

## **RULES FOR SESSION MINUTES**

1. Record date, time, place, moderator, elders present, excused, and absent.
2. Record opening and closing of each meeting with prayer.
3. Record reading and approval of minutes of last meeting.
4. Record only matters vital to the actions of the meeting. Discussion details, lost proposals, lost suggestions, and lost motions should never be recorded except by specific order of Session and so noted in the minutes.
5. Reference to a previous action should cite the page(s) on which the action was recorded.
6. Avoid erasures, interlineations, and footnotes.
7. Pages in the Session Minute Book must be consecutively numbered.
8. Do not insert papers on or between numbered pages.
9. Record the celebration of the Lord's Supper at the next meeting. If a home Communion, note elder(s) assisting.
10. Record infant and adult baptisms at the next Session meeting.
11. Record full names of applicants for membership, including maiden name, husband's name of wife or widow, parents' names of youth. Designate whether baptized upon reception and, if transferred by letter, the name and location of the dismissing church.
12. When dismissing members to other churches, record full names, date of dismissal, and church receiving them.
13. Record ruling elder commissioner to presbytery, term of service, and the report given at the following session meeting.
14. The Clerk or Moderator shall sign each meeting's minutes.
15. Any recourse to discipline shall require session's thorough study of The Form of Government, The Book of Discipline. Any such grave action must record the disciplined, why, and how, and the procedures followed.
16. Once each year, a summary of the annual tabular statement to Presbytery shall be recorded, as well as election of elders at the congregational meeting.
17. The minutes of each year's annual meeting shall be examined and approved by Session at the first meeting of Session following the Annual Meeting.
18. The official Registry shall contain rolls of active members, all removals from the rolls, marriages, adult baptisms, infant baptisms with full names of parents of those baptized, elders and deacons with churches which ordained them, their terms of service, and the records of their deaths or removals (G-3.0304). An inactive member roll may be maintained at the discretion of session (G-3.0304(b)).

**PLEASE PASTE THIS ON THE INSIDE COVER OF YOUR SESSION MINUTE BOOK**