to donate your email to an archival repository, please contact us for additional advice and assistance.)

The email messages that you write today may someday be as valuable as the letters written by your ancestors. For this reason, email messages must be managed appropriately after they have been sent or received. Each email program stores messages in a different way, and each person uses email differently, but the general principles by which email works are simple and easy to understand.[1] By applying the four general principles listed below, you can manage your email for effective long-term preservation.

- **Use email "archive" functions cautiously**: Be very careful when using an email program's "archive" or "auto-archive" function.[2] Ten minutes spent understanding and configuring this feature new may save you untold hours (and a large headache) later.
- **Know where your email are stored:** Email programs and servers may write files to many hard disk locations.
  - If you use *only* a web browser to access you email, it will be stored on the server managed by the email provider (for example, Google for Gmail, or Microsoft for Hotmail).
  - If you use a desktop program (such as Outlook 2007 or Thunderbird) to access your email, the files may be stored on a server managed by the email provider, on a shared networked drive, or on your local hard drive.
    - *POP Servers:* If you connect to a POP server, it is almost certain that the client will download the messages to your local computer and delete them from the server.
    - *IMAP Servers:* If you connect to an IMAP server, it is likely that your local computer is storing messages on the central email server and also keeping a local copy. By examining settings in your software, you can identify how and where messages are being stored, then take appropriate safeguards to ensure that they are not corrupted, accidentally deleted, or lost through hardware failure.
    - If you use multiple methods to access email, or have more than one email accounts, please bear in mind the information below.[3]
- **Organize your messages for preservation:** There are many ways that you can organize non-current email so that it is optimally accessible now and in the future. Regardless of which method you choose, the system must be easy for you to use and must preserve messages that you believe have long-term value. Two sample methods are suggested for your consideration:
  - *Sent Mail and Inbox Method*:

- This option requires ***less*** configuration and active management, but may decrease future accessibility.
- When responding, quote the original message.
- Configured all email software that you use to save the sent messages to the same folder/storage location, preferably on the server that sent the messages. For help, see your software's help file or this document's Appendix.[4]
- Ensure that important messages to which you did not respond and all received messages with attachments of permanent value are retained in your inbox.
- As needed, purge your server-based "Sent Items" and old "Inbox" items to local folders of whatever name you choose (e.g. a networked server or local hard drive). Consider defining a rule to automatically move your Sent-mail and Inbox message , if you are comfortable configuring the "Archive" function (see above).
- Ensure that the local "Sent Item" and old "Inbox" folders are being regularly duplicated to another storage device, e.g. hard drive (see below).

◦ *Subject Folders Method*:

- This method requires ***more*** configuration and active management, but may increase future accessibility.
- Create subject-based folders that reflect the nature of the work you do. Store them either on the server or your local computer.
- Configure your software so that copies of sent messages are placed into same folder as the message to which they respond.
- As messages of long term value are received, sort them into the subject based folder system.
- Manually place any sent messages that do not automatically copy to the subject based folder system into the appropriate folder.
- Ensure that the subject based folders are being regularly duplicated to another storage device, e.g. hard drive (see below).

• **Use local folders wisely:** Sometimes it is necessary to store messages on a local computer, instead of a central server, due to quotas or other constraints. If you need to do this, ensure that you:

◦ *Backup local folders:* Ensure that any email stored on your local hard drive is either a) stored on a networked drive that is backed up by a third party or b) included in your personal backup routine. Files that are **not** stored on an IMAP or networked server must be backed up regularly to an external hard drive, using a utility such as Time Machine (Mac) or DT Utilities PC Backup (Windows). If possible, keep a copy of the backed-up data in a separate location from the master computer.

◦ *Use a neutral format* (if possible): There is no standard email format; each client program encodes basic email format in a different way. Some formats, such as the .pst format, which is used for Outlook local folders, are harder to migrate and more prone to corruption, than other formats. The mbox and the.eml format families can be freely migrated between most email clients. Consider using an open source client, such as or Thunderbird or Zimbra to manage local content.

[Back to Text] 1. See http://communication.howstuffworks.com/email.htm for a good description of how email servers and clients operate.

[Back to Text] 2. Depending on how your email software is configured, the autoarchive feature may be turned on by default and may even automatically delete messages without your knowledge. How to

Geek.com's article "Configure Autoarchive in Outlook 2007" is a good resource for describing how to configure one popular program.

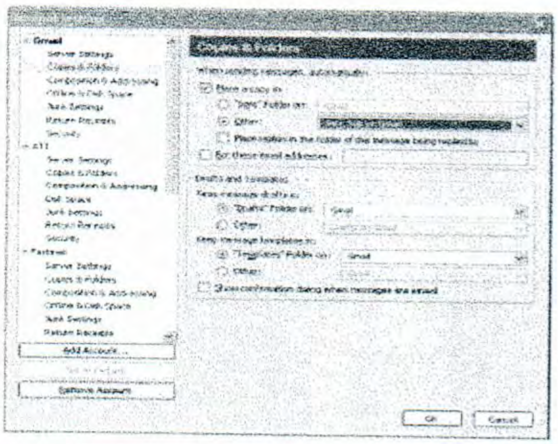
[Back to Text] 3. If you have multiple email accounts and/or use multiple computers to access the accounts, it is very easy to find sent mail stored in many locations across many servers. For example, if you follow Gmail's recommended settings, you sent mail will be stored on multiple computers, complicating future preservation. For preservation it would best to store the messages on the server and optionally, to name one master sent mail folder per account. See the appendix below for instructions regarding the configuration of sent-mail locations.

[Back to Text]

Appendix: Configuring Sent-Mail Locations

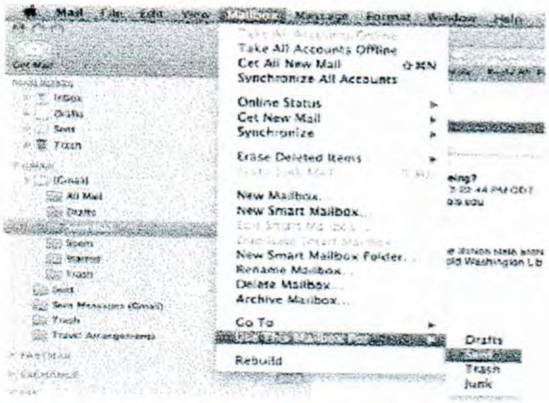
In order to ensure that your sent mail is stored sensibly, it may be necessary to configure your email software to store the mail in a location other than the default location where the application will put the mail. This is particularly true if you use multiple computers and or pieces of software to access your mail. Generally speaking, it is best to store the sent messages on the server which sent them in the pre-existing "Sent Items" folder. Unfortunately, some clients misleading label a differently-name folder as "Sent Items," so it is not always easy to tell where the messages are actually being saved. Through trial and experiment, you should be able to learn where each program is saving its sent messages. Then you can use the instructions below to ensure that all of the computers and programs you use to send mail are saving messages to the same physical folder.

Thunderbird



Thunderbird: Tools->Account Settings->"Copies and Folders"

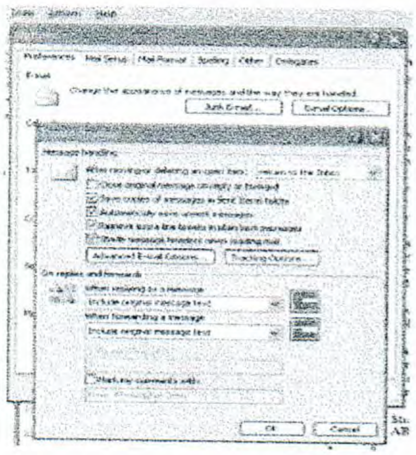
OSX Mail (Mail.app)



Mac Mail: Select Mailbox to use for Sent messages; then Memus Mailbox->Use This Mailbox For->Sent

Outlook 2007

- *If connecting to Exchange Server*: You can only save sent messages in the "Sent Mail folder" or (for messages NOT in the inbox, with the original message, under the Advanced Email Options button on the screen shown below.):



Outlook (for Exchange Server): Tools->Options->Preferences Tab->Email Options

- *If connecting to non-Exchange IMAP account*: By default, outlook 2007 saves messages sent from non-Exchange accounts, such as a personal account access through outlook, in the Sent Items folder in Outlook. The actual location of this file, but on your local hard drive.) The first time you send an e-mail message with your IMAP account, you may prompted to choose the folder where you want sent items saved.If you need to change to location to which sent messages are saved:

- On the **Tools** menu, click **Account Settings**.
- Select an e-mail account that is not an Exchange account, and then click **Change**.
- Click **More Settings**.
- In the **Internet E-mail Settings** dialog box, click the **Folders** tab.
- Click **Choose an existing folder or create a new folder to save your sent items for this account in**.
- Click a folder to save the sent items in, or click **New Folder**.

Outlook 2007: Mapping IMAP Acount Sent Folder Location

Pine or Alpine

Pine/Alpine: (M)ain->(S)etup->(C) onfig->Default FCC

E-Records Deposit Policy

(Template)

For the purposes of permanent preservation and access, the [Insert Repository Name] has developed the following deposit guidelines and policies:

- All files submitted to us, regardless of file type or format, will be preserved in their original, unaltered state. For all original files, including those that are not considered supported or preservation formats, we will:
  - Ensure bit level preservation through a passive management program, ensuring that the original files remain unaltered.
  - Generate an MDS5 checksum will upon receipt, store checksums permanently, and provide a mechanism to monitor checksums through manual means.
  - Provide copies of files to users in their unaltered state
  - We cannot guarantee the availability of hardware or software to view files that are not included in the list of supported or preferred formats. Those who wish to use such records may be required to find their own hardware or software.
- For each file formats listed in as a supported format in our Preservation and Access Plan, we will:
  - Accept files in their original state and provide the services listed above.
  - Provide advice and assistance to help you convert supported file formats to a preservation format.
  - Attempt to maintain in-house access tools to render files in their original format. However, we cannot guarantee the permanent accessibility of in house access tools, and reserve the right to remove file formats from the list of supported formats.
  - If we remove a file from the list of supported formats, we will attempt to migrate such files to a target format, but we cannot guarantee that such a migration will take place.
- For each file formats listed in as a preservation format in our Preservation and Access Plan, we will::
  - Maintain hardware and software that can render the files in the target format state. Such hardware and software may be available on site or online
  - If software to render a particular target format is no longer available, we will migrate the files to a new target format.
  - Where appropriate, we will develop online access tools for supported formats
- We will maintain a copy of each of the most recent versions of the access tools listed in our Preservation and Access Plan on a computer accessible in the [Insert Name of Repository].[1]

If a format is not listed in our Preservation and Access Plan, please consult us concerning steps that might be taken to ensure long term access to the file or the significant information contained in it. Where appropriate, we can provide guidance to help you migrate such files to a format that will help us provide long-term support.

1. Ideally, the copy would maintain distrubution copies of the software as well, so that renderabilty can be guaranteed. Ss a pracital matter this will only become necessary if the software becomes defunct, the code becomes unavailable, and its features are not replaced by another tool.

Handbook for Clerks of Session
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that requires employers to protect employee medical records as confidential. HIPAA includes regulations that cover how employers must protect employees' medical privacy right and privacy of their health information. We bring this law to your attention due to the medical records (an specific information contained in them) confidentiality and the closely related practice by churches to publish people in hospitals or rehab facilities in church bulletins, prayer request lists, and special councils assigned caring responsibilities for members.

We have included copies of the latest information from the federal government relating to the HIPAA law. With a review of this information, we do not see churches as required to comply with the intricacies of the law. However, when dealing with health related issues, a good rule to follow is only use information provided by family of a member with health issues.

Some churches with the Presbytery have developed forms to provide permission for conveying health related information. We are providing a copy of a form, if you elect to secure and file permission for releasing health related information. If you have questions related to HIPAA as related to prayer concerns and normal church member reporting, you may want to contact your church attorney for guidance.

Release of Medical Information Consent Form

In Accordance with HIPAA

Privacy Rule

Members and constituents of ____ ,
(Name of Church)

We are requesting your directions regarding conveying information on member's health. We are being proactive in meeting any requirements contained in the HIPAA law that pertain to sharing health care information.

We want to respect our right to privacy at the same time continuing to provide the Christian Caring that we find central to the care of those in our membership. Therefore, we are asking each of you to complete the following for our church records. Note, a signed form, will expire within 5 years of signing. These forms will become part of the data base of Church members, affiliates, attendees, and friends of the Church, to be used by church staff.

You may revoke this form at any time by contacting the Church Office.

If I am ill, as a member, affiliate, attendee of friend of the Church, I give permission for my name

Yes ____ No ____ to be listed on the Prayer Chain

Yes ____ No ____ to be published weekly in the Sunday Bulletin, when appropriate.

Yes ____ No ____ I give permission to the pastor or any other people in the church responsible visiting members when in the hospital or rehab facility.

Please check Yes or No (as applicable) in ink. Fill in the information below and return to the Church Office.

Name: ____

Address: ____

Phone Number: ______________________ E mail address: ______________________

Signature: ______________________ Date: ______________________

This form will be in effect for 5 years from the date of the signature.

Skip Navigation

U.S. Department of Health & Human Services

Improving the health, safety, and well-being of America

Health Information Privacy

Guidance Materials for Consumers

Printer Friendly Brochures

- Your Health Information Privacy Rights
- Privacy, Security, and Electronic Health Records
- Understanding the HIPAA Notice
- Sharing Health Information with Family Members and Friends

More Information

- Your Medical Records
- Employers and Health Information in the Workplace
- Personal Representatives
- Family Members and Friends
- Sharing Information Related to Mental Health
- Court Orders and Subpoenas
- Notice of Privacy Practices
- Right to Access Memo

Sign Up for the OCR Privacy Listserv- OCR has established a listserv to inform the public about health information privacy FAQs, guidance, and technical assistance materials as they are released.

Your Health Information Is Protected By Federal Law

Most of us believe that our medical and other health information is private and should be protected, and we want to know who has this information. The Privacy Rule, a Federal law, gives you rights over your health information and sets rules and limits on who can look at and receive your health information. The Privacy Rule applies to all forms of individuals' protected health information, whether electronic, written, or oral. The Security Rule is a Federal law that requires security for health information in electronic form.

Who Must Follow These Laws

Who Is Not Required to Follow These Laws

What Information Is Protected

How Is This Information Protected

What Rights Does The Privacy Rule Give Me Over My Health Information

Who Can Look at and Receive Your Health Information

Omnibus HIPAA Rulemaking

- HHS announces a final rule that implements a number of provisions of the HITECH Act to strengthen the privacy and security protections for health information established under HIPAA.

Know Your Rights

Right to Access Your Health Information

- Right to Access Memo
- Learn more with our Educational Videos

Consumer Brochures in More Languages

繁體中文 - Traditional Chinese
简体中文 - Simplified Chinese
한국어 - Korean
Polski - Polish
Русский - Russian
Español - Spanish
Tagalog - Tagalog
Tiếng Việt - Vietnamese

HHS.gov U.S. Department of Health & Human Services

News

FOR IMMEDIATE RELEASE
January 17, 2013

Contact: HHS Press Office
202-690-6343

New rule protects patient privacy, secures health information

Enhanced standards improve privacy protections and security safeguards for consumer health data

The U.S. Department of Health and Human Services (HHS) moved forward today to strengthen the privacy and security protections for health information established under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The final omnibus rule greatly enhances a patient's privacy protections, provides individuals new rights to their health information, and strengthens the government's ability to enforce the law.

"Much has changed in health care since HIPAA was enacted over fifteen years ago," said HHS Secretary Kathleen Sebelius. "The new rule will help protect patient privacy and safeguard patients' health information in an ever expanding digital age."

The changes in the final rulemaking provide the public with increased protection and control of personal health information. The HIPAA Privacy and Security Rules have focused on health care providers, health plans and other entities that process health insurance claims. The changes announced today expand many of the requirements to business associates of these entities that receive protected health information, such as contractors and subcontractors. Some of the largest breaches reported to HHS have involved business associates. Penalties are increased for noncompliance based on the level of negligence with a maximum penalty of $1.5 million per violation. The changes also strengthen the Health Information Technology for Economic and Clinical Health (HITECH) Breach Notification requirements by clarifying when breaches of unsecured hea lth information must be reported to HHS.

Individual rights are expanded in important ways. Patients can ask for a copy of their electronic medical record in an electronic form. When individuals pay by cash they can instruct their provider not to share information about their treatment with their health plan. The final omnibus rule sets new limits on how information is used and disclosed for marketing and fundraising purposes and prohibits the sale of an individuals' health information without their permission.

"This final omnibus rule marks the most sweeping changes to the HIPAA Privacy and Security Rules since they were first implemented," said HHS Office for Civil Rights Director Leon Rodriguez. "These changes not only greatly enhance a patient's privacy rights and protections, but also strengthen the ability of my office to vigorously enforce the HIPAA privacy and security protections, regardless of whether the information is being held by a health plan, a health care provider, or one of their business associates."

The final rule also reduces burden by streamlining individuals' ability to authorize the use of their health information for research purposes. The rule makes it easier for parents and others to give permission to share proof of a child's immunization with a school and gives covered entities and business associates up to one year after the 180-day compliance date to modify contracts to comply with the rule.

The final omnibus rule is based on statutory changes under the HITECH Act, enacted as part of the American Recovery and Reinvestment Act of 2009, and the Genetic Information Nondiscrimination Act of 2008 (GINA) which clarifies that genetic information is protected under the HIPAA Privacy Rule and prohibits most health plans from using or disclosing genetic information for underwriting purposes.

The Rulemaking announced today may be viewed in the Federal Register at https://www.federalregister.gov/public-inspection.

Sign up to OCR's listserv and stay informed at OCR-PRIVACY-LIST

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Note: All HHS press releases, fact sheets and other news materials are available at *http://www.hhs.gov/news*.

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Last revised: August 5, 2013

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