

APPENDIX L  
The Presbytery of Arkansas  
RECORDS REQUIREMENTS FOR CHURCH REGISTER AND SESSION MINUTES  
(Revised 6-5-10; Added to Manual of Operations 6-5-10)

**THE CHURCH REGISTER**

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

		Page #
1 _____	Maintain rolls of Pastors, Elders, Deacons and Trustees, with all the information called for in the Church Register. <b>G-10.0302c.</b>	_____
2 _____	Maintain the following membership rolls: Active Members, Inactive Members, and Affiliate Members --- including all the information on these pages called for by the Church Register. <b>G-10.0302a.</b>	_____
3 _____	Maintain an accurate record of all infant and adult baptisms, including all the information called for by the Church Register. <b>G-10.0302a.c.</b>	_____
4 _____	Maintain an accurate record of all marriages of church members, and all marriages performed by the ministerial staff of the church, both on and off church property. <b>G-10.0302c.</b>	_____
5 _____	Register of deaths - name, residence, date of death and place of burial. <b>G-10.0302b.</b>	_____

**SESSION MINUTES**  
Meetings held no less than quarterly; G-10.0201.

**General Requirements**

6 _____	These requirements shall be attached in the rear of the Minutes as a permanent part of the Session Records. Presbytery Policy.	__NA__
7 _____	Minutes shall be kept in a permanent binder, the pages numbered consecutively, written in ink if typing or photocopying is not possible.	__NA__
8 _____	No supplemental matter will be attached to the minutes. All such documents as referred to in the minutes should be kept in a separate "Session Records" file.	__NA__
9 _____	Minutes should include only that which is vital to the transactions of the meeting. Names of movers and secondary need not be recorded.	__NA__

**Annual Requirements**

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

10 _____	The minutes shall reflect an annual report to the Session of the findings of the Presbytery as to the condition of the Session records. G-10.0301.	_____
11 _____	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. G-10.0102, G-7.0302.	_____
12 _____	A record of the Annual Statistical Report being reviewed by the session prior to submitting to Presbytery, and a summary of the report included as a permanent part of the Session records. G-10.0102o(4).	_____
13 _____	Record of the examination of the church financial records and the records of the Board of Deacons. G-10.0401	_____
14 _____	A record of the examination of the Church Rolls for accuracy, and to determine those members who should be transferred to the Inactive Roll. G-5.0502; G-10.0302a/b	_____

Annual requirements cont.

- 15 \_\_\_\_\_ Statement on composition of Session in relation to that of the Congregation. G-IO.O3OI \_\_\_\_\_
- 16 \_\_\_\_\_ Annual statement of comprehensive liability insurance coverage in effect. G-10.0102o. \_\_\_\_\_

**Entries Required When They Occur**

- 17 \_\_\_\_\_ 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-10.0102. \_\_\_\_\_
- 18 \_\_\_\_\_ Evidence of any active congregational committees and activities outside the Session? If so, has an annual congregational report been made to the Session of these functions? D-3.0100a. \_\_\_\_\_
- 19 \_\_\_\_\_ Full names of members received and manner of reception, including name of church from which received. G-10.0102. *Requires Register Entry* \_\_\_\_\_
- 20 \_\_\_\_\_ Names of members dismissed their baptized children, and the church to which they are dismissed. If Elder or Deacon, this is so noted, along with the date and place of ordination. G- 10.0102r *Requires Register Entry* \_\_\_\_\_
- 21 \_\_\_\_\_ Baptisms, deaths, and members placed on the Inactive roll, or dropped from roll and reason(s) therefore. G-10.0302a and b. *Requires Register Entry* \_\_\_\_\_
- 22 \_\_\_\_\_ Full proceedings in judicial cases. G-10.0102 and D-8.1800. \_\_\_\_\_
- 23 \_\_\_\_\_ Record of Election of Commissioners to Presbytery and their report back to the Session. G- 10.0102 - L-1. \_\_\_\_\_
- 24 \_\_\_\_\_ An elected Congregational Nominating Committee, formed as required by the Book of Order, to nominate Church Officers. G-6.0107 and G-14.0201. \_\_\_\_\_
- 25 \_\_\_\_\_ An understandable term rotation system for officers, or evidence exemption by the Presbytery. G-14.0202c and G-14.0203. \_\_\_\_\_
- 26 \_\_\_\_\_ The election, instruction, examination, ordination and/or installation of Elders and Deacons. G- 10.0102k; G-14.0205. *Requires Register Entry* \_\_\_\_\_
- 27 \_\_\_\_\_ Calling of Congregational meetings according to the Book of Order. G-7.0300 \_\_\_\_\_
- 28 \_\_\_\_\_ Minutes of Congregational meetings, signed by the Secretary and the Moderator. G-7.0307. (Should be reviewed by the Session and filed immediately following minutes of the Session meeting that reviewed them.) \_\_\_\_\_

**Entries Required in each set of Minutes**

- 29 \_\_\_\_\_ Whether the meeting is stated, called or special, or joint if another body is present, such as deacons or trustees. G-6.0405, G-10.0201 \_\_\_\_\_
- 30 \_\_\_\_\_ The time, date and place of the meeting. Include purpose if a congregational meeting. RR #47, Policy, G-7.0302. \_\_\_\_\_
- 31 \_\_\_\_\_ Name of Moderator, and statement that quorum is present. G-10.01 and G-10.0202. \_\_\_\_\_
- 32 \_\_\_\_\_ Name of Elders present, absent and excused. G-9.0203 \_\_\_\_\_
- 33 \_\_\_\_\_ Statements that meetings were opened and closed with prayer. G-9.0301 \_\_\_\_\_
- 34 \_\_\_\_\_ Approval at Stated meeting of minutes of past meetings and date of each. RR #47 and G-9.0302. \_\_\_\_\_
- 35 \_\_\_\_\_ Full account of all motions passed and business transacted. G-10.0301 \_\_\_\_\_
- 36 \_\_\_\_\_ Signature of Clerk of Session on all Session minutes. G-9.0203 \_\_\_\_\_

**REPORT FORM**  
**for**  
**SESSION RECORDS REVIEW**  
The Presbytery of Arkansas

Year being reviewed: \_\_\_\_\_

Cluster # \_\_\_\_

Examined by: \_\_\_\_\_ Church Name: \_\_\_\_\_

Exceptions: Yes \_\_\_\_\_ No \_\_\_\_\_

Town: \_\_\_\_\_

**EXCEPTIONS:**

**A. CHURCH REGISTER**

Item No.      Comments

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**B. SESSION MINUTES**

Item No.      Comments

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Return to: Assistant Stated Clerk  
Presbytery of Arkansas  
9221 N. Rodney Parham Rd.  
Little Rock, AR 72227