

Appendix B

RULES FOR SESSION with regard to session records

1. Session shall keep a permanent, consecutive record, apart from the minutes, of:
 - a. Communing members
 - i. when enrolled
 - ii. how enrolled
 - iii. when removed from the roll
 - iv. how removed from the roll
 - b. Baptisms
 - c. Non-communing members (including birth-dates of infants)
 - d. Marriages of members
 - e. Deaths of non-communing members
2. Minutes shall be submitted for examination and attestation to the second stated meeting of presbytery each year.
3. Minutes of session shall be printed, typewritten or legibly handwritten in ink on pages numbered serially from the first historical meeting of the session. Computer printed records may be used, provided each sheet is initialled by the moderator and the clerk. Erasures, inserts, footnotes and blank spaces should be avoided as much as possible. Corrections must be legible and initialled by the clerk. Minutes should include:
 - a. date, time and place of meeting
 - b. name of the moderator
 - c. names of elders and visitors present
 - d. names of those who open and close in prayer
 - e. reading and approval of minutes of previous meeting(s)
 - f. a clear description of motions adopted and business transacted, together with such additional material as session considers necessary for historical purposes. Each main motion should normally be recorded in a separate paragraph, unless motions are closely related.
 - g. a clear record of issues relating to the spiritual health of the congregation, as they arise
 - h. The page(s) of the minutes on which may be found records of previous actions to which reference is made
 - i. Date(s) of administration of the Lord's Supper since the last session meeting
 - j. Dates of any baptisms since the last session meeting and names of the persons baptized
 - k. names and approval of all who preach other than members of session, assistant pastors to the congregation or its pastor(s) emeritus.
 - l. full names of all applicants for communing membership:
 - i. for minors, the names of their parents
 - ii. whether or not they are baptized
 - iii. whether admitted by letter, profession of faith, reaffirmation of faith; or denied admission
 - m. removal of names from the roll:
 - i. with reason and date
 - ii. name of church to which a letter of dismissal was sent
 - n. any discipline administered. When session has to administer discipline, the *Book of Church Order* should be studied and followed carefully. Minutes of session must contain such a careful and detailed record of the proceedings as would enable Presbytery to know who were disciplined, why and how.
 - o. names of each elder appointed as a commissioner or alternate to Presbytery or General Assembly.
 - p. time of adjournment
 - q. Signature of the clerk, after the minutes have been approved by session.