

## GUIDELINES FOR ACCURATE SESSIONAL RECORDS & MINUTES

"Every Session shall keep an 'accurate record of its proceedings, which record shall be submitted at (cast once it, every year to the inspection of the Presbytery." (BCO §12-7)

"The Presbytery has the power . . . to review the records of Church Sessions" (BCO §13-9)

"But everything should be done in a fitting and orderly way." I Corinthians 14:40 NIV

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### THE SESSIONAL RECORDS AND MINUTES SHALL ...

1. be typed or neatly hand-written. (1 Cor. 14:40)
2. be kept in a volumes) suitable for permanent keeping with the name of the church imprinted on the cover or clearly printed on a title page. (I Cor. 14:40)
3. not have any of its pages left loose' or unattached and the pages should be numbered consecutively. (1 Cor. 14:40)
4. carefully note tile reception and/or dismissal of members, stating their full names, manner of reception or the cause of dismissal - citing the appropriate section in the BCO. ( ISCO §12-5,8; BCO § 27:5, BCO §38-3, BCO §46:1,2,5; BCO §57:5,6)
5. keep an accurate record of baptism, of communing members, of non-communing members, of deaths and dismissal of church members. It is recommended that these records be placed as a roll or listing in a section separate from the Session Minutes (BCO §12-8)
6. be submitted to the Presbytery for review at least once In every year. (BCO § 12-7)
7. have a copy of these Guidelines attached to the Sessional Records/ Minutes Volume(s) for information and aid to file Sessions and respective Clerks of Session.

### THE SESSIONAL MINUTES SHALL ...

8. reflect that the Session has held stated meetings at least once a quarter. (BCO §12-6)
9. record the type of meeting (stated, called, etc.), the date, time and place of each meeting. (I Cor. 14:40; Robert's Rules of Order)
10. record the names of Session members (absent or excused), the name of the Moderator, tile names of visitors with an indication that a quorum is present. (BCO § 12-.1)
11. indicate that the meeting was opened and closed with prayer. (BCO §10-5, BCO §12-9)
12. indicate the Ruling Elders who convened the meeting and the manner of selection of the Moderator when life Session is without a pastor. (BCO §12-3)
13. indicate that life Minutes of previous meetings have been read and approved/corrected before being submitted to Presbytery. (I Cor. 14:40; Robert's Rules of Order)
14. be signed by the Clerk of the Session or Acting Clerk. (Robert's Rules of Order)
15. record the appointment of representatives to the higher courts and that reports from these representatives were received upon their return. (BCO §12-5)
16. indicated an examination of the records of the Board of Deacons along with a record of all funds received with their distribution. BCO 49-4; BCO 512-51
18. indicate the proper nomination, examination, election in services of ordination and installation of Ruling Elders and Deacons. BCO §12-5; BCO Chapter 24)
19. indicate the approval or receiving of reports, requests and overtures to higher courts. BCO § 12-5)
20. indicate that cases in process have a record of tile full proceedings in accordance with BCO Chapters 31 - 37)
21. be recorded to show an accurate record of proceedings. The actions approved are the only ones needed to be recorded. The names of elders and their viewpoints expressed in the discussion should not be recorded. (Robert's Rules of Order) (BCO §12-7)
22. indicate oversight over all areas of the church's life ac indicated in BCO §12-5.
23. indicate a Sessional review of the Membership Rolls according to BCO §46-1,2,5.
24. indicate the calling of Congregational Meetings with an itemized list of the business to be transacted. (BCO §12-5; BCO §25-2)

### THE SESSIONAL RECORDS SHALL ...

25. include the Minutes of Congregational Meetings attested by the joint signatures of the Moderator and the Clerk of the Meeting. (BCO §25-5)
26. include a copy of the Annual Church Budget approved and adopted by the Session. (BCO § 12-5)
27. include a copy of the Annual Statistical Report.