



September 20, 2018

REVIEW OF 2018 SESSION MINUTES AND RECORDS

Dear Clerk of Session,

As clerk of session, your job is invaluable. You not only keep the minutes of session and congregational meetings, but preserve the history of your congregation. These Guidelines have been designed to assist the session, moderator, and you to maintain records thoroughly and efficiently. The reporting underwent significant changes being **NEWLY REVISED in 2017**, so please review the attached documents carefully!

GUIDELINES

Each congregation is encouraged to **keep bound minutes on acid-free paper** to ensure that the records of the church will be around for generations to come, preferably in a fireproof cabinet. If you choose to store minutes electronically, store in at least three places digitally, in at least two physical locations (i.e. server, hard drive, a jump drive in your safe deposit box), and I strongly recommend you still keep one paper copy.

Each congregation is encouraged also to **keep a church register** to record baptisms, membership receipts and dismissals, weddings, deaths, and the ordination and service of ruling elders and deacons. These books comprise the historical happenings of your congregation, and must be kept in a safe place. I suggest you keep this at the church, maintaining a copy of your entries at your home too.

Each year the presbytery reviews your minutes, to provide guidance and feedback. When you turn in your session minutes for review by the presbytery, send the following:

- 1) A **copy** of Session Minutes for 2018 (either through email (*preferred*) or physical delivery),
- 2) A completed copy of the **SESSION RECORDS REVIEW FORM 2018**, filling out your appropriate parts. (Please review it now, as much has changed from previous years' reviews.)
- 3) A **copy of pages from the church register** for items input in 2018 (i.e. baptisms, ordinations, etc.)
- 4) **2018 Congregational Minutes** - Remember that complete Session Minutes will also include at least one set of Congregational Minutes, for which you are the secretary.

Submit your 2018 minutes to the presbytery office **by March 31, 2019**. If emailing send to info@okinp.org

A team of readers will review your minutes and a report of the review will be sent back to you. This process is intended to help you as clerk. If you have any questions, please contact me.

Thank you for your service to the church and your willingness to preserve the history of your congregation!

Sincerely,

Dr. Matt Meinke
Stated Clerk, Indian Nations Presbytery