

TENNESSEE VALLEY PRESBYTERY

GUIDELINES FOR KEEPING OF SESSION MINUTES

APPROVED BY PRESBYTERY

SPRING STATED MEETING, MAY 12, 1981.

(last updated: 6/15/10)

INSTRUCTIONS: Write either “yes” or “no” in blank provided and, where applicable, provide page numbers from Minutes and any BCO reference. Make two (2) copies. Return one copy with the Session Minutes Book, and give a copy to the Clerk for Presbytery files.

NAME OF CHURCH _____

Pages Reviewed: _____ thru _____. Period Reviewed (dates) _____ thru _____.

Approved:	<input type="checkbox"/> Without Exception	<input type="checkbox"/> With Exceptions (as noted);	<input type="checkbox"/> With Notations
<i>(cf RAO 16 – traditionally, TVP has considered RAO’s ‘Exception of Form’ and ‘Notations’ as both ‘Notations’)</i>		<i>“Apparent violations of the Scripture or serious irregularities from the Constitution of the PCA, the Standing Rules of the TVP, actions out of accord with the deliverances of GA or the TVP, & matters of impropriety and important delinquencies. Response Required – Response should be written and included at the beginning of the next section to be reviewed.</i>	<i>violations of Assembly’s Guidelines (RAO 16-3), rules of order, etc. Clerical errors, typographical errors, signature irregularities, etc. Words of encouragement or advice arising from review. No Response Required</i>

- ___ 1 The name of the church appears on the cover of the volume.
- ___ 2 All minutes are typed or written legibly.
- ___ 3 All minutes are kept in one volume for permanent record.
- ___ 4 Pages are numbered consecutively.
- ___ 5 No blank pages are left between records of meetings.
- ___ 6 Every meeting is recorded as to date, place, time, and names of those present, absent and excused. The minutes show that the meeting was opened and closed with prayer (BCO 12-9) and recorded so as to show an accurate record of the proceedings. (Only motions passed need to be recorded.)
- ___ 7 In the absence of the pastor (moderator), there is a record of appointment of a moderator, pro-tem; in the absence of the Clerk of Session, there is a record of appointing a Clerk, pro-tem. (BCO 12-2,3)
- ___ 8 The minutes show that a quorum was present at any given meeting (BCO 12-1,7).
- ___ 9 The minutes of the annual congregational meeting and all other called congregational meetings are to be included in the book.

- ___ 10 Record of names of officers elected, their examination, the date of the ordination and/or installation, and a record of that Service as a Called Meeting of the Session in the presence of the congregation.
- ___ 11 Joint meetings of the Session and Deacons are recorded.
- ___ 12 Minutes show the purpose of the meeting stated or called. If called the exact call of the meeting must be stated, with evidence that only that business was conducted.
- ___ 13 The names of the elders and viewpoints expressed by them need not be recorded except in cases of significant disagreement.
- ___ 14 Record of new members enrolled in the church include how they were received (profession of faith, transfer of letter [including name and location of church from which they are transferring], or re-affirmation of faith.)
- ___ 15 When members are dismissed there is a record of the reason, including the church and location to which they were dismissed in the case of transfer.
- ___ 16 Record of election of ruling elders as commissioners to Stated Presbytery Meetings and General Assembly; record of reports to Session by commissioners to Presbytery and General Assembly.
- ___ 17 Record of regular (not less frequently than annually) review of Diaconal Minutes (BCO 9-4).
- ___ 18 Record of Sessional approval of annual statistical report.
- ___ 19 Record of stated times at which the Lord's Supper was observed (BCO 58-1).
- ___ 20 In judicial cases before the Session, a full record of the proceedings is included as required by the Rules of Discipline (BCO, Part II).
- ___ 21 All meetings (including congregational meetings) are to be attested by the clerk and the moderator and the minutes of each meeting are to be approved at that meeting or at a subsequent meeting as read or corrected.
- ___ 22 Records are to be examined as to whether the proceedings have been correctly recorded in the light of the Book of Church Order and the above guide of the Tennessee Valley Presbytery.

Reviewer: _____

Date: _____

Signature of Reviewer: _____