

APPENDIX L
The Presbytery of Arkansas
RECORDS REQUIREMENTS FOR CHURCH REGISTER AND SESSION MINUTES
(Revised 6-5-10; Added to Manual of Operations 6-5-10)
Amended to comply with Book of Order 2011/2013

THE CHURCH REGISTER

Each church will prepare and maintain a church register in accordance with the following guidelines:

- | | | Page # |
|----------|---|--------|
| 1 _____ | Maintain rolls of Pastors, Elders, Deacons and Trustees, with all the information called for in the Church Register. G-3.0204b | _____ |
| 2 _____ | Maintain the following membership rolls: Active Members, and Affiliate Members including all the information on these pages called for by the Church Register. G-3.0204a | _____ |
| 3 _____ | Maintain an accurate record of all infant and adult baptisms, including all the information called for by the Church Register. G-3.0204b | _____ |
| 4 _____ | Maintain an accurate record of all marriages of church members, and all marriages performed by the ministerial staff of the church, both on and off The church property. | _____ |
| 5. _____ | Register of deaths -- name, residence, date of death, and place of burial. | _____ |

SESSION MINUTES

Meetings held no less than quarterly: G-3.0203

General Requirements

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|---------|---|---------|
| 6 _____ | These requirements shall be attached in the rear of the Minutes as a permanent part of the Session Records. Presbytery Policy. | __N/A__ |
| 7 _____ | Minutes shall be kept in a permanent binder, the pages numbered consecutively, written in ink if typing or photocopying is not possible. | __N/A__ |
| 8 _____ | No supplemental matter will be attached to the minutes. All such documents as referred to in the minutes should be kept in a separate "Session Records" file. | __N/A__ |
| 9 _____ | Minutes should include only that which is vital to the transactions of the meeting. Names of movers and secondary need not be recorded. | __N/A__ |

Annual Requirements

More than one entry may be required if changes occur during the year

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|----------|--|-------|
| 10 _____ | The minutes shall reflect an annual report to the Session of the findings of the Presbytery as to the condition of the Session records. | _____ |
| 11 _____ | A record of the review of the salaries of the ministers and staff personnel. This review shall precede adoption of the budget by the Session. | _____ |
| 12 _____ | A record of the Annual Statistical Report being reviewed by the session prior to submitting to Presbytery, and a summary of the report included as a permanent part of the Session records. G-3.0202f | _____ |
| 13 _____ | Record of the examination of the church financial records and the records of the Board of Deacons. G-3.0113 | _____ |
| 14 _____ | A record of the examination of the Church Rolls for accuracy. G-3.0204 | _____ |

Annual requirements cont.

- 15_____ Statement on composition of Session in relation to that of the Congregation. _____
- 16_____ Annual statement of comprehensive liability insurance coverage in effect. **G-3.0112** _____

Entries Required When They Occur

- 17_____ Authority for, and record of, all celebrations of the Sacrament of the Lord's Supper. If administered to shut-ins the record should so state. **W-2.4010; W-2.4012; G-3.0201b.** _____
- 18_____ Evidence of any active congregational committees and activities outside the Session? If so, has an annual congregational report been made to the Session of these functions? **D-3.0100a** _____
- 19_____ Full names of members received and manner of reception, including name of church from which received. *Requires Register Entry* _____
- 20_____ Names of members dismissed, their baptized children, and the church to which they are dismissed. If Elder or Deacon, this is so noted, along with the date and place of ordination. *Requires Register Entry* _____
- 21_____ Baptisms, deaths, and members dropped from roll and reason(s) *Requires Register Entry* _____
- 22_____ Full proceedings in judicial cases. **D.11.0600** _____
- 23_____ Record of Election of Commissioners to Presbytery and their report back to the Session. **G-3.0202** _____
- 24_____ An elected Congregational Nominating Committee, formed as required by the Book of Order, to nominate Deacons and Ruling Elders. **G-2.0401** _____
- 25_____ An understandable term rotation system for ordered ministry, or evidence exemption by the Presbytery. **G-2.0402** _____
- 26_____ The election, instruction, examination, ordination and/or installation of Elders and Deacons. **G-2.0402** *Requires Register Entry* _____
- 27_____ Calling of Congregational meetings according to the Book of Order. **G-1.0502** _____
- 28_____ Minutes of Congregational meetings, signed by the Secretary and the Moderator. (Should be reviewed by the Session and filed immediately following minutes of the Session meeting that reviewed them.) _____

Entries Required in each set of Minutes

- 29_____ Whether the meeting is stated, called or special, or joint if another body is present, such as deacons or trustees. _____
- 30_____ The time, date and place of the meeting. Include purpose if a congregational meeting. **RR #47** _____
- 31_____ Name of Moderator, and statement that quorum is present. _____
- 32_____ Name of Elders present, absent, and excused. _____
- 33_____ Statements that meetings were opened and closed with prayer. **G-3.0105** _____
- 34_____ Approval at Stated meeting of minutes of past meetings and date of each. **RR #47** _____
- 35_____ Full account of all motions passed and business transacted. _____
- 36_____ Signature of Clerk of Session on all Session minutes. _____

REPORT FORM
for
SESSION RECORDS REVIEW
The Presbytery of Arkansas

Year being reviewed: _____

Cluster # _____

Examined by: _____

Church Name: _____

Exceptions: Yes _____ No _____

Town: _____

EXCEPTIONS:

A. CHURCH REGISTER

Item No. Comments

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B. SESSION MINUTES

Item No. Comments

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Return to: Assistant Stated Clerk
 Presbytery of Arkansas
 9221 N. Rodney Parham Rd.
 Little Rock, AR 72227