

THE CLERK OF SESSION:

A GUIDE TO ROLES AND RESPONSIBILITIES

PRESBYTERY OF SOUTH ALABAMA

TABLE OF CONTENTS

Clerk of Session Roles and Responsibilities.....	3
Relationship to the Pastor.....	4
When Church is Without a Pastor.....	5
Terminology.....	6
Principles of Presbyterian Government.....	7
Session Responsibilities.....	7
Parliamentary Procedures.....	8
Session Meetings.....	11
Sample Session Meeting Minutes.....	12
Minute Reminders.....	15
Meetings of the Congregation.....	16
Appointment of Moderators.....	18
Communications within the Church.....	20
Management of Files.....	20
File Management with Other Governing Bodies.....	21
Representatives to Presbytery.....	21
Roster for Churches	22
Registers.....	23
Sample Registers.....	24
Review of Rolls.....	26
Membership Rolls.....	27
Sample Rolls.....	28
Yearly Checklist.....	29

**THE CLERK OF SESSION:
A GUIDE TO ROLES AND RESPONSIBILITIES**

The Clerk has a role:

- as clerk of session
- as secretary of meetings of the congregation
- when the church is without a pastor

The Clerk is responsible for:

- preserving rolls and registers
- maintaining relationships/communications within the church and between governing bodies
- preparing year end reports and submitting them in a timely manner
- being knowledgeable

Book of Order References:

G-1.0505

The clerk of the session shall be secretary of meetings of the congregation.

G-3.0104

Officers of each of the governing bodies shall be a moderator and a clerk.

G-3.0104

The clerk shall record the transactions of the governing body, keep its rolls of membership and attendance, maintain any required registers, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. Such extracts, verified by the clerk, shall be evidence in any governing body of the church.

RELATIONSHIP TO THE PASTOR

The role of clerk necessitates a special relationship to the pastor. You are in a position to render invaluable support by:

1. Being a confidant to the pastor

- available
- reliable
- understanding
- a friend
- prudent in confidential matters

2. Providing for docket planning

- items of unfinished business
- annual/quarterly items needing attention
- changes in rolls and registers
- persons/committees responsible for reporting on previously assigned tasks
- communications from other governing bodies

3. Being diligent to the responsibilities of the office of clerk so the pastor does not have to assume the duty of

- writing minutes
- maintaining rolls
- compiling statistical reports
- other secretarial duties

4. Aiding the pastor further by

- being knowledgeable about the **Book of Order**
- helping with arrangements, ballots, etc. for meetings
- having clerk's records readily available to the pastor

THE CLERK HAS A ROLE WHEN CHURCH IS WITHOUT A PASTOR

A. In Assumption of Increased Responsibilities:

Be prepared to expand role of clerk as leadership changes.

- Pass on information as quickly as possible.
- Without a church secretary, correspondence of the church will come to your attention for prompt and appropriate action.
- Expect to receive and channel and/or respond to communications from other governing bodies.
- Since the clerk will be serving as the principal contact person, please be sure The presbytery has your correct phone number and address.
- Explain the actions of session as necessary or when requested.

B. In Relation to Pulpit Supply Relationship:

Session's responsibility to contact Presbytery to arrange for a pulpit supply may be by

- delegation to the worship committee.
- appointment of an individual.
- designation of the clerk.

C. In Relation to Moderator:

1. When called/elected to be clerk, continue as the clerk.
 - DO NOT assume pastor's role.
 - DO NOT become temporary moderator.
2. Assist appointed moderator with advice and information regarding
 - organizational structure of session.
 - method of receiving reports.
 - policies and guidelines.
 - session docket.

D. In Relation to Pulpit Nominating Committee:

- Clerk should not be a member of the Nominating Committee.
- Assist the committee but do not do its work.
- Make available to the committee records maintained on behalf of the church; i.e., statistical reports, policy statements, guidelines, goal statements, other pertinent data peculiar to local church.

TERMINOLOGY

- Ministers/
Teaching Elders-** general term for all ordained as ministers of the Word and Sacrament
- Pastor -** minister, called by a congregation, serving in an installed relationship with a church; with the relationship between the congregation and minister being established by the presbytery
- Ruling Elders -** members of the congregation chosen by the people as their representatives and ordained to serve on the session along with the pastor
- Governing Bodies -** sessions, presbyteries, synods, and the General Assembly
- Secretary of congregational meetings -** one of the functions of the clerk of session
- Co-Pastors -** ministers called and installed with equal responsibility for pastoral ministry
- Associate Pastor -** called by congregation with the relationship between the congregation and associate pastor being established by the presbytery
- Deacons -** members of the congregation chosen by the congregation to minister to those in need and ordained to serve in an office which is one of sympathy, witness and service.
- Affiliate Member -** member in good standing of church who has temporarily moved into a new area and been received by session as an affiliate member for a limited time.
- Committee on Ministry -** committee of the presbytery to serve as pastor and counselor to the ministers to facilitate the relationship between congregations, ministers, and the presbytery and to settle difficulties.
- Designated Pastor -** a pastor who has been called jointly by the presbytery and the congregation to a call which is specific in length and in special circumstances.
- Commissioned Ruling Elder -** a ruling elder who is commissioned by the presbytery to a particular pastoral service to lead worship and preach, watch over the people, and provide for their nurture and service.
- Parish Associate -** an ordained minister nominated by the pastor to serve in a validated ministry which is approved by the congregation, the pastor of the congregation, and the presbytery.
- Moderator of Session -** ordinarily the pastor of the congregation (See G 10.0103 for other options)
- Stated Clerk of the Presbytery –** elected by the presbytery to do the work of the clerk at that level and can give invaluable assistance to Clerks of Session.

**PRINCIPLES OF PRESBYTERIAN GOVERNMENT
F-3.02**

The Presbyterian Church (U.S.A.) reaffirms, within the context of its commitment to the church universal, a special commitment to basic principles of Presbyterian polity:

**For a full review of the basic principles of Presbyterian polity
please refer to the Book of Order F-3.02**

**SESSION RESPONSIBILITIES
G-3.0201, G-3.0202 and the Directory for Worship**

The session is responsible for the mission and government of the particular church. It therefore has the responsibility and power:

**See Book of Order G-3.0201, G-3.0202 and the Directory for Worship
for a complete list and description
of all of the duties of the Session.**

In the Presbyterian Form of Government, no council (session, presbytery, synod or GA) may bind a future council of like kind.

PARLIAMENTARY PROCEDURES

(See Further - Back of Handbook)

Purpose

The purpose of parliamentary procedures is three-fold:

- to facilitate the flow of business
- to allow the majority to accomplish its will
- to protect the rights of minority views and opinions

Book of Order G-3.0105

Meetings of councils, commissions, and committees shall be conducted in accordance with the most recent edition (11th Edition) of Robert's Rules of Order, except in those cases where the Constitution of the PC(U.S.A.) provides otherwise.

Role of the Clerk

The moderator rules on points of procedure, not the clerk. The role of the clerk, therefore, is to assist the moderator; to advise and provide counsel, usually upon request. However, the more knowledgeable a clerk is of parliamentary procedures, the more time will be saved and procedural log-jams will be prevented.

Size of Council

The size of the body will determine the degree of formal parliamentary procedures. The smaller the size of the session or congregation, the more informal it will be; the larger the body is, the more formal it will become and more exact in its procedures.

Some Basic Parliamentary Procedures

A. Motions

1. I move that...or I recommend that...
2. The maker of a motion has the privilege of the floor immediately following the seconding of the motion (if a second is required).
3. During debate, speakers should indicate at the beginning whether they are speaking “for” or “against” the motion.

B. Items Not Needing a Second

1. Report from a committee
2. Nominations
3. A question of privilege
4. A call for division in voting
5. Moving of the previous question or calling for the question

C. Amendments

1. Amend by: insert or add; strike out (consecutive words); substitute (normally applied to a whole paragraph or resolution).
2. A “substitute motion” is an amendment.
3. There may be only one amendment to the main motion at one time (known as a first degree amendment).
4. There may be only one amendment to the (first degree) amendment pending at any one time (known as a second degree amendment.)
5. An amendment is not in order if it is the same as voting in the negative.
6. Once an amendment has been made, discussion must be confined to the amendment until a vote is taken on that particular amendment.
7. Once a motion has been amended, the motion as amended must then be voted on.

D. Stop Debate and Order an Immediate Vote

1. Move or call for the previous question
2. Not debatable
3. Vote must be taken to determine whether the body is ready to stop debate
4. 2/3 vote required to stop debate

E. Tie Vote

1. General
 - (a) motion is lost
 - (b) a member may request a second vote
2. Congregational Meetings
 - (a) the moderator shall put the question a second time
 - (b) if there is a tie vote again, the motion is lost

Remember - The Pastor/Pastors are not members of the congregation - therefore does not vote in congregational meeting. Pastor is a member of session - therefore may vote in session meeting.

Parliamentary Procedures (cont'd.)

F. Desiring a Count

1. Following a voice vote or show of hands, any member may call for a division of the house. Vote will be taken by rising - if agreed to by a majority.
2. Actual count then must be taken

G. Routine Business

1. Motion without controversy or question, may be adopted by common consent.

H. Question of Privilege

1. May interrupt speaker on floor
2. May interrupt motion or debate on a motion
3. Object - to get the attention of the moderator at once
 - to ask a question
 - to attend to some matter of business that cannot wait

SESSION MEETINGS

Consists of:	Pastors; co-pastors; associate pastors and all elders on active service.	G-3.0201
Who May Vote:	All members of the Session.	G-3.0201
Officers:	Moderator and Clerk. Council may provide additional officers as needed.	G-3.0104
Quorum:	A quorum of the session shall be the moderator or other presiding officer and either a specific number of ruling elders or a percentage of elders in service on the session. The session shall set the quorum for meetings and may fix its quorum at any higher number.	G-3.0203
Stated Meetings:	At least quarterly.	G-3.0203
Special Meetings:	Special Meetings may be called: by the session; by the pastor; when two members of the session request a special meeting in writing. <i>Note: Presbytery may also direct the session to meet.</i>	G-3.0203
Notices:	Notices for Special Meetings: Require reasonable time; may be verbal or written.	G-3.0203
Executive Session:	When appropriate	

SAMPLES OF MINUTES OF SESSION MEETINGS
Paragraph Format

The monthly/quarterly stated meeting of the session of _____
Presbyterian Church was held at the church at _____ on _____
with the following members, constituting a quorum, present: _____, _____,
_____, _____. Elder _____ was excused.

The meeting was opened with prayer by _____, after which the minutes of
the session meeting
of _____ were read (amended/corrected) and approved.

The following communications were presented and acted upon as noted below:

Reports:

_____, Moderator of Christian Education Committee, presented a report
regarding Vacation Church School with the following recommendation:

After a lengthy discussion, the recommendation was approved as presented.

The Committee was thanked for their diligent work.

_____, elder representative to presbytery highlighted three areas of importance
from the presbytery
meeting.

- 1.
- 2.
- 3.

There being no further business, the meeting was adjourned with prayer by the moderator.

SAMPLES OF MINUTES OF SESSION MEETINGS
Outline Format

The session of _____

met at _____ on _____

for its (stated, called) meeting, opened with prayer by _____

Moderator _____ Quorum _____

Members present _____

Members excused _____

Visitors present _____

Previous minutes _____

Communications	1.	Action Taken
	2.	

Committee Reports		Action Taken
1. Worship	a.	
	b.	
2. CE	a.	
	b.	

New Members _____

Members dismissed _____

Baptisms _____

Elders elected to
Presbytery Meeting _____

Old Business _____

Closed with
Prayer by _____

Date, time,
Location next meeting _____

SAMPLES OF MINUTES OF SESSION MEETINGS
Outline Format

Actions Taken/Follow-up

The session of _____
met at _____
on _____ for its (stated, called) meeting _____
with prayer by _____ Moderator _____
Quorum _____
Members present _____

Members excused _____
Visitors present _____
Previous minutes _____

Communications	1. Letter from Boy Scouts requesting use of sanctuary on _____	Approved Moderator to respond
Committee Reports		
1. CE	1. Recommend approval of _____ as a replacement for _____ as co-teacher in the 10-12th grd class.	Approved CE Moderator to follow up.
New Members	_____ Letter of transfer from M/Ms _____	Received
Members dismissed	_____	
Baptisms	_____	
Elders elected to Presbytery Meeting	_____	
Old Business	_____	
Closed with Prayer by	_____	
Next meeting	_____	

MINUTE REMINDERS

- Date, time and place of meeting
- Meeting - stated, called or adjourned
- If called, how called
- Opened and closed with prayer
- Quorum was present
- Names of those present
- Names of those excused/absent
- Name of moderator
- Names of visitors
- Previous minutes approved
- Election of person(s) to attend presbytery meeting
- Report of person(s) who attended presbytery meeting
- Changes in rolls of the church
 - transfers
 - deaths
 - baptisms
- Signature of clerk and may be signed by the moderator.

MEETINGS OF THE CONGREGATION

Congregational Meetings:	All members on the active roll of a particular church	G-1.0501
	<ol style="list-style-type: none">1. Annual Meeting The congregation shall hold an annual meeting to review the compensation of the pastor(s) as presented by session and may conduct other business as listed below	G-1.0503
Considerations & Transactions:	<ol style="list-style-type: none">2. Special Meetings Special meetings may be called whenever necessary for any and all purposes appropriate to an annual meeting. The business to be considered shall be limited to the specific items in the call for the meeting.	G-1.0501
	<ol style="list-style-type: none">3. The congregation meets to:<ol style="list-style-type: none">a. receive reports, along with plans for the coming year, from session, the board of deacons, and other organizations of the church.b. act on matters pertaining to/limited to<ul style="list-style-type: none">• election of nominating committees, elders, deacons, and trustees.• calling of a pastor(s).• pastoral relationship• buying, mortgaging or selling real property.• permissive powers of a congregation, such as request to presbytery for exemptions from requirements• approve a plan for the creation of a joint congregational witness, or amending or dissolving the joint congregational witness	G-1.0503

MEETINGS OF THE CONGREGATION (cont'd)

- Secretary:** 1. The clerk of session shall be the secretary. G-1.0505
2. If the clerk is unable to serve, the congregation shall elect a secretary.
- Who May Vote:** 1. All active members present may vote. G-1.0501
2. The minister may not vote since a minister is not a member of the congregation.
3. No proxy vote in our system of government
- Quorum:** 1. The quorum shall be not less than one tenth of the members unless the particular church upon application to the presbytery shall obtain the consent of the presbytery to a provision for a smaller quorum.
2. A congregation by its own vote may fix a higher quorum.
- Tie Vote:** The moderator shall put the question a second time. If there is a tie vote again, the motion is lost.
- Minutes:** The minutes of each meeting shall be
• attested by the moderator and the secretary
• entered in the minute book of the session.
- Authority to Call:** Meetings of the congregation shall be called by one of G-1.0502 the following:
• the session
• the presbytery
• the session at the written request from one-fourth of the active members
- Public Notice:** Public notice shall be given on two successive Sundays. G-1.0502
- Moderator:** 1. The Pastor or another minister appointed by G-1.0504 presbytery shall preside over all meetings of the Congregation.
2. Another minister of the presbytery may be invited by the pastor, to moderate if it is impractical for the pastor or appointed moderator to do so.

APPOINTMENT OF MODERATORS

I. Moderator for Session Meetings

G-3.0104, 3.0201

A. Installed Pastor

When a church has an installed pastor, that person shall be the moderator of the session. In congregations where there are co-pastors they shall, when present, alternately preside in the session.

B. A moderator needs to be appointed...

1. when a church is without an installed pastor
 - a. Presbytery shall appoint a minister of the presbytery for that purpose.
 - b. A minister of the same presbytery may be invited by the session to preside on a particular occasion.
 - c. When the minister appointed by presbytery or the minister invited by the session finds it impossible to attend, the session may elect one of its own members to preside on that occasion.
2. when there are prudent reasons for another minister of that presbytery to preside instead of the pastor
 - a. On such occasions, the pastor may, with the concurrence of the session, invite a minister of the presbytery to preside.
3. when the pastor is sick or absent
 - a. Another minister of the presbytery may be invited to preside or the session, after having obtained the approval of the pastor, may convene and elect one of its own members to preside.

APPOINTMENT OF MODERATORS (cont'd)

II. Moderator for Congregational Meetings

G-1.0504

A. Installed Pastor

The pastor shall be the moderator of all meetings of the congregation. In congregations where there are co-pastors, they shall, when present, alternately preside at meetings.

B. Without a Pastor

When the church is without a pastor, the moderator of the session appointed by the committee on ministry shall preside at all congregational meetings.

C. Impractical for Pastor/Moderator to Preside

If it is impractical for the pastor or the moderator of session appointed by presbytery to preside, he or she shall invite, another minister of the presbytery to preside.

If there is no installed pastor, or the installed pastor is unable to moderate and/or name another moderator, presbytery shall make provision for a moderator.

COMMUNICATIONS WITHIN THE CHURCH

As the clerk, you are the communicating link with the session, pastor(s), and congregation. Your expertise and promptness in fulfilling the following responsibilities assures a well informed church body.

1. Send a reminder of session meetings.
2. Bring to the attention of the moderator all communications addressed to the session.
3. Notify persons, committees, or other church organizations when they are affected by actions of session.
4. Release promptly, after session has acted, appropriate communications and interpretations of actions as a good public relations gesture.
5. Communicate to the congregation all matters affecting the whole congregation such as:
 - the calling and the purpose of the congregational meeting
 - policies/guidelines established by the session
 - summary of minutes of session meetings
 - new members received by the session

MANAGEMENT OF FILES

The ease with which a clerk performs the duties of the office is greatly increased by good management of records. While no one system is suitable for all clerks and all churches, there are some basic rules which will help provide maximum efficiency.

- have adequate storage space conveniently located
- have file folders clearly defined and labeled
- file data promptly and properly for ease accessibility
- keep current records separate from historical data
- refrain from cluttering files with materials which have been channeled through you to others
- update files annually
- periodically save all important records of the church on a CD or diskette, especially session and congregational meeting minutes as a back-up; or if a computer is not used, make extra copies of these important records and keep a complete set* in a fireproof safe or other safe storage facility

*Original records should be in bound books on acid-free paper.

FILE MANAGEMENT WITH OTHER GOVERNING BODIES

As clerk, you are your church's designated correspondent to receive and submit communications from/to other governing bodies. Correspondence will be related to:

- actions and recommendations which impact the local church
- letters of transfer
- unified mission giving
- presbytery's annual review of session and congregational minutes
- suggested names to nominating committees of qualified persons within the church to serve in needed capacities
- overtures
- notification to presbytery office of commissioner(s) representing the church at presbytery meetings

REPRESENTATIVES TO PRESBYTERY

Each church shall be represented by an elder(s) commissioned by the session in accordance with the prescribed provisions:

Presbytery of South Alabama Manual of Operations

0 - 400 members	= 1 elder
400 - 1001 members	= 2 elders
1001 – 1500 members	= 3 elders
1501 - 2000 members	= 4 elders
2001 - 3000 members	= 5 elders

From 3,001 members there shall be an additional elder representative for each 1,000 additional active members or major fraction thereof.

YEAR-END REPORTS

Year-End Reports include: the Statistical Report, Clerk's Annual Questionnaire, Necrology Report and Church Officer Resource List. A letter/packet will be sent from your presbytery, with detailed instructions. These reports can be quickly and accurately prepared if the clerk's record keeping has been thorough and efficient throughout the year, and are now to be reported online.

ROSTER FOR CHURCHES
FOR SENDING TWO ELDERS
TO PRESBYTERY MEETINGS
2016

PRESBYTERY DATES

ALWAYS SEND TWO ELDERS (CHURCHES ABOVE 400 MEMBERS):

563 GOVERNMENT ST. (427)	2/16	8/16
569 SPRING HILL (648)	2/16	8/16
554 TRINITY (511)	2/16	8/16

TWO CHURCHES ROTATE WITH BETWEEN 250 AND 400 MEMBERS SEND 1
 ADDITIONAL ELDER

551 EVERGREEN, DOTHAN (329)	8/16	2/17
556 SWIFT (259)	2/16	8/16
575 SPANISH FORT (342)	2/16	2/17

FOUR CHURCHES ROTATE WITH BETWEEN 100 AND 250 MEMBERS SEND 1
 ADDITIONAL ELDER:

546 ANDALUSIA (146)	8/16	
547 BAY MINETTE (125)	8/16	
561 CENTRAL (170)	2/16	2/17
555 FOLEY (212)	2/16	2/17
559 GULF SHORES (99)	2/16	2/17
568 PROVIDENCE (105)	8/15	8/16

TWO CHURCHES ROTATE WITH UNDER 100 MEMBERS SEND 1 ADDITIONAL
 ELDER:

562 COTTAGE HILL (73)	2/18	
564 GRACE (26)	2/18	
558 GRAND BAY (34)	8/18	
560 JACKSON (27)	8/16	8/18
566 MEMORIAL (36)	8/16	
572 ORANGE BEACH (31)	2/17	
552 GREEN HILL (83)	2/17	
326 GENEVA (18)	8/17	
592 CITRONELLE (24)	8/17	

REGISTERS
G-3.0204b

The session shall keep complete registers of:

- (1) **Marriages**, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property.
- (2) **Baptisms**
 - a) Infant Baptisms. Include name, parents' names, and date of birth of those being baptized and the names of persons presenting the children for baptism.
 - b) Adult Baptisms. Include name and date of birth of those being baptized.
- (3) **Elders**, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals.
- (4) **Deacons**, with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals.
- (5) **Pastors**, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, designated pastors, parish associates and Commissioned Ruling Elders serving the church, with dates of service.

SAMPLE REGISTERS

Permanent Register of Elders or Deacons

<u>Full Name</u>	<u>Date of Ordination</u>	<u>Church where Ordained</u>	<u>Terms of Service</u>	<u>Date of Death or Removal</u>	<u>Reason</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SAMPLE REGISTERS

Infant Baptisms

Full Name of Child _____

Date Baptized _____

Date of Birth _____

Father's Name _____

Father's Church Membership _____
if Different

Mother's Name _____

Mother's Church Membership _____
if Different

Name of Assisting Elder/Pastor _____

Membership of Assisting Elder/Pastor _____
if different from this church

SAMPLE REGISTERS

Infant Baptisms

<u>Full Name</u>	<u>Date Baptized</u>	<u>Date of Birth</u>	<u>Father's Name</u>	<u>Mother's Name</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SAMPLE REGISTERS

Marriages

Ceremony performed in this church yes no
 Officiated by: _____
 Pastor of this church yes no
 If not pastor of this church, denomination and church affiliation:

 Bride is current member of this church yes no
 Groom is current member of this church yes no
 Bride's full name _____
 Groom's full name _____
 Date of marriage _____
 Place of Service: Sanctuary of church yes no
 Other location _____

SAMPLE REGISTERS

**Register of Pastors
Who Have Served the Congregation**

Full Name of Pastor _____
 Dates of Service _____
 Check one:
Pastor Associate Pastor Interim Pastor Co-Pastor
Commissioned Lay Pastor Designated Pastor Stated Supply

REVIEW OF ROLLS

- G-3.0201c** The session shall review the roll of active members at least annually, and shall counsel with those who have neglected the responsibilities of membership.
- G-3.0204a** The names of the members shall be placed upon, removed or deleted from the rolls of the church by order of the session whenever the member ceased to participate actively in the work and worship of the congregation for a period of two years.

REVIEW OPTIONS

- A. Active Members** **G-3.0204a**
1. When active members temporarily move —
 - may become an affiliate member of another church, if session issues a certificate of good standing which is valid for two years. (Session shall retain name of member on active roll until person is received into membership in the other church.)
 2. When active members permanently move —
 - session should encourage such members to transfer to a church in the community.
 - session should notify a church in the new community and request it to provide pastoral care with a view to membership.
 3. When active members intentionally fail for a period of two years to participate in the work and worship of the church — session makes diligent effort to discover the cause and to restore members to activity.
If that effort fails session may remove the member from the active roll
 4. When active members need to be deleted – (See D. below.)
- B. Affiliate Members –** G-1.0403
- must be renewed every two years and may be removed if appropriate.
- C. Names **may/shall** be deleted from the rolls** **G-3.0204a**
- when a member transfers to another church and the session is notified that that member was received.
 - when a member requests that membership be terminated.
 - when a member joins another church without a letter of transfer.
 - when a member renounces the jurisdiction of this church.
 - when a member has moved and has failed to actively participate in the work and worship of the congregation for a period of two years
 - when a member dies and the date of death is recorded.

MEMBERSHIP ROLLS
G-1.0400

Every session shall maintain rolls of members as defined below:

- (1) **Baptized Members' Roll.** The baptized members' roll shall list the names of those persons baptized in the particular church who have not made a profession of faith in Jesus Christ as Lord and Savior, and active members' children who were baptized elsewhere.
- (2) **Active Members' Roll.** The active members' roll shall list the names of those who have been received into the membership of the church and who are active in the church's work and worship.
- (3) **Affiliate Members' Roll.** The affiliate members' roll shall list the names of those who have been received into affiliate membership by the session and who are active in the church's work and worship. Affiliate membership must be renewed every two years.

SAMPLE ROLLS - Baptized Persons/Active Members

For those Baptized Elsewhere

Full Name	Father's Name	Mother's Name	Date Baptized	Church/Location of Baptism	Date Placed on Current Roll

For those Baptized in this Church

Full Name	Address	Date Received	How Received	Date Removed, Transferred, Died	Cause of Removal

SAMPLE ROLLS

Affiliate Members

Full Name	Address	Permanent Address	Church of Permanent Membership	Date Received	Date of Renewal (every 2 years)

YEARLY CHECKLIST

- Reviewed rolls of members: baptized, active
- Reviewed roll of affiliate members
- Reviewed records of board of deacons G- 3.0107
- Reviewed terms of call of pastor(s) G- 2.0804
- Reviewed adequacy of compensation for all staff
- Held annual meeting of the congregation G- 1.0501
- Session minutes shall contain minutes of joint meeting with board of deacons G- 3.0204
- Designated certain meetings of the session as stated meetings G-3.0203
- Indicated composition of the session in relation to the composition of the congregation G-3.0104
- Entered minutes of congregational meetings in minute book of the session G-1.0505
- Submitted minutes of session and congregational meetings to presbytery G-3.0107
- G-3.0108
- Submitted year-end reports to General Assembly and presbytery G-3.0202f
- Established an annual budget G-3.0205
- Required a full financial review/audit of financial records and books G-3.0113
- Reviewed financial report of the various funds of the church G-3.0205
- Elected nominating committee for church officers G-2.0401
- Instructed, examined, ordained, and installed newly elected elders and deacons G-2.0402

The Clerk of Session: A Guide to Rolls and Responsibilities is designed and written to be used as a quick reference guide and a supplement to the **Book of Order**. Permission was granted by the Stated Clerk, Office of the General Assembly, Louisville, Kentucky to quote from the **Book of Order**.

Copies of this guide may be obtained from the Stated Clerk's office of South Alabama Presbytery, P. O. Drawer 2157, Daphne, AL 36526. Call for copies at 251-626-1915 or email Al Thompson, Stated Clerk of South Alabama Presbytery at althompson423@gmail.com.

The Clerk of Session: A Guide to Roles and Responsibilities has, with permission, been adapted from a document by the same name developed by Grace Presbytery which had been adapted from a 1989 document by Kurtis C. Hess and from a similar document developed by the Presbytery of Mid-Kentucky.

The Presbytery of South Alabama is very grateful for the help of each of these Presbyteries and for the ground breaking work done by Kurtis Hess.

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