

The Presbytery of Arkansas

Records Requirements for Church Register and Session Minutes

*(Revised 6/5/10; added to Manual of Operations 6/5/10;
amended to comply with the Book of Order 2011/2013; Revised 7/20/20)*

(Please mark if each requirement is complied with, and the page number where it is found if applicable.)

The Church Register

Each church shall prepare and maintain a church register in accordance with the following guidelines:

	Yes	Page #
1. Maintain rolls of Pastors, Elders, Deacons, and Trustees as elected, with all of the information called for in the Church Register. G-3.0204b	_____	_____
2. Maintain an Active Members and Affiliate Members roll, including all of the information called for by the Church Register. G-3.0204b	_____	_____
3. Maintain an accurate record of all infant and adult baptisms, including all of the information called for by the Church Register. G-3.0204b	_____	_____
4. Register of deaths – name, residence, date of death, and place of burial.	_____	_____

Session Minutes

Meetings held no less than quarterly: G-3.0203

General Requirements

	Yes
5. These requirements shall be attached in the rear of the Minutes as a permanent part of the Session Records.	_____
6. Minutes shall be kept in a permanent or loose-leaf binder, the pages numbered consecutively, written in ink if not typed.	_____
7. No supplemental matter, such as reports, will be attached to the minutes. All such documents as referred to in the minutes should be kept in a separate "Session Records" file.	_____
8. Minutes should include only that which is vital to the transactions of the meeting. Names of movers and those seconding motions need not be recorded.	_____

Annual Requirements

More than one entry may be required if changes occur during the year.

	Yes	Page #
9. The minutes shall reflect an annual report to the Session of the findings of the Presbytery as to the condition of the Session records.	_____	_____
10. A record of the review of the salaries of the ministers and staff personnel. This review shall precede adoption of the budget by the Session.	_____	_____
11. A record of the Annual Statistical Report being reviewed by the Session prior to submitting it on-line to the Office of the General Assembly, and a summary of the report included as a permanent part of the Session records. G-3.0202f	_____	_____
12. A record of the examination of the church financial records and the records of the Board of Deacons. G-3.0113	_____	_____
13. A record of the examination of the Church Rolls for accuracy. G-3.0204	_____	_____
14. An annual statement of comprehensive liability insurance coverage in effect. G-3.0112	_____	_____

Entries Required When They Occur

	Yes	Page #
15. Authority for, and record of, all celebrations of the Sacrament of the Lord's Supper. If administered to shut-ins the record should so state. W-2.4010; W-2.4012; G-3.0201b	_____	_____
16. Full names of members received and manner of reception, including name of church from which received. <i>(Requires Register Entry)</i>	_____	_____
17. Names of members dismissed, their baptized children, and the church to which they are dismissed. If a Ruling Elder or Deacon this is so noted, along with the date and place of ordination. <i>(Requires Register Entry)</i>	_____	_____
18. Baptisms, deaths, and members dropped from roll and reason(s). <i>(Requires Register Entry)</i>	_____	_____
19. Record of election of Commissioners to Presbytery, and their report back to the Session. G-0202	_____	_____
20. An elected Congregational Nominating Committee, formed as required by the <i>Book of Order</i> , to nominate Ruling Elders and Deacons. G-2.0401	_____	_____
21. The election, instruction, examination, ordination and/or installation of Ruling Elders and Deacons. G-2.0402. <i>(Requires Register Entry)</i>	_____	_____
22. Calling of Congregational meetings according to the <i>Book of Order</i> . G-1.0502	_____	_____
23. Minutes of Congregational meetings, signed by the Clerk of Session and the Moderator. (Should be reviewed by the Session and filed immediately following the minutes of the Session meeting that reviewed them.)	_____	_____

Entries Required in Each Set of Minutes

- Yes
24. Whether the meeting is stated or special/called, or joint if another body is present, such as Deacons or Trustees. _____
25. The time, date, and place of the meeting. Including the purpose of a Congregational meeting or a special/called meeting. _____
26. The name of the Moderator, and a statement that a quorum is present. _____
27. The names of Ruling Elders present, absent, and excused. _____
28. Statements that the meeting was opened and closed with prayer. G-3.0105 _____
29. Approval at Stated meeting of minutes of past meeting(s) and date(s) of each. _____
30. Full account of all motions passed and business transacted. _____
31. The signature of the Clerk of Session on all Session minutes. _____

The following questions will need to be asked of the Clerk of Session or Moderator:

Corporation

G-4.0101: Where permitted by civil law, each congregation shall cause a corporation to be formed and maintained. If incorporation is not permitted, individual trustees shall be elected by the congregation. Any such individual trustees shall be elected from the congregation's members in the same manner as those elected to the ordered ministries of deacon and ruling elder. Terms of service shall be governed by the provisions of G2.0404.

- Yes
32. Is the church incorporated as a non-profit, 501C3, organization? _____
33. Was the annual report for non-profit corporations submitted this year as required by the Secretary of State of the State of Arkansas? _____

Policies and Procedures

G-3.0106–G-3.0108a: Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. All councils shall adopt and implement a sexual misconduct policy and a child and youth protection policy.

- Yes
34. Does the church have a Manual of Administrative Operations? _____
35. Does the church have a Sexual Misconduct Policy? _____
36. Does the church have a Child Protection Policy? _____

The Presbytery of Arkansas
Report Form for Annual Records Review

Name of Church: _____ Year(s) Being Reviewed: _____

Town/City: _____ Examined by: _____

Exceptions (*items which are required but were absent*):

Church Register

Item # Comments

Session/Congregational Meeting Minutes

Item # Comments

Corporation/Policies and Procedures

Item # Comments

Please return to the Stated Clerk @ lesliebeld@aol.com, or to Leslie Belden, Presbytery of Arkansas, 9221 N. Rodney Parham Road, Little Rock, Arkansas 72227. Thank you so much for your work reviewing records!