

**Registers and Suggestions for content
G-3.0204 & G-1.04**

Church Name _____
Church Address _____
Phone _____

REQUIRED REGISTERS

1. Baptized members roll G-1.0401

- a. children baptized in church; birth dates
parents' names; names of persons
presenting for baptism if different parents
- b. children of active members or of ministers,
baptized elsewhere

**2. Active Members' roll G-1.0402
must be reviewed at least annually (G-3.0201c)**

- a. chronological
- b. alphabetical
- c. transfer to other rolls indicated by date of
session action
- d. transfer to another church indicated by name
of church and date of session action
- e. date of deletion by death or renunciation
indicated by effective date

3. Affiliate Members' roll

- a. date of session action
- b. name of church and date of reception of
affiliate member

Optional registers

Inactive member's roll

- a. date of failure to participate in work and
and worship of the church
- b. date of session contact
- c. date of notification by session
- d. date of deletion by session and page
references to active rolls

Marriage register: all marriages conducted
on church property, by ministerial staff,
or of church members

- a. church members
- b. non-members married on church property
- c. all marriages by ministerial staff beyond
church property

Ruling Elders: date of ordination, terms of service,
record of transfer (if applicable)

- a. ordained by the church
- b. ordained by another church

Deacons: date of ordination, terms of service,
record of transfer (if applicable)

- a. ordained by the church
- b. ordained by another church

Teaching Elders: with dates of service and roles

SESSION RECORDS

The following suggested guidelines for Better Session Records is based on the new Book of Order. Sections G-3.0104 and G-3.0107 outline the duties of the Clerk of Session pertaining to minutes of session meetings and the keeping of Session Record Books.

1. The Session shall hold stated meetings at least quarterly with the date and place of meeting being recorded. (G-3.0203)
2. The minutes should list those present and absent at the stated meetings of the session. (Some sessions may choose to omit listing those absent at some or all called meetings of the session. This is applicable particularly to larger sessions.)
3. The Book of Order does not designate a quorum for meetings of the session, but does provide in G-3.0105 that meetings shall be conducted in accordance with Robert's Rules of Order, where not in conflict with the Book of Order. The session may provide by rule the number necessary to constitute a quorum. It should ordinarily be noted in the minutes that a quorum was present at each session meeting.
4. All meetings of councils shall be opened and closed with prayer. (G-3.0105).
5. The minutes of the session should record all actions passed, either by vote or by common consent, and should include copies of any reports adopted by the session. The minutes should also record the annual budget as it is adopted by the session
6. Each session shall keep full and accurate records of its procedures, which shall be submitted at least once each year to the presbytery for its general review (G-3.0108a). Minutes of congregational meetings are the property of the session and should be included as part of the official record of the session. (G-3.0107 and G-3.0204)
7. The minutes of the session should record the election of its representative(s) to the meetings of presbytery and also note the representative's report back to the session.
8. The approval by the session of the Annual Statistical Report of the session to presbytery should be done as soon as possible after the **first day of January** and be recorded in the minutes. The statistical information should be entered into the minutes of the session.
- 9.
10. The session's minutes should reflect that an annual review of the Roll of the Active Members has been made by the session. (G-3.0201c)
- 11.
12. The minutes should record the authorization by the session of observances of the Lord's Supper (W-2.4012) and authorization by the session of all Baptisms (W-2.3011). The minutes should list the names of the persons baptized.
13. The clerk and/or moderator of the session should sign the minutes of all session meetings.
14. It is the responsibility of the Clerk of each council to make recommendation to that body for the permanent safekeeping of the body's records with the Presbyterian Historical Society or in a temperature and humidity controlled environment of a seminary of the Presbytery Church (U.S.A.) G-3.0107
15. A space should be left after the last set of Minutes for the year for the affixing of the sticker recording the date of the presbytery's annual review of the minutes.