



# **CLERK OF SESSION TRAINING**

## **PART 2: ADVANCED TOPICS**

# WELCOME TO PART 2

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Part 2 of the Clerk of Session Training is intended to expand upon what you learned in “Part 1: Basic Training”.

*“An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.” Proverbs 18:15 (ESV)*

In this module, you’ll:

- ✓ Learn about how to submit the Annual Statistical Report
- ✓ Learn the basics of Robert’s Rules of Order
- ✓ Learn about the annual Records Review by the Presbytery
- ✓ Understand the difference between Church Bylaws, the Operations Manual, and know what types of policies a Session is required to adopt
- ✓ Learn about some matters relating to the church as a corporation
- ✓ And more!

# THE ANNUAL STATISTICAL REPORT

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The Clerk of Session is responsible for completing and submitting the Annual Statistical Report to the Office of the General Assembly (OGA).

You will receive a letter from our Presbytery Office with instructions and deadlines for the reporting (normally in the fall).

The deadline for submitting this report is set by the OGA but it is usually in early February.

# THE ANNUAL STATISTICAL REPORT

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The report is submitted online through the website provided by OGA. If you do not have internet access, you may call the Presbytery Office and set up an appointment to enter the information there.

To begin, visit the Clerks of Session resource webpage on Beaver-Butler Presbytery's website:

<https://beaverbutler.org/clerks-of-session/> and download and **print the Statistics Workbook.**

The Workbook contains all of the information you'll need to gather for the report. Once the Workbook is complete, you can simply input the data on the OGA's website.

# THE ANNUAL STATISTICAL REPORT

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Once you've printed the Statistics Workbook and completed necessary information, it's time to enter it into the OGA Statistical Reporting website.

**The website is:** <http://oga.pcusa.org/stats>

You'll need to enter your User name and Password. They remain the same from year to year. If you need your User Name and Password, please call our office at 724-452-7515 or email: [office@beaverbutler.org](mailto:office@beaverbutler.org).



## Denominational Rolls and Statistics

OGA HOME

DENOMINATIONAL ROLLS AND STATISTICS > STATISTICAL REPORTING AND FREQUENTLY ASKED QUESTIONS

CHURCHWIDE  
MINISTRIES

GENERAL ASSEMBLY  
MEETING SERVICE

DENOMINATIONAL  
ROLLS AND  
STATISTICS

Minister Directory  
(Español | 한국어)

Denominational  
Statistics

Data Requests

Statistical Reporting  
& F.A.Q.

Church directory

### Statistical Reporting and Frequently Asked Questions



Churches and presbyteries can [access the year-end statistics online reporting system](#).  
[Go to the Online Statistics Entry system](#).



\*The system works best with Firefox, Google Chrome and Safari.

\*If you need further assistance contact your Presbytery or email [OGARecords@pcusa.org](mailto:OGARecords@pcusa.org).

This is what the OGA Statistical Reporting website looks like. You may click on either “access the year-end statistics online reporting system” or “Go to the Online Statistics Entry system” to get started.

## Security

**Please Login**

User Name:

Password:

Remember me on this computer

Enter your User Name and Password and click on “Login” to begin.

# Church Statistics

## New Bethlehem

Pin: 05032 Synod/Presb: Beaver-Butler

Press the Statistical Questions tab to enter your statistics.

Church	Clerk	Statistics Questions
<b>Church Report:</b> <input type="button" value="PDF"/>		
<b>Name:</b> New Bethlehem		
<b>Mailing</b>		
<b>Address 1:</b>	183 New Bethlehem Church	<b>Secondary 1:</b>
<b>Address 2:</b>		<b>Secondary 2:</b>
<b>City/State/Zip:</b>	Aliquippa, PA 15001-5957	<b>City/State/Zip:</b>
<b>Primary Phone:</b>	724-378-3751	<b>Email:</b> <a href="mailto:nbpcoffice@comcast.net">nbpcoffice@comcast.net</a>
<b>Website:</b>	<a href="http://www.newbethlehempc.org">www.newbethlehempc.org</a>	
<b>Location:</b>	Aliquippa, PA	

### Tasks

[Home](#)

[Edit Mailing](#)

[Edit Physical](#)

[Change User Password](#)

[Reports](#)

[Logout](#)

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

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Notice the “Church” tab (in orange above) is selected. If you need to update the mailing or physical address of the church, you may do so here.



## New Bethlehem

Pin: 05032 Synod/Presb: Beaver-Butler

Church	Clerk	Statistics Questions
<b>Name:</b>	Diane Meanor	
	<b>Mailing</b>	
<b>Address 1:</b>	300 Ohioview Ave	<b>Secondary 1:</b>
<b>Address 2:</b>		<b>Secondary 2:</b>
<b>City/State/Zip:</b>	Aliquippa , PA 15001	<b>City/State/Zip:</b>

## Tasks

[Home](#)[Edit Mailing](#)[Edit Physical](#)[Logout](#)

Notice the “Clerk” tab (in orange above) is selected. If you need to update your\* mailing or physical address you may do so here.

\*This is the personal address of the Clerk of Session.

Click on the “Statistics Questions” tab to begin entering your church’s information.

Church

Clerk

Statistics Questions

[English](#) | [Español](#) | [한국어](#)

## SESSION ANNUAL STATISTICAL REPORT FOR THE YEAR 2022

This is designed to guide you through the statistical information that you must provide to the presbytery.

In accordance with G-3.0202f, churches must provide statistical information to the presbytery, presbyteries submit completed reports in accordance with General Assembly mandates. The Office of the General Assembly gathers the various PC(USA) presbytery reports to become the "OGA Statistics" that appear annually in the *General Assembly Minutes*, Part II, *Statistics*.

**PLEASE NOTE:** The session needs to approve the report as early as possible after December 31, 2022. This is a session report and DOES NOT require approval at a congregational meeting.

Contact your presbytery regarding the following questions:

1. *When is the deadline?*
2. *Oops, I hit the 'Submit' button and I have not entered data?*
3. *I've submitted my statistics and need to make a correction.*

Questions such as:

1. *Can I access the program/print reports after I've submitted?*
2. *Do I need to enter everything at one time?*
3. *How do I print my report or a previous year report?*

Answers to these and other Frequently Asked Questions can be found here:

<http://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/>

### Tasks

[Home](#)

[Instructions](#)

[Membership Stats](#)

[Congregational Life Stats](#)

[Racial Ethnic Stats](#)

[Financial Stats](#)

[Submit Stats](#)

[Logout](#)

[Help](#)

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The Tasks column on the right contains the various sections of the report. Enter your information into each section. When you're finished with that section, click on "Accept" to complete it. Then, move to the next.

Church	Clerk	Statistics Questions
<a href="#">English</a>   <a href="#">Español</a>   <a href="#">한국어</a>		
<b>Congregational Life</b>		
<b>Baptisms</b>		
Enter the number of infants and children presented for Baptism by parent(s) or others in 2022.	Presented by Others	<input type="text"/>
Enter the number of persons who presented themselves for Baptism in 2022 at the time of their confirmation.	At Confirmation	<input type="text"/>
Enter the number of all others who presented themselves for Baptism in 2022.	All Other	<input type="text"/>
Enter the weekly average of all regularly-scheduled worship services.	Average Weekly Worship Attendance	<input type="text"/>
Persons who are not members of the Presbyterian Church (U.S.A) who participate in the life and worship of this congregation.	Friends of the Congregation	<input type="text"/>
Enter the number of ruling elders serving on session as of 12/31/2022.	Number of Ruling Elders on Session	<input type="text"/>
	Do you have deacons?	--select-- ▼
<b>Gender Distribution of Members</b>		
Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership.	Women	<input type="text"/>
	Men	<input type="text"/>
	Non-binary   Genderqueer	<input type="text"/>
	<b>Total</b>	0 / 209
<b>Age Distribution of Members</b>		
Enter the number of active members in each category. This figure needs to be equal to or less than Ending Active Membership.	17 and under	<input type="text"/>
	18 - 25	<input type="text"/>
	26 - 40	<input type="text"/>
	41 - 55	<input type="text"/>
	56 - 70	<input type="text"/>
	71 and Over	<input type="text"/>
	<b>Total</b>	0 / 209
<b>Youth in your congregation</b>		
Enter the number of youth in your congregation.	Age 4 and under	<input type="text"/>
	Elementary School (K-5th grade)	<input type="text"/>
	Middle School (6th – 8th grade)	<input type="text"/>
	High School (9th – 12th grade)	<input type="text"/>
	<b>Total</b>	0
<input type="button" value="Accept"/> <input type="button" value="Cancel"/>		

- Tasks**
- [Home](#)
  - [Instructions](#)
  - [Membership Stats](#)
  - [Congregational Life Stats](#)
  - [Racial Ethnic Stats](#)
  - [Financial Stats](#)
  - [Submit Stats](#)
  - [Logout](#)

Work through each section of the Statistical Report (under the Tasks column), clicking “Accept” to save your progress.

## Church Statistics

✓ Successfully saved changes.

### New Bethlehem

Pin: 05032 Synod/Presb: Beaver-Butler

Church

Clerk

Statistics Questions

This is what you will see when you've saved your progress. If necessary, you may logout and finish the report later.

**DO NOT CLICK "SUBMIT STATS" UNTIL YOU ARE COMPLETELY FINISHED WITH THE REPORT AND ARE READY TO SUBMIT IT.**

## Church Statistics

### New Bethlehem

Pin: 05032 Synod/Presb: Beaver-Butler

Church

Clerk

Statistics Questions

[English](#) | [Español](#) | [한국어](#)

### SESSION ANNUAL STATISTICAL REPORT FOR THE YEAR 2022

This is designed to guide you through the statistical information that you must provide to the presbytery.

#### Tasks

[Home](#)

[Instructions](#)

[Membership Stats](#)

[Congregational Life Stats](#)

[Racial Ethnic Stats](#)

[Financial Stats](#)

[Submit Stats](#)

[Logout](#)



Once you have **completed all sections** of the report, select “Submit Stats”

## Church Statistics

### Submit New Bethlehem

This is where you submit your data to the presbytery. You will not be able to make changes to your report. Are you sure you want to continue?

Church: 05032

Name: New Bethlehem

Church Location: Aliquippa

Submit!

Cancel

#### Tasks

[Home](#)

[Logout](#)



[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

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You cannot make changes after you have submitted your report. This window will appear to verify your intention to “Submit Stats”.

# Church Statistics

## New Bethlehem

Pin: 05032 Synod/Presb: Beaver-Butler

Press the Statistical Questions tab to enter your statistics.

### Tasks

- [Home](#)
- [Edit Mailing](#)
- [Edit Physical](#)
- [Change User Password](#)
- [Reports](#)
- [Logout](#)

Church

Clerk

Statistics Questions

Church Report:

PDF

Name: New Bethlehem

#### Mailing

Address 1: 183 New Bethlehem Church

Secondary 1:

Address 2:

Secondary 2:

City/State/Zip: Aliquippa, PA 15001-5957

City/State/Zip:

Primary Phone: 724-378-3751

Email: [nbpcoffice@comcast.net](mailto:nbpcoffice@comcast.net)

Website: [www.newbethlehempc.org](http://www.newbethlehempc.org)

Location: Aliquippa, PA

[Help](#)

[Accessibility Statement](#)

[Privacy Policy](#)

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Once submitted, return to the “Church” tab. Click on the PDF button by Church Report to download your completed report. This is for your records (OGA received their copy when you clicked submit).  
Now you’re finished! 😊 You can logout.

# THE ANNUAL STATISTICAL REPORT

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Once you have downloaded the PDF version of your Statistical Report, be sure to save it and forward it to the Moderator of Session.

You will need to include it in your Clerk's Report at the next stated meeting of Session and it must be attached to the minutes of that meeting.

# ROBERT'S RULES OF ORDER

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Session meetings are governed by Robert's Rules of Order (when Robert's Rules is not in conflict with our Constitution).

Robert's Rules of Order (RRoO) allow for relaxed rules and more flexibility for small boards (which would apply to Sessions).

Robert's Rules of Order protect the voice of the minority and allow all sides to be heard. In the Presbyterian system, discussion and debate is, in part, how we discern the leading of the Holy Spirit in the matters before the Session.

This training provides a very basic guide for RRoO.



# ROBERT'S RULES OF ORDER

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The Moderator (pastor) presides over the Session. It is his or her job to insure:

- ⦿ discussions are collegial and respectful
- ⦿ all sides of a matter are heard
- ⦿ the Session follows its agenda

It is the duty of the clerk to keep an accurate record of the meeting in the form of minutes and to report clerk related information to the Session.

The moderator has voice and a vote on the Session.

The Clerk has voice in matters relating to the Clerk's duty but no vote (unless the Clerk is also serving a term as an active Ruling Elder).

# ROBERT'S RULES OF ORDER

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Items for action are handled in the form of “motions”. A motion is made by saying “I move that...” or “I recommend that...”

Unless coming from a committee, a main motion requires someone to “second” it. The “second” indicates there’s enough interest in the motion to move forward with it. If no one “seconds” the motion, it goes no further and no action can be taken on it.

Once a motion is made and seconded, the motion may be discussed. Discussion is limited to the motion on the floor. If the motion is to serve the Lord’s Supper on Christmas Eve and an Elder says “let’s paint the church purple!”, the moderator should call that Elder out of order.

# ROBERT'S RULES OF ORDER

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A main motion may be amended up to two times.

If the main motion is to “purchase new tires for the church van”, an Elder may say “I move to amend the main motion by adding “and get the oil changed”. That is a valid amendment of a main motion. That amendment requires a second and then [just the amendment of ‘getting the oil changed’] is open for discussion. The amendment is voted on.

If it fails, you return to the [unchanged] main motion for discussion to continue and voting.

If the amendment passes, the main motion is now “to purchase new tires for the church van and get the oil changed.” The new motion is now open for discussion and then voted on.

# ROBERT'S RULES OF ORDER

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The moderator may take a vote by

- ✓ Voice: “those in favor, say ‘aye’”
- ✓ A Show of Hands “those opposed raise your hand”
- ✓ Standing “those in favor, please rise”
- ✓ Secret Ballot

A “Division of the House” may be requested. This is a counted vote to verify an accurate outcome.

# ROBERT'S RULES OF ORDER

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Robert's Rules allows a person to have up to two ten minute speeches during discussion of a motion. A Session, however, may have standing rules that limit a speaker's time.

## **Other Common Motions:**

- ✓ Call the Question – ends debate on a motion. To call the question requires a 2/3 vote.
- ✓ Limit the Debate – puts a time limit on speakers (for that meeting). This also requires a 2/3 vote.
- ✓ Motion to Refer – Sends a motion to a committee (normally) for additional study or consideration.
- ✓ Motion to Postpone – Delays the action of a motion. A motion may be postponed to the next stated meeting.
- ✓ Motion to Adjourn – No explanation necessary, we all love this one!

# MINUTES WHILE IN EXECUTIVE SESSION

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If the Session needs to consider an agenda item with strict confidentiality, someone may desire to meet in executive session.

- ✓ In executive session, visitors are not allowed in the meeting room without the approval of a majority of the Session and a separate set of minutes are recorded.

If a motion is made to meet in executive session, the clerk should record that motion in the regular session minutes along with the time.

The clerk will then take a separate set of minutes with the details of the executive session portion of the meeting. When a motion has been made to end the executive session, the clerk will record that motion as well as the time in the regular session minutes.

The executive session minutes will be read and approved at the next stated meeting of the Session but the approved minutes are stored separately.

- ✓ They are **not** placed in the Minutes of Session book.

# ITEMS REQUIRED IN THE MINUTES WHEN SELLING PROPERTY

In case of a sale, mortgage, gift or lease of property, the session records must show:

- a. Name, address and legal description of the property;
- b. Name of buyer/lessee;
- c. Sale price;
- d. Loan amount purpose and terms, including the name of the lender;
- e. Lease terms and liability insurance;
- f. Approval of the congregation (may be at a later meeting).
- g. Approval of the Presbytery for all items above (a-e).

# PRESBYTERY RECORDS REVIEW

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Beaver-Butler Presbytery conducts a review of the records belonging to the churches under our care each year. This normally happens in the spring and the records being reviewed are from the previous year.

The purpose of the Records Review is to insure your rolls, registers, mandated policies and minutes are up to date, in the proper format and in accordance with the Constitution of the Presbyterian Church (USA).

You will receive a letter and/or email announcing the dates, times, and locations of the Records Review. There will be several locations in different regions of the Presbytery. Choose the location that works best for you.



# PRESBYTERY RECORDS REVIEW

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The announcement letter will also include the Session Records Review Checklist. This checklist contains all of the items being reviewed.

**BEFORE** the Records Review, you will work through the checklist comparing it to the Minutes of Session and the Church Register. Indicate in the spaces provided the applicable page numbers.

For example: (see next slide)

# PRESBYTERY RECORDS REVIEW

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<b>Recorded Item</b>	<b>Page Number(s)</b>	<b>Included Yes, No, or NA</b>	<b>Reviewer's Comments</b>
Date, time, place of each meeting, and stated or special meeting. G-3.0203	104, 125, 146, 156, 166, 176, 186, 196, 206, 216, 226, 236	Yes	
Meeting at least quarterly. G-3.0203	104, 125, 146, 156, 166, 176, 186, 196, 206, 216, 226, 236	Yes	
Names of ruling elders present. G-3.0101	104, 125, 146, 156, 166, 176, 186, 196, 206, 216, 226, 236	Yes	

In this section, you would read through your minutes and write in the pages numbers that include the date, time, and place of that meeting.

# PRESBYTERY RECORDS REVIEW

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After you have written the page numbers on the Session Records Review Checklist, you're ready to attend the Records Review.

We work in pairs, be sure to bring another ruling elder with you to the location of your choosing.

# PRESBYTERY RECORDS REVIEW

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Here's what you'll bring with you to the Records Review:

-  Session Records Review Checklist
-  The Church Register Book
-  The Minutes of Session Book

You do not need to bring your church's Operation Manual or Mandated Policies but you will need to verify that you have them.

# PRESBYTERY RECORDS REVIEW

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Once at the review, your pair will partner with another pair to review each other's records. It's best to sit together as you work through their checklist so that you can answer each other's questions.

You should make comments in the Comments area or place a check in the "Completed" box as you work through their checklist verifying the minutes and register items are in proper order.

# PRESBYTERY RECORDS REVIEW

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When you have finished reviewing the partner church's records, complete the Reviewer Results at the bottom of the last page.

Approved Without Exception- the records were in proper order and do not require any corrections.

Approved With Exception – the records were approved but require the noted corrections.

These results appear in the minutes of Beaver-Butler Presbytery.

# PRESBYTERY RECORDS REVIEW

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After the Session Records Review Checklist is completed, one of the reviewers must write:

“Reviewed for Beaver-Butler Presbytery on \_\_\_\_\_ (date) and sign.”

**Locations of Review Date and Signature:**

Church Register – inside of the cover

Minutes of Session – last page of the minutes for the year being reviewed



# CONSTITUTION, BYLAWS, AND POLICIES

Presbyterians like to do things “decently and in order” (1 Corinthians 14:40) so we have many important documents to keep us on track.

You may have wondered how these all fit together. Here is an explanation of our guiding documents in hierarchical order.





# CONSTITUTION, BYLAWS, AND POLICIES

-  **The Bible** – our sole rule of life and faith. Guiding principals are not permitted to be in opposition to the Word of God.
-  **The Book of Confessions** – this is Part 1 of the Constitution of the Presbyterian Church (USA). It contains faith statements and expositions of how we, as Presbyterian Christians, have understood and interpreted the Bible in the history of our denomination.

# CONSTITUTION, BYLAWS, AND POLICIES

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-  **The Book of Order** this is Part 2 of the Constitution of the Presbyterian Church (USA). Any bylaws, policies, or practices of a local church in opposition to the Book of Order would be out of order.
-  **The Bylaws of Your Church** – Your Church’s Bylaws is a constitutional document approved by your church as a corporation. The Session may recommend changes to the Bylaws but these actions must be approved by the corporation during a congregational meeting. A Church’s Bylaws normally contain a procedure for making changes to it. As the Clerk of Session, you should have access to the Bylaws and a working knowledge of them.

# CONSTITUTION, BYLAWS, AND POLICIES

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**Manual of Administrative Operations** – Sometimes called a Policy and Procedures Manual or Session Handbook, Sessions are required to create this Manual (G-3.0106).

The Manual of Administrative Operations is created and approved by the Session. And the Session can make changes to it at any time by a 2/3 vote.

**Your Manual must include:** (G-3.0106)

1. A Sexual Misconduct Policy and
2. A Child and Youth Protection Policy
3. An Anti-Racism Policy (new in 2023)
4. A Harassment Policy (new in 2023)

If you do not have these policies, we can provide resources to help you develop them.

# BACKGROUND CLEARANCES AND MANDATORY REPORTING

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The Commonwealth of Pennsylvania requires all persons (paid or volunteer) that work with children to obtain the state mandated background clearances. This includes, but is not limited to, Pastors, Elders, Deacons, Trustees, Sunday School Teachers & Helpers, Nursery Workers, Vacation Bible School Leaders, Teachers, and Helpers, etc.

A locked and secure file should be kept in the church with copies of the clearances of your staff and volunteers. Your Pastor's background clearances should also be on file at the Presbytery Office (you'll want to have a copy too).

**This should be a part of your Child and Youth Protection Policy.**

**Additionally, all church workers (including the pastor) are considered Mandatory Reporters and must report suspected child abuse to the state hotline.**

To learn more, visit the Keep Kids Safe PA website at:

<https://www.dhs.pa.gov/KeepKidsSafe/Pages/default.aspx>

Or call the Presbytery Office

# BOUNDARY TRAINING FOR SESSIONS

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The Book of Order was amended in 2023, G-3.0106 now requires all councils (including Sessions) to complete boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months.

The Presbytery Office can provide you with information on the mandatory training.

# MATTERS OF THE CORPORATION

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As the secretary of the church corporation, you should be aware of some important corporate matters.

✚ The Pennsylvania Department of State requires all corporations to file a report of continued existence **every year beginning in 2025**. This annual report replaces the Decennial Report which was only submitted every 10 years. This annual report is free and filed online. Failure to file the report could result in losing your corporate name. Visit <https://www.dos.pa.gov/BusinessCharities/Business/Resources/Pages/Decennial-Filing.aspx> to learn more.

✚ Corporations are also required to file an annual report updating the Pennsylvania Department of State with current officers of the corporation (President of the Corporation, Secretary (Clerk of Session) and Treasurer.

✚ As a Pennsylvania Corporation, some of your purchases are exempt from state sales tax. You should have a copy of your Pennsylvania state tax exemption number.

✚ Know your Federal Employer Identification Number (EIN).

✚ Be able to locate your church's Articles of Incorporation.

# CONTACT US

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## Beaver-Butler Presbytery Office

### Physical Address

134b South Main Street  
Zelienople, PA 16063

### Mailing Address

P.O. Box 279  
Zelienople PA, 16063

### Phone

(724) 452-7515

### Office Hours

Monday – Thursday from 9:30am to 1:00pm

### Website

[beaverbutler.org](http://beaverbutler.org)

# NEED TO CONTACT THE STATED CLERK?

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**Rev. Randall K. Clow**  
**Stated Clerk**

Mailing Address\*

New Bethlehem Presbyterian Church  
183 New Bethlehem Church Road  
Aliquippa, PA 15001

Phone

(724) 378-3751

Email

[statedclerk@beaverbutler.org](mailto:statedclerk@beaverbutler.org)

\*You may also send mail to the Presbytery Office in Zelienople.



Thank you for completing this training and for your ministry! God bless you!

