



목사/서기장로 당회록 기록지침

이 지침과 귀교회 당회 모임의 일정이 일치하지 않는 경우 항목을 해당 월로 변경하되 모든 항목을 유지하십시오.

PASTOR/CLERK MONTHLY MINUTE MINDER

If the Monthly Minute Minder does not match the pattern for your Session, move the item to the appropriate month but keep all the items.

JANUARY	1 월
<p>APPROVE ANNUAL CONSENT AGENDA Refer to Appendix ‘A’ for items to be included on the Annual Consent Agenda.</p> <p>AUTHORIZE CHECK SIGNERS Session approves authorized persons who can sign checks for the year. Record the names of persons so approved in the minutes</p> <p>YEAR-END MEMBERSHIP INFORMATION Send year-end membership information to the Presbytery by early January.</p> <p>BEGIN WORK ON SESSION ANNUAL STATISTICAL REPORT (SASR) Start work on the Session Annual Statistical Report (SASR) this month. Prepare the information and share with Session for their approval prior to entering data online.</p> <p>Clerk’s Tip – It would be wise if the Clerk devised a system so that this information is being compiled throughout the year. Keep a tally of new members and member loss (by death or transfer). See Appendix ‘F’, ‘G, and ‘H’.</p>	<p>연례 동의 안건 승인 연례 동의 안건에 포함될 항목은 부록 'A'를 참고.</p> <p>수표 서명자 승인 당회에서는 해당 연도의 수표에 서명할 수 있는 사람 승인. 회의록에 승인된 사람의 이름을 기록하십시오.</p> <p>연말 교인명단(수) / 정보 연말 교인명단(수) 및 정보를 1 월 초까지 노회에 보내십시오.</p> <p>당회 연간 통계 보고서(SASR) 작업 시작 이달에 당회 연간 통계 보고서(SASR) 작업을 시작하세요. 온라인으로 데이터를 입력하기 전에 정보를 준비하고 그들의 승인을 얻기 위해 당회와 정보를 공유하십시오.</p> <p>서기의 착안사항 – 서기는 이 정보를 일년 내내 수집할 수 있는 시스템을 고안하는 것이 현명할 것입니다. 활동교인을 받거나 활동교인관계가 해소된 자들 (사망 또는 전출로 인한)에 대한 기록을 집계해 두시기 바랍니다. 부록 'F', 'G 및 'H'를 참고하십시오.</p>
FEBRUARY	2 월
<p>SESSION ANNUAL STATISTICAL REPORT (SASR) The Session Annual Statistical Report (SASR) must be posted online by mid-February. Make sure the entire report is entered into the Session minutes.</p>	<p>당회 연간 통계 보고서(SASR) 당회 연례 통계 보고서(SASR)는 2 월 중순까지 온라인에 게시되어야 합니다. 전체 보고서가 당회록에 입력되었는지 확인하십시오.</p>

<p>CONGREGATIONAL MEETING MINUTES Be sure the congregational meeting minutes are approved by one of the following ways: the congregation at the close of the congregational meeting OR the session and attested to by the moderator of the meeting and the minute clerk. (See Appendix ‘B’)</p> <p>COMMITTEE MEMBERS REPORTED TO SESSION Each committee moderator should report those persons serving on their committee for the year and the Clerk should record those names in the Session Minutes.</p>	<p>공동회의록 공동회의록은 다음 방법 중 하나로 승인되어야 합니다: 공동의회가 끝날 때 의장과 공동의회 서기에 의해 인증(서명)되어야 하며 당회 혹은 회중이 승인해야 합니다. (부록 'B' 참고)</p> <p>당회에 보고된 위원회 구성원 각 위원회 위원장은 해당 연도 동안 위원회에서 봉사하는 사람들을 보고해야 하며 서기는 그 명단을 회의록에 기록해야 합니다.</p>
<p style="text-align: center;">MARCH</p> <p>PRESBYTERY COMMISSIONERS – G-3.0301 Elect Commissioners to Presbytery for the year (Term: May through February).</p> <p>ANNUAL FINANCIAL REVIEW – G-3.0113 Have arrangements been made for a full financial review of all books and records relating to finances of the prior year? Guidelines and a checklist can be found on the Los Ranchos website under “Resources” or by contacting the Presbytery office. Be sure the review is reported to the session and entered in the minutes along with all recommendations.</p>	<p style="text-align: center;">3 월</p> <p>노회 총대 – G-3.0301 해당 연도의 노회 총대를 선출하십시오. (임기: 5월부터 2월까지).</p> <p>연례 재정 감사 – G-3.0113 전년도 재정과 관련된 모든 장부 및 기록에 대한 재정 감사가 완료되었습니까? 지침과 체크리스트는 Los Ranchos 웹사이트의 "자료"에서 확인하거나 노회 사무실에 문의하여 확인할 수 있습니다. 감사내용이 당회에 보고되고 모든 권장사항과 함께 회의록에 입력되었는지 확인하십시오.</p>
<p style="text-align: center;">APRIL</p> <p>ANNUAL JOINT MEETING OF DEACONS AND ELDERS - G-3.0204 If applicable, have arrangements been made to have the joint meeting with the Deacons? Be sure to include minutes of that meeting with the Session minutes.</p> <p>STATEMENT BY DOMESTIC NON-PROFIT CORPORATION Every other year, the church needs to renew the corporation status with the Secretary of State. The state will send a 4 x 5 post card to the church as a reminder. Renewal is done online and payment is made with a credit card. Find your form using the corporation number; update the corporation officers and pay the fee. While still online and after paying, print a copy of the form which will show FILED. Or, just before the Review of Records, go to the Secretary of State website to find and print a certification that that</p>	<p style="text-align: center;">4 월</p> <p>집사와 장로의 연례 합동 모임 – G-3.0204 적용되는 경우, 집사들과 함께 합동 모임이 계획되었습니까? 당회 회의록에 해당 회의록을 반드시 포함시켜야 합니다.</p> <p>비영리 법인의 양식 2년마다 교회는 법인 자격을 갱신해야 합니다. 주정부는 이를 상기시키기 위해 4 x 5 엽서를 교회로 발송할 것입니다. 갱신은 온라인으로 이루어지며 신용카드로 결제할 수 있습니다. 법인번호를 사용하여 양식을 찾고, 법인 임원을 업데이트하고 수수료를 지불하십시오. 온라인 상태에서 결제한 후 FILED(신청됨)로 표시된 양식 사본을 인쇄하십시오. 또는 기록 검토 직전에 Secretary of State 웹사이트로 이동하여 교회 법인이 여전히 “Active” 상태에 있다고 간주한다는 증명서를 찾아서 인쇄하십시오.</p>

<p>Secretary of State does consider the church corporation to still be in “active” status.</p> <p>CHURCH INSURANCE Review insurance information. Include proof of insurance with insurance carrier and coverage amount, and payment information in the minutes.</p>	<p>교회 보험 보험 정보를 검토합니다. 보험사와 보험 증서, 보장 금액, 지불 정보를 회의록에 포함하십시오.</p>
<p style="text-align: center;">MAY</p> <p>APPROVE CURRICULUM - W-5.0203 Approve any new curriculum material to be used in the Educational Program(s) of the church, for example: summer or Vacation Bible School curriculum.</p> <p>REVIEW STAFF VACATION SCHEDULES Review the vacation schedule of the staff. Approve and record in the minutes each staff member’s vacation period.</p>	<p style="text-align: center;">5 월</p> <p>교육 교재 승인 - W-5.0203 교회의 교육 프로그램에 사용될 새로운 교과 과정 교재 (예: 여름 또는 방학 성경 학교 교과 과정)를 승인합니다.</p> <p>직원 휴가 일정 검토 직원의 휴가 일정을 검토하십시오. 각 직원의 휴가 기간을 승인하고 회의록에 기록합니다.</p>
<p style="text-align: center;">JUNE</p> <p>RESULTS FROM REVIEW OF RECORDS Enter into the minutes the information concerning the report of the review of the Session minutes and records.</p>	<p style="text-align: center;">6 월</p> <p>연례 당회록 검부 결과 노회에서 받은 당회록 및 기록 검부 보고서에 관한 결과를 회의록에 입력합니다.</p>
<p style="text-align: center;">JULY</p> <p>Clerk’s Tip - The Clerk should put (if it has not been done) the approved minutes in the permanent Session Minute Book. This will lighten your year-end workload. (Note: Any information entered in the Church Register should have previously been recorded in the session minutes.)</p>	<p style="text-align: center;">7 월</p> <p>서기의 착안사항- 서기는 승인된 회의록을 영구적 회의록에 기록해야 합니다(아직 작성되지 않은 경우). 그러면 연말 업무부담이 줄어들 것입니다. (참고: 교회 등록부에 입력된 모든 정보는 이전에 당회록에 기록되어 있어야 합니다.)</p>
<p style="text-align: center;">AUGUST</p> <p>CHRISTIAN EDUCATION STAFF AND VOLUNTEERS (G-3.0201c) Session approve and record in minutes the names of all persons serving in the educational programs of the church, i.e. youth ministry leaders, teachers, sponsors, and volunteer workers. Also indicate that those being approved have had a background check completed.</p>	<p style="text-align: center;">8 월</p> <p>기독교 교육 직원 및 자원 봉사자(G-3.0201c) 당회는 교회의 교육 프로그램에서 봉사하는 모든 사람, 즉 청소년 사역 지도자, 교사, 후원자 및 자원 봉사자의 명단을 승인하고 기록해야 합니다. 또한 승인 대상자의 신원조사를 완료했음을 명시하십시오.</p>
<p style="text-align: center;">SEPTEMBER</p> <p>APPROVE CURRICULUM - W-5.0203 Approve any new curriculum material to be used in the Educational Program(s) of the church.</p>	<p style="text-align: center;">9 월</p> <p>교육 교재 승인 - W-5.0203 교회의 교육 프로그램에 사용될 새로운 교과 과정 자료를 승인합니다</p>
<p style="text-align: center;">OCTOBER</p> <p>MEMBERSHIP ROLLS - G-3.0204a Session needs to review the church rolls (active and affiliate members) and report their actions on any</p>	<p style="text-align: center;">10 월</p> <p>교인명부 - G-3.0204a</p>

<p>recommended changes in membership status. (See Appendix 'F', 'G' and 'H')</p>	<p>당회는 교인 명부(활동 교인 및 임시 교인)를 검토하고 회원 상태에 대한 권장 변경 사항에 대한 조치를 보고해야 합니다. (부록 'F', 'G' 및 'H' 참고)</p>
<p style="text-align: center;">NOVEMBER</p> <p>PREPARATION FOR REVIEW OF RECORDS Clerk should study the Checklist for the Review of Records to determine if the Session has taken all the needed actions that should be included in each year of Session minutes</p> <p>Clerk's Tip – Use the most recent Review of Records Checklist to remind you of all the topics that should appear in the minutes, after having been reported to or acted upon by the Session. Mark each item with the date of the Session meeting minutes. This makes preparing for Review of Records much easier!</p> <p>ANNUAL STAFF REVIEWS The personnel committee should complete an annual review of all staff and the ‘adequacy of their compensation (salary and benefits).’ (G-3.0110) Results need to be reported to the session and approval gained for any changes.</p> <p>PASTOR’S TERMS OF CALL - G-1.0504 Present the Pastor’s terms of call to the congregation at the next congregational meeting. The terms of call for pastors must be approved by the congregation annually and approval must be recorded in the minutes.</p> <p>ANNUAL BUDGET - G-3.0113 Be sure to include the approval of the annual budget in the minutes of the Session.</p>	<p style="text-align: center;">11 월</p> <p>노회 연례 당회록 및 기록 검토 준비 서기는 당회록 및 기록 검토를 위한 체크리스트를 숙지하여 당회가 매년 회의록에 포함되어야 하는 모든 필요한 조치를 취했는지 확인해야 합니다.</p> <p>서기의 착안사항 - 가장 최근의 기록 검토 체크리스트를 사용하여 당회에 보고되거나 당회에서 조치를 취한 후 회의록에 표시되어야 하는 모든 주제를 상기시켜 주십시오. 각 항목에 회의록 날짜를 표시하십시오. 이렇게 하면 기록 검토 준비가 훨씬 쉬워집니다!</p> <p>연간 직원 리뷰 인사위원회는 모든 직원과 '사례(급여 및 복리후생)의 적정성'에 대한 연례 검토를 완료해야 합니다." (G-3.0110) 결과는 당회에 보고되어야 하며 변경 사항에 대해서는 승인을 받아야 합니다.</p> <p>목회자의 청빙 조건 - G-1.0504 다음 공동의회에서 목사의 청빙 조건을 회중에게 제시하십시오. 목회자의 청빙 조건은 매년 회중의 승인을 받아야 하며 승인은 회의록에 기록되어야 합니다.</p> <p>연간 예산 - G-3.0113 회의록에 연간 예산 승인을 반드시 포함시키십시오.</p>
<p style="text-align: center;">DECEMBER</p> <p>NOMINATING COMMITTEE Remind the nominating committee to fill openings on committee with members to be elected at the Annual Congregational Meeting.</p> <p>OFFICER TRAINING - G-2.0402-3.0204 Session needs to instruct, examine and install elders and deacons and to report date of the installation of officers for inclusion in the Session minutes.</p>	<p style="text-align: center;">12 월</p> <p>공천위원회 연례 공동의회에서 교회 각 위원회의 공석을 채울 분들을 선출 할 수 있도록 공천위원회에 상기시키십시오.</p> <p>제직훈련 - G-2.0402-3.0204 당회는 장로와 집사를 가르치고, 시취하고, 임직을 하게 하며, 당회 회의록에 포함될 직분자의 임직 날짜를 보고해야 합니다.</p>

MONTHLY ITEMS

Clerk's Tip - The Clerk should develop in their computer a template for the opening items of a session meeting, which should include: church name, date, time, location of the meeting, attendance present, excused and absent, visitors, if any, who is moderating, approval of minutes of meeting and the Pastor's Report and the Treasurer's Report. (See Appendix 'C').

DEACON OVERSIGHT (G-2.0402, G-3.0204)

Review the last set of deacons' minutes and enter a report in the minutes that they were reviewed and found in order (if not, so state the correction) put a financial summary in the minutes. (An alternate plan is to have an annual review of all their minutes and financial records with a report to the session by December about the review).

CHURCH FINANCES

Report and enter in minutes a summary of monthly church finances. (See Appendix 'C')

월간 항목

서기의 착안사항 - 서기는 교회 이름, 날짜, 시간, 모임 장소, 참석자 및 방문자(있는 경우), 당회장, 목회보고, 재정보고등이 포함된 당회의 템플릿을 자신의 컴퓨터에 활용하면 편리합니다. (부록 'C' 참고)

집사 감독 (G-2.0202, G-3.0204)

집사 회의록을 검토하여 검토내용을 당회록에 입력합니다(집사회 회의록에 정정해야할 것이 있다면 정정 내용을 명시). 당회록에 집사회 재정 요약에 입력합니다. (대안적 계획은 모든 회의록과 재정 기록을 매년 검토하여 12월까지 당회에 검토를 위한 보고서를 제출하는 것입니다)

교회 재정

월간 교회 재정 요약에 보고하고 입력합니다. (부록 'C' 참고)

AS NEEDED**BAPTISMS (G-3.0204b)**

Report and enter in minutes any baptisms. Baptisms are to be approved by session prior to the Baptism. Report to the Session that the sacrament was completed. (See Appendix 'D')

WEDDINGS AND FUNERALS

Report and enter in minutes any weddings and funerals held in the church and officiated by the church pastor(s), or by some other pastor. (See Appendix 'E')

Report any weddings and funerals officiated by the pastor(s) away from the church. (See Appendix 'E' and 'F')

NEW MEMBERS(G-3.0204a)

Report and enter in minutes any member(s) received into membership and how they came into membership i.e. by Profession of Faith, Reaffirmation of Faith or by Letter of Transfer. Give full details. (See Appendix 'G')

MEMBERSHIP TRANSFER(G-1.04)

Report and enter in minutes any person(s) requesting and granted a transfer of membership, deletions from church rolls, and restorations to active roll. (See Appendix 'G' and 'H')

필요에 따라 당회록에 기록하여야하는 항목

세례(G-3.0204b)

모든 세례는 당회록에 입력해야 하며, 세례 전에 당회의 승인을 받아야 합니다. 성찬이 완료되었음을 당회에 보고해야 합니다. (부록 'D' 참고)

결혼식과 장례식

교회 내에서 교회의 목회자나 다른 목회자가 집례하는 결혼식과 장례식에 대해 보고하고 회의록에 입력하십시오. (부록 'E' 참조)

목회자가 교회 밖에서 집례한 결혼식과 장례식에 대해 보고하십시오. (부록 'E' 및 'F' 참조)

새 교인(G-3.0204a)

신앙 고백, 신앙 재확인 또는 이명증서를 통해 새롭게 교인이 된 교인명단과 교인으로 가입한 방식에 관하여 자세히 보고하고 회의록에 입력하십시오. (부록 'G' 참조)

교인 명부 변경(G-1.04)

교인의 이명, 교회 명부에서의 제명, 활동교인으로서의 복원 요청 및 승인에 해당된 모든 사람을 보고하고 회의록에 입력하십시오. (부록 'G' 및 'H' 참조)

APPENDIX ‘A’

ANNUAL SESSION MEETING: CONSENT AGENDA

(Do not send in to the Presbytery office ~ this is for your convenience only)

The following items, required by the *Book of Order* of the Presbyterian Church (U.S.A.), are presented to the session for its favorable action at this meeting.

1. That Elder _____ be elected CLERK OF SESSION (G-3.0104) for _____ years (or was elected in _____ for a term of _____ years).
[Unless otherwise provided for in the Congregation’s “Bylaws”]

2. That _____ be elected TREASURER (G-3.0205) of the congregation for the year 201____ [Unless otherwise provided for in the Congregation’s “Bylaws”], and that _____ be designated to a) co-sign checks where necessary, b) sign checks in the absence or incapacity of the Treasurer.

3. That the following people be approved as check signers for 20____.

4. That the following people will be appointed to count and record offerings (G-3.0205a): or fidelity bonded person.

5. That the following persons be elected as the “Audit Committee” for 20____.

Appendix A continued - Annual Consent Agenda

6. That the *SESSION ANNUAL STATISTICAL REPORT* be received by the Session and recorded in the minutes.

7. That the annual training of new officers was completed _____ OR is scheduled to be completed _____. Give a brief outline of the training subjects to be covered and who did the training.

8. That the Annual Meeting of the Congregation (G-1.0501 and G-1.0502) was/will be held on (date) at (time) at (location) . {Date may be provided for in *Bylaws*}

9. That the following persons were/will be elected to the Nominating Committee:

Elders:

Members at Large: (must constitute a majority of the Committee):

10. That the changes in the pastor(s)'s terms of call have been submitted to the Presbytery of Los Ranchos and to the Board of Pensions. _____ YES _____ NO

Appendix A continued - Annual Consent Agenda

11. That the following resolution is adopted by the Session in compliance with the regulations of the Internal Revenue Services:

The following resolution was duly adopted by the Board of Directors of the _____ Presbyterian Church at a regularly scheduled meeting held on _____, a quorum being present:

Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to him/her as part of his/her compensation to the extent used by him/her for actual expenses in owning or renting a home; and

Whereas, Pastor _____ is compensated by _____ Presbyterian Church exclusively for services as a minister of Word and Sacrament; and

Whereas, _____ Presbyterian Church does not provide Pastor _____ with a manse; therefore, it is hereby

Resolved, that the total compensation paid to Pastor _____ for calendar year 20__ shall be \$ _____, of which \$ _____ is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further

Resolved, that the designation of \$ _____ as a housing allowance shall apply to calendar year 20__ and all future years unless otherwise provided.¹

11. That the following resolution is adopted by the Session in compliance with the regulations of the Internal Revenue Service:

That the following sentence be included on all statements to members of contributions: UNLESS NOTED, OR IF NO VALUE IS LISTED, NO GOODS OR SERVICES WERE PROVIDED TO YOU BY THE CHURCH IN CONNECTION WITH ANY CONTRIBUTION, OR THEIR VALUE WAS INSIGNIFICANT OR CONSISTED ENTIRELY OF INTANGIBLE RELIGIOUS BENEFITS. ¹

And further, the Treasurer is directed to comply with all related regulations regarding reporting of contributions.

¹ This wording provided verbatim (or nearly verbatim) from Richard Hammer's Church and Clergy Tax Guide, 2002. **Congregations are strongly encouraged to purchase the most current edition.** (A model for resolutions for pastors provided a manse can be found in Hammer's book or by calling the presbytery office.)

Appendix A continued - Annual Consent Agenda

12. That in 20____ the Sacrament of Holy Communion will be provided during worship on the following dates through January of next year:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

13. That the Budget (other than Pastoral Compensation) for the year 20____ be approved.
{Reminder: only the Session actually “approves” the budget; the congregation may “review” “endorse” “concur” or make recommendations but it does not “approve.”}

14. That the per capita apportionment for 20____ operational expenses of General Assembly, Synod, and Presbytery in the amount of \$_____, has been/will be paid to the Presbytery. {\$_____/person}

15. That the Church’s 20____ insurance is provided by _____ at with coverage in the amount of _____ a premium cost of \$ _____ per year.

Appendix A continued - Annual Consent Agenda

16. That a “Vouchered, Reimbursable Professional Expense Policy” (similar to the one below—adapted from the one for Presbytery staff) be adopted:

Business & Professional Expense Reimbursement Policy

1. Any employee of the church shall be reimbursed for ordinary and necessary business and professional expenses incurred on behalf of the congregation:
 - a. The expenses are reasonable in amount;
 - b. The employee documents the amount, time and place, business purposes of each expense and the business relationship of any person for whom expenditures were incurred, in a manner sufficient to satisfy paragraphs 1.62-2 (d) (e) (f) of the Internal Revenue Code;
 - c. The employee provides the documentation for each month's expenses to the _____, including a receipt for any expenditure of at least \$25.00, not more than 5 working days after the end of each month. [IRS allows submission “at least every 60 days”]
 - d. Auto expenses will be reimbursed at the IRS maximum allowable mileage rate. [SEP]
 - e. Any advance or reimbursement of expenses that exceeds the amount of expenses substantiated in accordance with this policy shall be repaid to the church not less than 120 days after it is received by the employee.
 - f. The church will not reimburse expenses not substantiated in accordance with the policy.
2. All documentation submitted to the Treasurer in accordance with this policy will be copied by the church and should be retained by the employer and employee for at least 4 years.

17. IF THE SESSION IS ALSO THE BOARD OF DIRECTORS OF THE CORPORATION AND STANDING RULES/BYLAWS DO NOT OTHERWISE SPECIFY OR PROVIDE FOR:

The Session elected:

President of the Board of Directors/ Trustees _____

Vice-President _____

Secretary _____

*Appendix B continued – Format for Annual Congregational Meeting*RECORD OF RECEIPTS

	ACTUAL	ANTICIPATED
	20__	20__
1. Adult Estimates of Giving	\$ 29,148.19	\$ 33,456
2. High School and College	11.05	120
3. Church School	283.43	300
4. Loose Offering	1,517.30	1,428
5. Easter, Thanksgiving and Christmas	1,585.20	792
6. Shared Space	4,188.00	12,720
7. Special Gifts	1,641.86	1,800
8. Miscellaneous	2,719.01	1,200
9. Grants and Aids	0 0	
10. Non-Budget (Transfers)	0 0	
11. Vacation Bible School	<u>403.25</u>	<u>420</u>
 TOTAL	 \$ 51,497.29	 \$ 52,236
 Balance, January 1, 20__	 \$ 946.41	
Receipts	\$ 51,497.29	
TOTAL AVAILABLE	\$ 52,443.70	
Expenditure.	\$ 49,948.71	
Ending Balance, December 31, 20__	\$ 2,494.99	

Appendix B continued – Format for Annual Congregational Meeting

The Pastor’s terms of call for 20__ was presented as follows:*

Salary	\$ 35,000
Housing and Utility	30,500
One Month Vacation (30 calendar days)	
Sub-Total	65,500
Pension/ Major Medical	25,545
Reimbursed Expenses:	
Car Allowance	2,000
Study Leave (2 weeks)	1,500
Minister’ Expense Acct.	1,500
Medical Expense Acct.	<u>200</u>
TOTAL	\$ 96,245

From 2024 Terms of Call, please include 12 week paid Family Medical Leave (see 2023 revised PLR Personnel Policies for Clergy)

*Some churches are including a Social Security Allowance since the pastor often pays all the Social Security percentage as self-employed.

VOTED to approve the pastor’s terms of call for 20__.

VOTED to adjourn. The meeting was closed with prayer at __: __ A.M./P.M..

Moderator

Clerk of Session

Date Approved

PASTOR SIGNS CONGREGATIONAL MEETING MINUTES. (Minutes of congregational meetings are ordinarily approved at the next stated session meeting)

APPENDIX ‘C’

OUTLINE FOR SESSION MINUTES

Minutes of the Stated (or Called) Meeting of Session
name of church
city
date

The Stated (A called) meeting of _____ Presbyterian Church was called to order at (time) by the moderator, The Rev _____. The meeting was held in the (location). (Person) led the Session in prayer.

If it is a called meeting, be sure to state the purpose of the meeting.
A quorum was present.

Session members present and voting were: _____
List the Pastor and the elders present.

VOTED to excuse elder(s):

Elders absent:

VOTED to approve the minutes of (Date) as distributed (or amended). If amended give the amended reading.

VOTED to approve the agenda.

Clerk’s Report:

Should include:

- references to communications received
- Death of member(s)
- Request for membership transfers
- Communion was served at worship on _____, ____, 20__ with _____ in attendance.

Pastor’s Report:

- Correspondence pertinent to the session.
- Should include for the record all marriages, funerals and baptisms since last session meeting.
- The pastor reported that she/he was accompanied by elder/church member _____ when serving Communion to the following sick or shut-in persons:

Other Staff Reports:

Appendix C continued – Outline for Session Minutes

Treasurer’s report:

Beginning Balance	____ / ____ / ____	\$ _____ . ____
Receipts		\$ _____ . ____
Disbursed		\$ _____ . ____
Ending Balance	____ / ____ / ____	\$ _____ . ____

Committee Reports:

Presbytery Report:

(Name of presbytery commissioner(s) attended Presbytery on (Date).
 (Person) reporting on the Presbytery meeting.
 (Enter a summary of the report in the minutes.)

Old Business:

New Business:

Affirm next Stated Session meeting date.

VOTED to adjourn at (Time).

(Person) led the session in a closing prayer.

Respectively Submitted,

Date Approved

Clerk of Session

**APPENDIX ‘D’
FORMAT FOR BAPTISM**

Approval for Baptism: (Record this motion in the minutes)

VOTED to approve the baptism of the following child (children):

(First) _____ (Middle) _____ (Last) _____

whose parents have been instructed in the institution and meaning of the sacrament. (W-3.0403):

(Parent’s full name) & (Parent’s full name & if applicable maiden name).

(Date) of birth of child. (Place of birth) of child. (Repeat as needed for each child)

Tentative date _____ of baptism.

Report of Baptism: (Include this report in the Session Minutes to show that the baptism did take place.)

The following person(s) was/were baptized on: (Date) _____.

(Person(s) full name) _____

(Date) of Birth. (Place) of birth.

(Parent’s full name)& (Parent’s full name & if applicable maiden name).

Baptized by The Rev. _____ at (Place of Baptism).

APPENDIX 'E'
FORMAT FOR WEDDINGS

The following marriage was performed (Groom: Residence: Bride: Residence: Date of Marriage:
Officiated by: Place: Witnessed by (2):

Report of a Wedding:

Name Presbyterian Church, OR other location County, California

Date of License: _____, 20__

License Number: _____

County of License: _____

Witnesses (2): _____, _____ OR

No witnesses, confidential marriage certificate

APPENDIX 'F'
FORMAT FOR A DEATH

Report of a Death:

The following funeral/memorial service was performed: OR the following member has died:

(Member # from Roll Book) : (Name of deceased)

Date of Birth: ____/____/____

Date of Death: ____/____/____

Date of Funeral/Memorial Service ____/____/____

Place of Burial: _____

Officiant's name: _____

APPENDIX 'G'
FORMAT FOR RECEPTION OF MEMBER(S)

RECEPTION OF NEW MEMBER(S)

VOTED to receive, after having been instructed in the meaning of membership, into the membership of the church:

- (Full name of person including maiden name of married female).
- (Indicate how they were received. i.e. reaffirmation, confession of faith or transfer of membership).
- (If transfer of membership give name of church transferring from).

Repeat information for each person received into membership.

AFFILIATE MEMBER RECEIVED (G-1.0403):

VOTED the following person, an active member in good standing of _____
Presbyterian Church (or other church in correspondence with GA) is received and placed on the
Roll of Affiliate Members.

Date placed on this roll: ____ / ____ / ____.

APPENDIX 'H'
FORMAT FOR REMOVAL OF MEMBERS

TRANSFER OF MEMBER (G-3.0204A):

(When a letter of transfer for a member has been issued, the person(s) remains a member until a notification has been received from the church to which the transfer was made. The Clerk needs to report that the transfer has been finalized and then the member is deleted from the roll.)

VOTED to transfer (name) to _____ Presbyterian Church (or other church in correspondence with GA). (Also include names of baptized children and ordination information, if applicable, when sending certificate of transfer.)

When notice has been received of reception by church to which transfer was made then: The clerk reports that (name) transferred to _____ Presbyterian Church has been received as a member and the member is deleted from the roll effective ____/____, 20 ____.

LIST MEMBER(S) TO BE REMOVED FROM THE ROLL:

VOTED to remove from the (active) roll the following person *per* request of the person:
(name) _____

VOTED to remove from the (active) roll (name) (G-3.0204a) as the person has Joined another church.

VOTED to remove from the active roll the following persons who have been absent two years and whose address is unknown (G-3.0204a):

1. name _____
2. name _____