

## Notes:

1. If a serious mistake has been made, cross through it, sign and date in margin. If necessary, refer to another page where the corrected material is to be found. Include Session's authorization for same when required. If the necessary correction would significantly alter the records that have been approved by Presbytery, the Clerk should request approval of the change in writing through the Session Records Committee.

## 2. Membership requirements and Church Register

**G-10.0302:** In recording membership and membership changes, include full names of all persons dismissed, deceased, deleted, placed on inactive roll, received, or restored. A man's full name may include two (2) or even three (3) given names and perhaps "senior" or "junior", etc. A woman's full name should, if known, include her maiden name and always her own given name, not just her husband's. For easy reference, include chronological number in minutes of session with any membership change.

**G-10.0302(1):** Record the full names of parents, date of birth and date of baptism of children and adults baptized.

**G-10.0102b:** State the method of receiving each new member

On examination, having been baptized in infancy;

On examination, by profession of faith, with baptism administered afterward;

By certificate and from what church (full title with city and state/country);

By reaffirmation of faith (previous denomination may be indicated);

By restoration from the inactive roll.

When persons are being received on profession of faith, if serious illness or other providential circumstances prevents personal appearance before the Session, record the reason and name the elder members of the examining committee that was duly appointed for the specific purpose.

**Baptismal Roll G-10.0302(1):** To the Roll of Baptized Children or Non-Communing Roll, full names and other requisite data on children, when the Sacrament is administered in this church or when they are part of a family received by certificate of transfer.

When a baptized child becomes a member, or dies, or when the family is dismissed or moves away, close out the record on the Baptismal or Non-Communing roll, citing the reasons and date, and posting the new chronological number, if any.

To the Roll of Baptized Adults, post their full names, dates of Baptism, chronological number, and other requisite data.

**Active Roll G-10.0302a(2)** Post to the Active Roll, both chronological list and alphabetical index, the full name and chronological number. In the chronological list should also be the method of joining and the date of Session action to receive as a member (not the date of presentation to the congregation.) If the method of receiving must be changed from certificate to reaffirmation, after conditional reception and adverse report from the previous church, the same date may be used, as Session's action is retroactive.

When a member's name is changed, post the new name (with original chronological number) in the alphabetical index, and under "remarks" opposite the name in the chronological roll. (If necessary, cross-reference to the numbered listing in the roll of marriages.)

**Inactive Roll G-10.0302a(3):** When a member's name is removed from active to inactive status, post to the Roll of Inactive Members, her or her name, chronological number, legal basis, and date; and post to the Chronological Roll, the date, action, and citation to the legal basis. If restored to Active Roll, use same chronological number. (Optionally, a new number may be assigned, posting old number in parenthesis.)

**Affiliate Roll G-10.0302b(4):** To the Roll of Affiliate Members (optional) the full name and other requisite data of each temporary resident so received, and assign a separate series of numbers to "affiliate" members. Affiliate membership must be renewed every two years.

**Deletions G-10.0302b(1-8):** When a member's name is "removed" from the roll of members, post such action to the chronological list under "termination", the date, and cause.

**Roll of Marriages G-10.0302c:** Post to the Roll of Marriages, the full names of contracting parties and other requisite data, whenever the Pastor or another minister, connected with this church, has officiated, even if neither party is a member of it; similarly, record all marriages performed by other Presbyterian ministers when a member of this church is a party. Optionally, post the known facts about other marriages of communicant or baptized members on the rolls of this church.

**Roll of Elders G-10.0302c(3):** To the Roll of Elders, all members who have been so ordained, either in this church or in another, including related denominations "holding the Presbyterian Order in Correspondence with the General Assembly"; include the chronological number of each and the date and place (church, city, and state) in the which the ordination was conducted. Post also the dates of all installation, terms of service, and any resignations, deaths, or other removals by Session.

**Roll of Deacons G-10.0302c(4):** To the Roll of Deacons, all who have been so ordained to the same criteria as for Elders (excepted that resignations of Deacons are subject to acceptance by the Session, not by the Board of Deacons.) (This roll is in order even through the local church does not, at that time, have a Board of Deacons.)

**Roll of Trustees G-7.0401:** Post to the Roll of Trustees, all installations, terms of service, and resignations, deaths, or other removals of Trustees, if such Board is separate from the Session. (Resignations of Trustees are subject to acceptance by the Board itself.)

**Roll of Pastors G-10.0302c(5):** Post to the Roll of Pastors, Associate Pastors, Interim Pastors, Stated Supplies and Parish Associates, their names, ordination and installation dates, and terms of service.

**Roll of Deaths G-10.0302b(8):** When a member dies, post the name of the deceased, date and place of death, place of interment or cremation. (Optionally, non-members may be included and indicated on roll of death.)

Optionally, cross reference the alphabetical listings to the baptismal roll so that all baptized children will be noted when the parents are given a certificate of transfer. The alphabetical listings may include cross-reference to roll of elders and deacons if deemed advisable.

Optionally, keep a supplementary chronological listing of all names as removed from the active roll, with date, method of termination (according to headings in the Annual Statistical Report), this may save research and facilities verifying the statistical figures.

### **3. Session Committees and Boards (G – 9.0500)**

#### **SUGGESTED EXAMPLES OF CHURCH BOARDS AND COMMITTEES**

- a. Deacons, Associations
- b. Property
- c. Personnel
- d. Communications
- e. Stewardship
- f. Finance
- g. Evangelism
- h. Worship
- i. Education

### **4 Annual Requirements and Congregational Meetings**

G -14.0000 – G-14.0300