

## INSTRUCTIONS

**Presbytery of Whitewater Valley**  
SESSION RECORDS REVIEW COMMITTEE  
*PROCEDURES FOR REVIEWING SESSION RECORDS*

Do the following steps, marking each step as you go. If you find problems, or areas that merit commendation, mark that on the report sheet. Use the checklist provided by the church to help you find starting pages.

“ 1. Check for the most recent approval of minutes by the presbytery. If there are exceptions or corrections requested, note whether they have been addressed in this year's minutes.

“ 2. Go down the check list item by item, looking up the samples listed. Note any *missing* items or ones *improperly* entered. A satisfactory sample may not be worded exactly as on the check list; the key question to ask is "**Does what is listed satisfy the intent of what is asked for?**". Check with the Stated Clerk if you're not sure what is being asked for.

“ 3. Using either the checklist or the register, find a sample of each of the following and pursue through the minutes and registers to make sure it is being recorded in **all** the *appropriate* and *necessary* places:

a. \_\_\_\_ an infant baptism: is it recorded in the register of baptized members? that a parent (or person presenting the child) is an active member? both parents' names listed in register (where available)? date of birth of

child? that Session acted to approve—prior to actual Baptism? actual administration recorded?

b. \_\_\_\_ an adult (believer) baptism: is it recorded in register of baptized members? person added to roll of active members? Session voted to approve the baptism and to receive the person into membership? actual baptism recorded? person listed in the alphabetical and chronological registers?

c. \_\_\_\_ reception of a new member; was there proper Session action? is person listed in alphabetical and chronological register? if there are baptized children, are they added to appropriate roll? if the person is ordained, is their name in that roll?

d. \_\_\_\_ removal of member from active roll; properly reported to Session? Session acted? proper notations in each register (how/why removed)? [check one example of "death", one of "transfer", and one "to inactive"].

e. \_\_\_\_ ordination of deacons and elders, to see that election is properly noted in congregational minutes, the service of ordination is recorded in Session minutes, and the names properly recorded in correct register.

f. \_\_\_\_ look at the registers of marriages and pastors to see that they are current and complete.

“ 4. Read through the minutes for other details: **quorum, moderator, previous meeting**

minutes, called or regular, signatures, form of motions, required reports, etc. Use the Checklist to make sure all required items are included.

**FAILURE TO HAVE A FULL FINANCIAL REVIEW OR CERTIFICATE OF INSURANCE AUTOMATICALLY RESULTS IN MINUTES BEING NOT APPROVED.**

“ 5. Record on the report to presbytery form the results of your review of the minutes. Leave the second copy in the minute book for their clerk of Session and return one to the Stated Clerk/reading leader for inclusion in the minutes of presbytery.

“ 6. Discuss your findings with your reading team. The other person reading these books doesn't have to duplicate your work, just review the main points you've found--and look for other concerns you may have overlooked. If you agree on the report to presbytery form, both of you sign--and

Include the date of the review and state any particulars you might have found.

If you cannot agree, or there is a concern you want help interpreting/understanding, please ask the Stated Clerk/Reading leader.

THERE ARE NO “LOCAL RULES/ OPTIONS”; a Clerk may have been taught to do something in a particular way, but that is not an excuse for doing it the wrong way. Most likely, it is but the bad habit of the previous Clerk.

If you have questions about how a particular congregation is recording (or not recording) certain information, ask the Stated Clerk for guidance.

**PLEASE REMEMBER THAT YOURS ARE RECOMMENDATIONS AND DO NOT BECOME FINAL UNTIL ADOPTED BY THE PRESBYTERY-- {AND THE *SESSION RECORDS REVIEW COMMITTEE* MAY MAKE A DIFFERENT RECOMMENDATION FROM YOURS}.**

**ONE OF YOU MUST SIGN THE LAST MINUTE BOOK PAGE REVIEWED, USING THE FOLLOWING TEXT:**

***"We recommend that these minutes be (approved) (approved with the following exceptions) (not approved) by the Presbytery of Whitewater Valley."***

**[Your Signature]**