

## **PRESBYTERY OF SAN GABRIEL MINUTE/REGISTER REQUIREMENTS**

### **EVERY SET OF MINUTES:**

- Full name of Session, place, hour and date of each meeting, signature of clerk or clerk pro-tem or moderator
- The moderator, session members present, excused absences, any absent members and the names of persons present who are not session members.
- The session meeting was opened and closed with prayer
- The minutes are recorded on consecutively numbered pages
- Blank spaces are crossed out and corrections are initialed by the clerk.
- Always put full motions in the minutes.

### **ANNUALLY:**

- Report to Session of last year's review by Presbytery
- Report showing session's corrective actions on all exceptions on the review
- Report session approval of the dates on which the Sacrament of the Lord's Supper is to be served (May be done annually or intermittently during the year)
- Report election of ruling elder commissioners to presbytery
- Report resulting from a full financial review of all books and records relating to finances during the year preceding this review year
- Entry showing that prior to ordination/installation of new ruling elders and/or deacons that a period of study and preparation was completed and that session examined the new ruling elders and/or deacons
- Session's approval of the statistical report(s) and the report is included in the minutes. (Session approval of the statistical report is an OGA requirement)
- The purchase of property and liability insurance coverage for facilities, programs, staff, and elected & appointed officers
- Review of adequacy of compensation for all staff
- Session review of the annual reports of the board of deacons, if applicable, and the church's other committees, bodies and organizations and a summary of these reports incorporated in session minutes
- Report of receipt by the session, at least annually, of a report of financial accounts from each "special organization" in which the church is involved in the collection and distribution of money
- Election entries:
  - Annual election of the church treasurer
  - Election of a ruling elder as clerk of the session and for what definite term of office
  - Annual election of corporate officers

## **RECORDED AS THEY OCCUR:**

- That there has been periodic reporting of financial activities.
- Report of session authorization of the deletion of members' names from church rolls, indicating date of death when applicable, or the transfer of names from one roll to another, or transfer to another church
- Report of session's approval of the choice/appointment of persons serving in the church's educational programs (leaders, teachers, sponsors & volunteers) working with children and youth
- Record session's authorization of new member education
- Record session approval of the dates on which the Sacrament of the Lord's Supper is to be served. (this may be done annually or intermittently during the year) Report that the Sacrament of the Lord's Supper has been served.
- Record of election of new ruling elder commissioners to presbytery as changes occur
- Written/verbal reports from commissioners to presbytery
- Identification of two duly appointed persons, or a fidelity bonded person, for counting and recording of all offerings
- Minutes show, or there is attached, a session-approved Manual of Administrative Operations
- Minutes show, or are hereby attached, a session-approved sexual misconduct policy, *as well as a Child and Youth Safety Policy and a Vulnerable Adult Safety Policy.*

## **CONGREGATIONAL MEETINGS:**

- Record that proper notice was given for the meeting
- Record whether it is a regular or a called congregational meeting
- Show annual congregational approval of terms of call of the pastor(s) for the review year, as recommended by session.
- Signed by the secretary and entered into the minute book of session
- If applicable, show changes to the church Articles of Incorporation or By-Laws. (This is a state requirement.) Please provide a copy of the revised document.

## **CHURCH REGISTERS: (All entries in the register **MUST** be in the minutes too)**

- Marriages: This is no longer a BOO requirement. It is a presbytery requirement as people still contact the congregation for records of marriage.
  - Include the names of groom, maiden name of bride, name of the officiate, place where married, names of witnesses, license date, number & county of issuance of license
  - All this information must be included in the Minute Book as well as the Register
  - In cases of "confidential marriage" register info may be incomplete
- Baptisms:
  - Include the full name of child being baptized, parents' names, and date and place of birth

- All this information must be included in the Minute Book as well as the Register
  - In the case of an adult baptism, parents' names are not necessary information
- Ruling Elders:
  - The name of church in which each was ordained, date of ordination, terms of active service, and the record of removals
  - Pages in minute book must also record when ruling elders were elected/ordained/installed
  - In cases of previous ordination elsewhere register information may be incomplete but should include accurate information about this installation
- Deacons:
  - The name of the church in which each was ordained, date of ordination, terms of active service, and the record of removals
  - Pages in minute book must also record when deacons were elected/ordained/installed
  - In cases of previous ordination elsewhere register information may be incomplete but should be accurate information about this installation
- Pastors:
  - List pastors, co-pastors, associate pastors, interim pastors, and temporary pastors serving the church with dates of service. Please update as ministerial staff changes are made.