



February 8, 2024

## REVIEW OF 2023 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.

### 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 **2023** (either through email (*preferred*) or physical delivery),
- 2) A completed copy of the **SESSION RECORDS REVIEW FORM 2023 (REVISED)**, filling out your appropriate parts (available on website: [www.okinp.org](http://www.okinp.org). Go to Stated Clerk's Corner).
- 3) A **copy of pages from the church register** for items input in **2023** (i.e. baptisms, ordinations, etc.)
- 4) **2023 Congregational Meeting Minutes** - Remember that complete Session Minutes will also include at least one set of Congregational Minutes, for which you are the secretary.
- 5) Please use the revised **SESSION RECORDS REVIEW FORM 2023** as there has been an addition.

Submit your 2023 minutes to the presbytery office by **March 31, 2024**. If emailing send to [info@okinp.org](mailto: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 would like to be part of the reading team please contact me. 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,

*Tracy*

Tracy L. Evans, Stated Clerk