

**Basic Training for Clerks  
(and others)  
Presbytery of Detroit  
March 19, 2016**

**Ed Koster**

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Resources

Book of Order: The Constitution of the Presbyterian Church (USA), Part II, 2011/2013. Louisville, KY: Office of the General Assembly. Can be downloaded in .pdf form at no cost at <https://www.pc-biz.org/#/resources>).

Annotated Book of Order. Can be ordered in hardcover or cd-rom from <http://store.pcusa.org/>

Presbytery website: [detroitpresbytery.org](http://detroitpresbytery.org)

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Gray, J. and Tucker, J. Presbyterian Polity for Church Officers (4th Edition).  
Louisville, KY: Geneva Press, 2012.

Robert, Henry; Honemann, Daniel; Balch, Thomas; and Seabold, Daniel.  
[Robert's Rules of Order Newly Revised In Brief, 2nd edition \(Roberts Rules of Order in Brief\)](#) (Sep 27, 2011)  
Reference Works

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**GOD**

How do we know what God wants us to do?



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**GOD**

Pray, meditate, read Scripture, listen.



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**GOD**

How about now?



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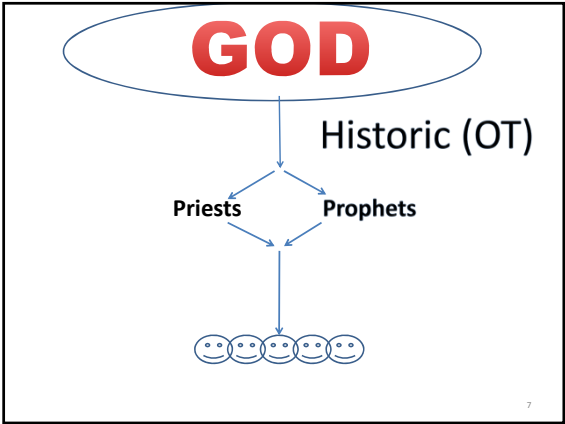
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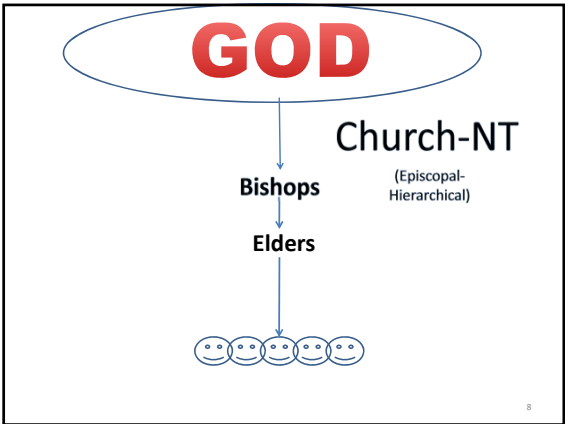
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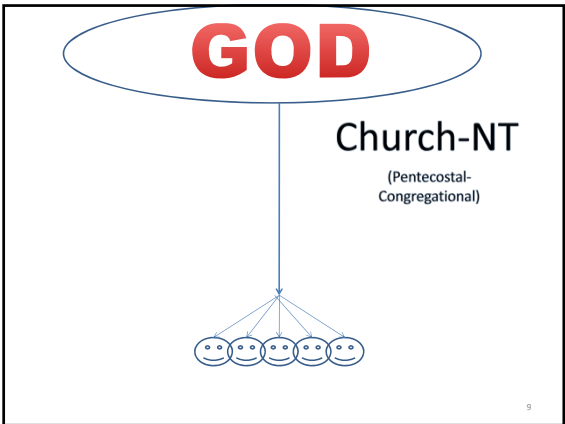
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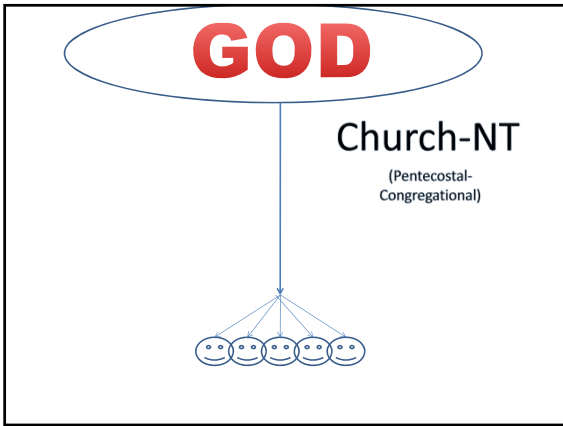
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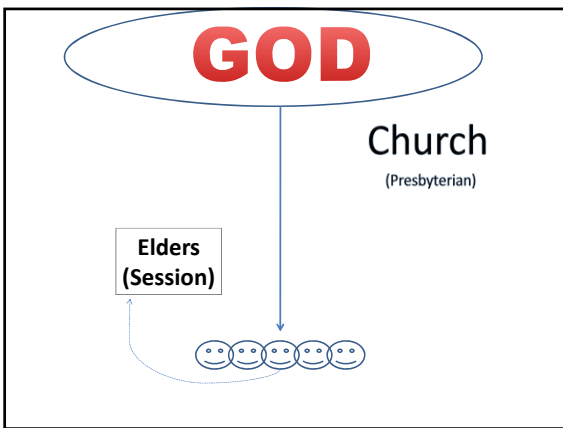
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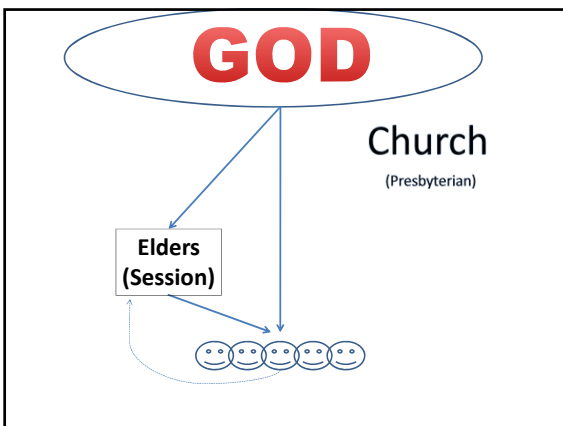
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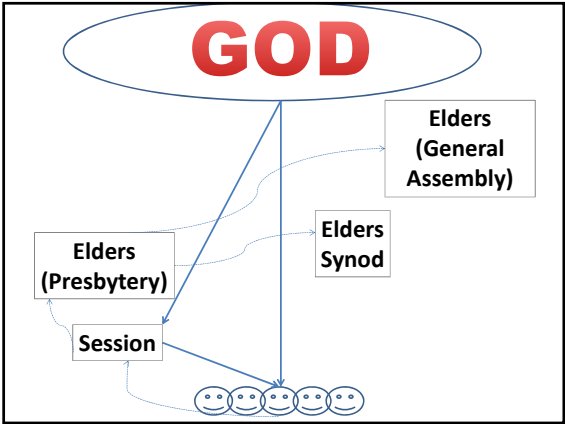
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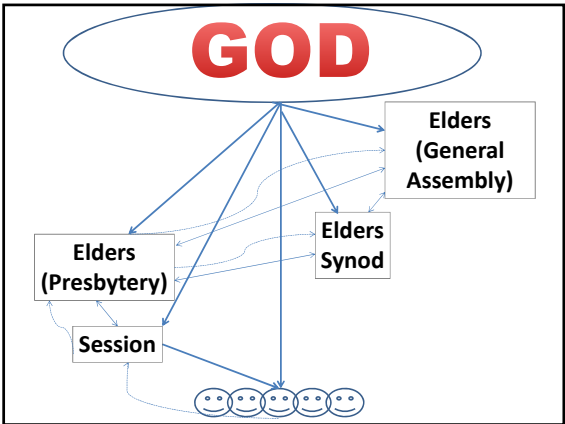
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G-3.0104  
Officers

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G-3.0104 Officers

The pastor of a congregation shall be the moderator of the session of that congregation. In congregations where there are co-pastors, they shall both be considered moderators and have provisions for designating who presides at a particular meeting. If it is impractical for the pastor to moderate, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or if the installed pastor is unable to invite another moderator, the presbytery shall make provision for a moderator.

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G-3.0104 Officers

The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the body. He or she shall convene and adjourn the body in accordance with its own action.

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G-3.0104 Officers

Each council shall elect a clerk who shall record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any council of the church. The clerk of the session shall be a ruling elder elected by the session for such term as it may determine. The clerk of a presbytery, a synod, and the General Assembly shall be called stated clerk, shall be elected by the council for a definite term as it may determine, and must be a ruling elder or teaching elder. A stated clerk may be removed from office prior to completion of his or her term of service through the use of the process outlined in G-3.0110.  
G-3.0104

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G-1.0505 Secretary and Minutes

The clerk of session shall serve as secretary for all meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting.

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GA (1997, 179, 21.0180, Req. 97-2):  
The clerk of session , as the clerk of congregational meetings, reports to session on behalf of congregation through minutes of the congregational meeting.

GA (1988, 137, 12.187, Com. 4-88):  
An elder, not currently active on session, may serve as clerk of session.

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G-3.0105 Meetings

Meetings of councils shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised, except when it is in contradiction to this Constitution. Councils may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.

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How it really works

PROCEDURE IN SMALL BOARDS. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- \* Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- \* Motions need not be seconded.
- \* There is no limit to the number of times a member can speak to a debatable question.\* Appeals, however, are debatable under the regular rules—that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.
- \* Informal discussion of a subject is permitted while no motion is pending.
- \* When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- \* The chairman need not rise while putting questions to a vote.
- \* If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.\*\*

RONR (11th ed.) p. 487

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**EMAIL & PHONE**  
Robert's Rules Provisions

*A group that attempts to conduct the deliberative process in writing—such as by postal mail, electronic mail (e-mail), or facsimile transmission (fax)—does not constitute a deliberative assembly. When making decisions by such means, many situations unprecedented in parliamentary law will arise, and many of its rules and customs will not be applicable (see also pp. 97–99). RONR (11th ed.) p.1 footnote (11th ed.)*

**EXTENSION OF PARLIAMENTARY LAW TO ELECTRONIC MEETINGS.**  
*Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called meeting—that is, as defined on pages 81–82, a single official gathering in one room or area—of the assembly of its members at which a quorum is present.*

*Among some organizations, there is an increasing preference, especially in the case of a relatively small board or other assembly, to transact business at electronic meetings—that is, at meetings at which, rather than all participating members being physically present in one room or area as in traditional (or "face-to-face") meetings, some or all of them communicate with the*

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Robert's Rules Provisions on electronic meetings (cont'd)  
*others through electronic means such as the Internet or by telephone. A group that holds such alternative meetings does not lose its character as a deliberative assembly (see pp. 1–2) so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present.*  
RONR (11th ed) p.97

*GA (2004, 87, 329, Item 04-14): E-mail voting is permitted only if there has been provision for deliberation and the governing documents of the governing body provide for vote by mail or e-mail.*

Bottom line: you cannot decide matters or hold meetings by email. If it is in your Bylaws, you can hold meetings by phone or video conference. In such cases, it must be conducted under all the rules of ordinary meetings (prayer, motions, debate, votes, etc.)

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G-3.0105 Meetings---dissent and protest.  
 When a council makes a decision, a member of the body who voted against the decision is entitled to file a dissent or a protest. Filing a dissent or protest neither initiates nor prevents judicial process.

a. A dissent is a declaration expressing disagreement with a decision of a council. It shall be made at the particular session during which the decision is made. The names of members dissenting shall be recorded.

b. A protest is a written declaration, supported by reasons, alleging that a decision of a council is or contains an irregularity or a delinquency. Written notice of the protest shall be given at the particular session of the council during which it arose and shall be filed with the clerk before adjournment. If the protest is expressed in decorous and respectful language, it shall be entered in the minutes of the meeting, and may be accompanied by an answer prepared by the council. No further action is required.

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G-2.0407 Renunciation of Jurisdiction  
 When a ruling elder or deacon submits to the clerk of session a written statement renouncing the jurisdiction of this church, the renunciation shall be effective upon receipt. When a ruling elder or deacon persists in work disapproved by the session, the session shall consult with him or her and shall give notice of its disapproval. If, after having been provided opportunity for consultation and upon written notice of its disapproval, the ruling elder or deacon persists in the work, the session may then conclude that the ruling elder or deacon has renounced the jurisdiction of this church.

Renunciation of jurisdiction shall remove the ruling elder or deacon from membership and ordered ministry and shall terminate the exercise of the ministry. The renunciation shall be reported by the clerk of session at the next meeting of the session, which shall record the renunciation, delete the name of the ruling elder or deacon from the appropriate register, and take such other administrative actions as may be required by this Constitution.

PJC (2006, 217-6, Raines v. Session of Miami Shores PC): Renunciation requires a written statement, delivered to the clerk of the governing body, which states in clear and certain terms the act of renunciation of jurisdiction.

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Disciplinary Matters

D-10.0101 Initiation of Preliminary Procedures

Procedure preliminary to a disciplinary case is initiated by submitting to the clerk of session or the stated clerk of the presbytery having jurisdiction over the member (D-3.0101) a written statement of an alleged offense, together with any supporting information. The statement shall give a clear narrative and allege facts that, if proven true, would likely result in disciplinary action. Such allegations shall be referred to an investigating committee. (D-10.0201)

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Presbytery Website. [detroitpresbytery.org](http://detroitpresbytery.org)

Some of the sections:

- /Resource Materials has much information for clerks
- /Contact Information has the directory (password is 040-172) and other information about people to contact.
- /Committees and Ministry Teams
  - Committee on Ministry has a great deal about minister and personnel matters
  - Trustees has a great deal about property sales and finances
  - Committee on Nominations has information about getting involved in Presbytery
- /Policies and Procedures has Presbytery Bylaws, Policies and Procedures Manual, Background Check Authorizon, etc

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### Presbytery Resources

1. Ed Koster  
[ehkoster@aol.com](mailto:ehkoster@aol.com)  
734-358-5403c
2. Sandy Jenson. Current events and data  
[sandy@detroitpresbytery.org](mailto:sandy@detroitpresbytery.org)  
313-345-6550. x 220
3. Bev Knox. Committee on Ministry, Preparation for Ministry, Nominations  
[bev@detroitpresbytery.org](mailto:bev@detroitpresbytery.org)  
313-345-6550. x.204
4. Bev Auger (financial information)  
[beva@detroitpresbytery.org](mailto:beva@detroitpresbytery.org)  
313-345-6550 x. 209
5. Al Timm.  
[allen@detroitpresbytery.org](mailto:allen@detroitpresbytery.org)  
313-345-6550. x.203

Online directory password 040-172

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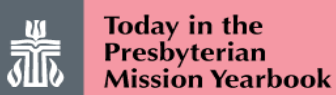
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# Welcome to the Presbytery of Detroit

Office Hours: Monday - Thursday, 8:30 AM - 5:00 PM

 <p><a href="#">Caucus File Server</a></p>	 <p><a href="#">Hands On Mission</a></p>	 <p><a href="#">Howell Conference &amp; Nature Center</a></p>	 <p><a href="#">Presbyterian Church (U.S.A.)</a></p>
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 <p><a href="#">Synod of the Covenant</a></p>	 <p><a href="#">Mission Yearbook of Prayer</a></p>	<p><b><u>Daily Lectionary</u></b></p> <p><b><u>Tuesday, March 15, 2016</u></b></p> <p>Morning Psalms 34; 146</p> <p>First Reading Exodus 5:1-6:1</p> <p>Second Reading 1 Corinthians 14:20-33a, 39-40</p> <p>Gospel Reading Mark 9:42-50</p> <p>Evening Psalms 25; 91</p>	<p><b><u>Revised Common Lectionary</u></b></p> <p><b><u>Sunday, March 20, 2016</u></b></p> <p>Liturgy of the Palms Luke 19:28-40</p> <p>Psalm Psalm 118:1-2, 19-29</p> <p>Liturgy of the Passion Isaiah 50:4-9a</p> <p>Psalm Psalm 31:9-16</p> <p>Second Reading Philippians 2:5-11</p>
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<div style="text-align: center;">  </div> <p style="text-align: center;"><b>GOT AFFINITY?</b></p> <p>The mutual interconnection of the church through its councils is a sign of the unity of the church. Congregations of the Presbyterian Church (U.S.A.), while possessing all the gifts necessary to be the church, are nonetheless not sufficient in themselves to be the church. Rather, they are called to share with others both within and beyond the congregation the task of bearing witness to the Lordship of Jesus Christ in the world. This call to bear witness is the work of all believers. ~Book of Order G-3.0101</p> <p>The 5-Year Goals Implementation Work Group of the Planning and Visioning Ministry Team is looking for input from member churches on one of the goals adopted, to be achieved by the year 2020, specifically "[To] NOURISH RELATIONSHIPS BETWEEN PEOPLE, CHURCHES, AND MINISTRIES BY [among other things] developing and sustaining at least three new cooperative affinity groups based on geographic location, ministry collaboration, or resource sharing." <a href="#">...Read More</a></p> <p>Your response by March 31 will be appreciated. Thanks!</p>	<p><b>BASIC TRAINING FOR CLERKS</b> (and any other interested persons)</p> <p>There will be a basic training for clerks at Detroit Westminster, 17567 Hubbell, Detroit, MI 48235 <b>this Saturday, March 19 from 9:00AM-12:00PM.</b> We will meet in the lounge.</p> <p>We will cover the requirements for what a session needs to do and record in its minutes each year, the role of the clerk of session, a basic understanding of Robert's Rules of Order as they are used in real life on sessions and committees, the polity of the church as it applies to sessions and congregations. As an added bonus, every question you have ever wanted to know will be answered! (There will be a charge for correct answers.)</p> <p>While this is specifically designed for clerks of session, it is open to and maybe of interest to anyone who attends, would like to attend, envies those who attend, or moderates sessions.</p> <p>If you have any questions please contact me.</p> <p>Edward Koster  <a href="mailto:ehkoster@aol.com">ehkoster@aol.com</a>                  Cell 734-358-5403                  Fax 734-531-0768</p>
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<p style="text-align: center;"><b>Transitional Ministry</b> <b>April 25, 2016</b></p>	<p><b>FLINT WATER CRISIS</b> In response to the situation in Flint the Hand-on-Mission Work</p>
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**with Scott Lumsden**  
**"What the Trash Collector Knows about Transitional Ministry"**

We all know that vibrant ministry happens outside the church, as well as inside. We all know we should be involved in our neighborhoods. But how do we make time to get out the door when there's so much to do inside the church? How do we take the pulse of the neighborhood, get to know key leaders and figure out how to serve our neighborhoods?

Scott Lumsden picks up our questions on the church steps, and takes us through our neighborhoods, offering practical tools for connecting with our neighbors. He will help us with the interim task of reaffirming our church's identity, which includes our neighbors as well as our members. Scott will offer hands-on, practical wisdom for anyone in transitional ministry (which is everyone, really...)

The Rev. Scott Lumsden is the Executive Presbyter of Seattle Presbytery. He has served in a number of interim positions and currently leads Transitional Ministry Workshops at Menucha Retreat & Conference Center in Portland, OR. He has also led similar workshops in Seattle and Princeton Theological Seminary. Scott's ministry emphases are in the areas congregational leadership & renewal, transitions, and conflict resolution. Rev. Lumsden has a Bachelor of Arts degree in Biblical Literature from Azusa Pacific University and a Master of Divinity from Princeton Theological Seminary.

The Committee on Ministry requests that all interim and transitional pastors attend this event. This workshop replaces our spring gathering.

Cost: \$25. This includes refreshments, lunch, and materials.

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

If you still have questions please contact the Rev. Mary Austin, Chair, Committee on Ministry at 313-341-2697 ext. 302

Group, the Presbyterian Men, and the Michigan Black Presbyterian Caucus have responded with **How can I help? I want to do something but...** sound familiar? there are 2 programs in place that need help. One is the **Volunteer to Help with the Flint Water Crisis** The Volunteer Reception Center (VRC) in Flint is the central point of contact between all volunteers and those folks needing volunteers. There is a need for volunteers 7 days a week at the VRC. (You can also volunteer to staff the VRC by contacting Rachael Wenzlick at [rwenzlick@unitedwaygenesee.org](mailto:rwenzlick@unitedwaygenesee.org)) A variety of work awaits our faithful response. Individuals or a group from our church can sign up, show up, get trained, and then get to work. A few hours of your time can make a real difference. Come be a part of the solution to Flint's water disaster. Learn about how you can help by visiting this website for all the details - [www.flintvolunteer.com](http://www.flintvolunteer.com). For those who can't volunteer, pray for those who are volunteering every day. Prayer matters!

The other is **The Michigan Black Presbyterian Caucus** is organizing (4) four teams to work one day a week with the United Way of Genesee County. The teams will work in the registration centers to assist in organizing of the many volunteers wishing to distribute water. For more information and details please contact Mary Lloyd at 313-247-0792 Cell or [msmarylloyd@hotmail.com](mailto:msmarylloyd@hotmail.com)

**CC-8 ON OVERTURE CONCURRENCE**

The Book of Order now requires that any overture submitted to the GA must have the concurrence of another presbytery to be considered by the GA. Cabinet Policy CC-8 directs me to make these available to the Presbytery. You can find the overtures at the following website location: [Overtures to GA 2016](#)

As you read an overture, you will find that the list of concurrences are at the bottom of each one. Note that as the year moves forward, new concurrences will be received, so it may behoove you to continue to follow overtures that interest you. [Please click on this link.](#)

Note there is a time requirement that must be followed for concurrences:

For amendments to the Constitution: 2/19

For overtures that will incur a cost: 4/19

For all others: 5/4

Such concurrences must be approved by a Presbytery and submitted to the GA on or before each date.

If you have any questions about this process, please contact me.

Edward Koster

[ehkoster@aol.com](mailto:ehkoster@aol.com)

Cell 734-358-5403

Fax 734-531-0768


# Presbytery of Detroit

on-line documents

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## Main Menu

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# THE PRESBYTERY OF DETROIT

## CHECKLIST FOR REVIEW OF SESSION RECORDS

(Must be completed by the clerk of session and submitted with the records)

*Clerks and Pastors may find this checklist helpful in establishing the duties and requirements of Session. The intention of this checklist is not only to ensure the proper “form” of the minutes, but also the proper content. That is, it lays out those things that Robert’s Rules and the Book of Order say must happen.*

### INTRODUCTION

This checklist is based on Presbytery Policy, the Book of Order (as approved in 2011), and Robert’s Rules of Order Newly Revised (11<sup>th</sup> Edition, 2011). Your reviewer will use this checklist when reading your minutes and reviewing your records. The following citations are used to determine the degree to which records conform to the requirements of the Constitution and policy:

**YES = ALWAYS, USUAL = USUALLY, NO = SELDOM OR NEVER**

NO minutes can be reviewed until they have been approved by the session. In some cases there are *italic* notations. These notations are an attempt to give additional guidance where the Book of Order/Robert’s Rules citations are not explicit or clear.

Presbyterian Church

Date Reviewed: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

LIST OF MINUTES SUBMITTED. \_\_\_\_\_ volumes, for dates \_\_\_\_\_, 20\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_. The last review went through \_\_\_\_\_, 20\_\_\_\_ on page \_\_\_\_\_. (Unless they were approved without exceptions, all records submitted last time must also be submitted.)

LIST OF REGISTERS SUBMITTED. \_\_\_\_\_ volumes.

### INITIAL CONSIDERATIONS

_____	Does the Church have a Board of Trustees that is identical to Session? (That is, is it a “unicameral” system?) (Yes or No) G-4.01
_____	Does the Church have a separate Board of Deacons? (Yes or No). G-6.2.02
_____	Does the church have a manual of administrative operations? G-3.0106

### GENERAL NATURE OF MINUTES

#### REGULAR CONTENTS

*This section gives the general intent and composition of minutes that are true for minutes of any organization (as applied to Session).*

_____	1. Contain a full and accurate, and correct common sense recording of what occurred in the meeting. G-3.0107
_____	2. Contain all information necessary for completeness and clarity. Robert’s Rules, p.470
_____	3. State what was done, not said, without editorial comment. Robert’s Rules, p.469
_____	4. Main motions and what happened to them. Robert’s Rules, pp. 469f

_____	5.	The name of the mover (but not the seconder). Robert's Rules, p.470.
_____	6.	Amendments to motions ordinarily indicated by parenthetical note to main motion (except where necessary to give the full sense of the proceedings). Robert's Rules, p.469ff <i>Ordinarily only the final form of a motion is recorded in the minutes, with the notation that it was amended (where appropriate). The Clerk should use his or her judgment in recording the specific procedures of amendments. Where an issue is controversial or very important, the clerk may wish to include the full citation of amendments as they happened.</i>
_____	7.	All points of order and appeal, with reasons given by the chair for the ruling. Robert's Rules, p.470
_____	8.	When a count has been ordered or the vote is by ballot, the votes on each side are recorded. Robert's Rules, p.470

### ***SPECIFIC ITEMS FOR ALL MEETINGS***

*This section gives the specific events that ordinary rules of parliamentary procedure require for all organizations and the congregation*

_____	9.	Name of church & organization Robert's Rules, p.468
_____	10.	Date, time & place of meeting Robert's Rules, p.468
_____	11.	Description of kind of meeting Robert's Rules, p.468
_____	12.	Where a special meeting is called, minutes must indicate that proper notice was given, and the stated purpose of the special meeting (as the agenda of the meeting). Robert's Rules, p.89
_____	13.	Presence of moderator & clerk, & names if not regular ones. Robert's Rules, p.468
_____	14.	Record of elders present, excused, & absent G-9.3.0104
_____	15.	Guest speakers' names and subjects (But ordinarily not any summary of what was said). Robert's Rules, p.471
_____	16.	Approval of minutes with dates. Robert's Rules, p.469
_____	17.	The hour of adjournment. Robert's Rules, p.470
_____	18.	Minutes are signed by the clerk. Robert's Rules, p.471

## **PRESBYTERIAN REQUIREMENTS**

### **GENERAL**

*This section gives the general intent and requirements for Session minutes as established by the Constitution and Presbytery Policy.*



_____	19.	All minutes are promptly (within 90 days) transcribed into the official minutes book after session approval. Presbytery Policy
_____	20.	Entries on the official rolls and registers of the church are made in a timely manner (within 60 days of the applicable date). Presbytery Policy
_____	21.	Minutes are kept in the standard Westminster minutes book. Presbytery policy.
_____	22.	Proceedings are prudent, equitable, faithful to the mission of the church. G-3.0108a
_____	23.	Proceedings conform to the Constitution and the lawful injunctions of higher governing bodies. G-3.0108a
_____	24.	When previous actions of session are referred to, the page number is given. Presbytery Policy
_____	25.	No erasures, interlineations, nor footnotes. Presbytery Policy
_____	26.	No insertions on separate sheets of paper (except for Annual Statistical Report to the General Assembly). Presbytery Policy. A specific report may be included in the minutes on sequentially numbered, low-acid, 8 1/2 x 11 inch paper by designating it as an attachment in the minutes.)
<b><u>SPECIFIC EVENTS</u></b>		
<i>This section gives the specific actions that Session must do and record in the minutes as established by the Constitution and Presbytery Policy.</i>		
_____	27.	Election of Treasurer and specification of term. G-3.0205
_____	28.	Election of Clerk and specification of term. G-3.0104
_____	29.	Records that meetings are opened and closed with prayer. G-3.0105
_____	30.	Record of completion of a period of study and preparation, and examination of deacons and elders. G-2.0402; G-2.0104b
_____	31.	Determine date and record ordination & installation of elders & deacons. G-2.0402
_____	32.	Report of the annual review of Roll. G-3.0201c
_____	33.	Session authorization to observe the Lord's Supper. G-3.0102b; W-2.4012
_____	34.	Administration of Lord's Supper is recorded at next meeting. Presbytery Policy.
_____	35.	If administered privately, names of elders assisting are listed. Presbytery Policy
_____	36.	Authorization to conduct Baptisms. G-3.0102b; W-2.3011

_____	37.	Baptisms of adults and infants are recorded at next meeting. Presbytery Policy
_____	38.	Marriages are reported at next regular meeting. ( <i>see #68</i> ) Presbytery Policy
_____	39.	Election of Presbytery commissioners. G-3.0302a
_____	40.	Report of Presbytery commissioners. G-3.0202a
_____	41.	Approve annual budget, and include the complete line-item breakdown in the minutes of Session. G-3.0113; G-3.0205
_____	42.	Record of annual full financial review of the financial records (with names of reviewers). G-3.0113
_____	43.	Submission of General Assembly Annual Statistical Report, G-3.0202f, and insertion into the minutes book. Presbytery policy.
_____	44.	Annual review of compensation of all pastors & other staff. G-2.0804.
_____	45.	Entries demonstrating that the session takes oversight of all organizations of the church. G-3.0201c. <i>This may be demonstrated by the reporting of committees and organizations to the congregation at the annual meeting.</i> )

## CONGREGATIONAL MEETING MINUTES

*This section gives the specific requirements of Congregational meetings, and how the minutes are to be recorded, approved, and reported. (See also #'s 9-13\*)*

_____	46.	Record of election of elders, deacons, trustees, and members-at-large of nominating committee. G-2.0401
_____	47.	Approval of all specific terms of pastor call(s) (broken down by category, and including vacation and study time) by the congregation, and inclusion in the minutes. All changes in terms of call. G-2.0804; . <i>The congregation must specifically approve and place in the minutes the terms of each pastor's call.</i>
_____	48.	Record that the budget was submitted to the congregation for its information as approved by Session. G-3.0205. (The budget is approved by the Session.)

## *TRANSACTIONS AND RECORDS ABOUT PEOPLE*

### MEMBER TRANSFERS

*This section describes the specific actions Session must take with regard to members, and how they are to be recorded in the minutes. Note that member receptions, transfers, and any changes in status are also recorded in the Register.*

_____	49.	All actions to remove, add or transfer members to or from rolls, including death are recorded G-3.0201c
_____	50.	A chronological number is assigned to each member (from the Register) following the name. Presbytery Policy. <i>This number is a clerical matter and does not need Session approval. It can be added to the minutes when they are typed into the Minutes Book.</i>

_____	51.	Chronological roll number is always included following the member's name in Session actions pertaining to membership, rolls, transfer, death, marriage, ordination. Presbytery Policy.
_____	52.	Indication of examination by Session. W-4.2004
_____	53.	Indication of examination of members to be confirmed. W-4.2003

## **ROLLS**

*The Book of Order calls for certain "Rolls" of members as cited below. These rolls are technically different than the Register, though the register and the rolls should be congruent. That is, you should be able to prepare a roll of active members by going to the Register. In practice, however, the use of the Register for this purpose is difficult. In some cases, as in "baptized members," the Register in common use has no place for keeping such a roll. In general, the clerk should have available a roll available for each one of these categories, and be able to produce it as necessary.*

_____	54	Roll of Active Members. G-3.0204a
_____	55	Roll of Baptized Members. G-3.0204a
_____	56	An Affiliate Members Roll (Affiliate membership must be renewed every 2 years.) G-3.0204a

## **REGISTERS**

*General Comment: The Register is the record of an event. The Book of Order is generally silent about a Register, but the recording requirements essentially require a recording of events in a way that allows reference not practical by referral to the minutes. The Register in common use has been developed historically to provide that record. It is a very valuable historical document, because it keeps names and specific events about specific people in a useable form. In some cases, the Register provides a record that is acceptable in general law when records are no longer available. Sometimes courthouses burn and records of births and marriages are lost; church records then can have legal status.*

*The entry of names and events in all cases reflects an action of Session (or the congregation). The process is then for the events to be*

*authorized (where necessary) and recorded in the minutes of Session or the Congregation. These events are then also recorded in the Register. Note that the member number is assigned in the Register.*

_____	57.	The standard Westminster register is used. Presbytery policy.
_____	58.	The Register of Marriages includes W-4.9002 and State Law
		Marriages of all church members (wherever conducted)
		All conducted by the ministerial staff
		All conducted on church property
_____	59.	The Register of Baptisms W-2.3012d; G-3.0204b
_____	60.	The Register of Elders includes. G-3.0204b. Presbytery policy. <i>Elders (and deacons) should be entered into the register by classes, with appropriate reference to earlier ordination and service.</i>
		Full name of person
		Name of church in which ordained
		Date of ordination
		Terms of active service
		Record of removals
_____	61.	The Register of Deacons includes. G-3.0204b. Presbytery policy.

		Full name of person
		Name of church in which ordained
		Date of ordination
		Terms of active service
		Record of removals
	62.	The Register of Pastors includes. G-3.0204b. Presbytery policy
		All pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates
		Full names and dates of service