

EPC PRESBYTERY OF THE PACIFIC NORTHWEST

2019 Clerk of Session Training

Facilitators:

Ron Bengelink, Stated Clerk – EPC Presbytery of the Pacific Northwest

Email: rbengelink@epcpnw.org Phone: 253-205-5186

Expectations of the Clerk of Session in the EPC

In General:

- A Resource for what is “done decently and in order”
- See that the Church Records are maintained (and properly archived)
- Support the Moderator in the development of the meeting agenda
- See that Session actions are carried out
- Always record in the Minutes “what was done, not what was said”

Specifically:

- Know the Requirements of the Book of Order (as well as the requirements of your church’s Bylaws)
 - Always have the current version
 - Duties of the session (BoG 18-3)
 - Rights of the Church (BoG 6 and 25-2)
- Know the Requirements of the Book of Discipline
- Support the Moderator with a basic knowledge of Roberts Rules of Order
- Maintain the Church Membership Records (including the annual review of the rolls,) in perpetuity [BoG 8-6 and 18-2B.3])
- Ensure that all transactions regarding real and personal property have been properly recorded with the civil authorities (BoG 18-2B.4)
- Maintain the Minutes of Congregational Meetings – and ensure that they are inserted in the Session Minutes (BoG 7-6C)
- Maintain the Minutes of the Session (also in perpetuity)
 - Provide up-to-date contact information for the Church office, the Pastor, the clerk, and the Financial Secretary/Treasurer to the Presbytery Office
 - Report the Commissioners for each Presbytery Meeting and General Assembly Meeting to those courts before their meetings occur (BoG 19-2A.4)
 - Provide the Session Minutes to the Presbytery’s Session Review Committee once a year when requested (BoG 18-2B.2)
 - Review the Minutes of the Deacons and the Trustees at least semi-annually (BoG 17-6c)
 - Provide potential candidates for Presbytery and General Assembly Committee assignments when requested

- Encourage a commitment by the Session to meet the Parity List for attendance at Presbytery and General Assembly meetings
- Follow a checklist provided by your presbytery's Session Review Committee to ensure the compliance and completeness of your Minutes
- Encourage the filing of written reports by each Commissioner who is sent to a presbytery and/or General Assembly meeting. Make these reports available for pre-reading to those Commissioners sent to the subsequent meetings of these courts
- Consider all implications of a transition from printed to digital Minutes before proceeding to do so. (cf: PDF/A in a Nutshell 2.0)
- Always feel comfortable to contact the Stated Clerk of the Presbytery with questions regarding any of the above – or other issues that come up

Resources:

- EPC Constitution, Volume I, The Book of Order, (latest edition)
- Robert's Rules of Order, 10th Edition, Henry M Robert III, et al, Da Capo Press
- Robert's Rules for Dummies, C Alan Jennings, Wiley Publishing 2005
- PDF/A in a Nutshell 2.0, <https://www.pdfa.org/downloads>

EPC Presbytery of the Pacific NW

Parity List

			A	B	C	D	E	F
CHURCH	City	State	MEMBERS	MIN	ELDERS	ELDERS	Add'l Elders	Total Elders
1 Alder Presbyterian Church	Eatonville	WA	25	1	2	<u>2</u>		2
2 Bickleton Evangelical Church	Bickleton	WA	71	1	2	<u>2</u>		2
3 Caldwell Presbyterian Church	Caldwell	ID	152	0	<u>2</u>	0		2
4 Calvin Presbyterian Church	Corvallis	OR	91	1	2	<u>2</u>		2
5 Chapel Hill Presbyterian Church	Gig Harbor	WA	1550	5	6	<u>10</u>		10
6 Chinese Presbyterian Church	Portland	OR	38	0	<u>2</u>	0		2
7 Christ Presbyterian Church	Boise	ID	137	1	2	<u>2</u>		2
8 Community Church of Ephrata	Ephrata	WA	157	1	2	<u>2</u>		2
9 Community Presbyterian Church of Omak	Omak	WA	97	1	2	<u>2</u>		2
10 Community Presbyterian Church of Onalaska	Onalaska	WA	44	0	<u>2</u>	0		2
11 Davenport Presbyterian Church	Davenport	WA	93	0	<u>2</u>	0		2
12 Evangelical Valley Presbyterian Church	Hazelton	ID	35	0	<u>2</u>	0		2
13 Evergreen Presbyterian Church	Graham	WA	80	1	2	<u>2</u>	1	3
14 First Presbyterian Church	Fairbanks	AK	256	2	2	<u>4</u>		4
15 First Presbyterian Church	Jacksonville	OR	349	2	2	<u>4</u>		4
16 First Presbyterian Church	Oregon City	OR	175	1	2	<u>2</u>	1	3
17 First Presbyterian Church	Redding	CA	139	1	2	<u>2</u>		2
18 Grace Community Church	Weed	CA	20	0	<u>2</u>	0		2
19 Grace EPC	Lakebay	WA	28	1	2	<u>2</u>		2
20 Hope Presbyterian Church	Rogue River	OR	67	1	2	<u>2</u>		2
21 Kenton Church	Portland	OR	36	1	2	<u>2</u>		2
22 Living Waters Presbyterian Church	Wendell	ID	119	1	2	<u>2</u>		2
23 McCloud Presbyterian Church	McCloud	CA	37	0	<u>2</u>	0		2
24 Merrill Presbyterian Church	Merrill	OR	60	1	2	<u>2</u>		2
25 New Hope Presbyterian Church	Burney	CA	34	0	<u>2</u>	0		2
26 New Hope Presbyterian Church	Kent	WA	357	2	2	<u>4</u>		4
27 Oakville Presbyterian Church	Shedd	OR	103	1	2	<u>2</u>		2
28 Okanogan Presbyterian Church	Okanogan	WA	53	1	2	<u>2</u>		2
29 Parkdale Community Church	Parkdale	OR	36	1	2	<u>2</u>		2
30 Parkway Presbyterian Church	Tacoma	WA	103	1	2	<u>2</u>		2
31 Peace Memorial Presbyterian Church	Klamath Falls	OR	55	1	<u>2</u>	2		2
32 Reflections Church	Meridian	ID	30	0	<u>2</u>	0		2
33 Saddlerock EPC	Wenatchee	WA	437	2	<u>2</u>	4		4
34 Sequim Community Church	Sequim	WA	578	2	2	<u>4</u>	1	5
35 Sterry Memorial Presbyterian Church	Parma	ID	154	0	<u>2</u>	0		2
36 Sunset Presbyterian Church	Portland	OR	777	0	<u>4</u>	0	1	5
37 Terrace Heights EPC	Yakima	WA	38	1	2	<u>2</u>		2
38 Wabash Presbyterian Church	Auburn	WA	258	1	2	<u>2</u>		2
39 Woodland Presbyterian Church	Woodland	WA	73	1	<u>2</u>	2		2
TOTAL			6942	37				102

Additional Ministers	
Administrative Call	1
Military Chaplains	1
Institutional Chaplains	1
Outside the Bounds/Evangelists	6
Without a Call	5
Associate Members (<i>not counted for parity</i>)	
Serving Outside the Boundaries	1
Retired	8
Inactive Members (not counted for parity)	1
Total	24
TOTAL ALL MINISTERS	61
Total for Parity Calculation	51

The Parity List is intended to ensure two Elders for each Minister. Our existing churches have been allocated additional Elders in order to maintain parity as per BOG 19-2A4.

A - Number of active members reported in GA statistics for the previous year

B - Number of TE's in Presbytery of the Pacific

C - Number of RE's based on number of members (BOG 19-2A4.a)

D - Number of RE's based on number of TE's (BOG 19-2A4.a)

E - Additional number of RE's allowed to achieve a 2:1 parity (BOG 19-2A4.b)

F - Total RE's allowed to represent this congregation at all Presbytery and General Assembly meetings [(F)=(E)+larger of (C) or (D)]

2018 Session Minutes Review Plan

Member Churches	Joined POP	2018 Review Schedule		
		Winter	Spring	Fall
Alder Presbyterian Church	2016	x		
Bickleton Evangelical Church	2012		x	
Caldwell Presbyterian Church (EPC)	2013		x	
Calvin Presbyterian Church	2013			x
Chapel Hill Presbyterian Church	2012	x		
Chinese EPC	2012	x		
Christ Presbyterian Church, Boise	2015		x	
Community Church of Ephrata	2011	x		
Community Presbyterian Church of Omak	2013	x		
Community Presbyterian Church of Onalaska	2016	x		
Davenport Presbyterian Church	2012	x		
Evangelical Valley Presbyterian Church	2014		x	
Evergreen Presbyterian Church	2012	x		
First Presbyterian Church of Fairbanks	2013	x		
First Presbyterian Church of Jacksonville	2011			x
First Presbyterian Church of Oregon City	2012			x
First Presbyterian Church of Redding	2012			x
Grace Community Church	2012			x
Grace Evangelical Presbyterian Church	2011	x		
Hope Presbyterian Church, Rouge River	2011			x
Kenton Church	2013	x		
Living Waters Presbyterian Church	2012		x	
McCloud Presbyterian Church	2014			x
Merrill Presbyterian Church	2015			x
New Hope EPC, Burney	2016			x
New Hope Presbyterian Church, Kent	2011	x		
Oakville Presbyterian Church	2012			x
Okanogan EPC	2013		x	
Parkdale Community Church	2012			x
Parkway Presbyterian Church	2013		x	
Peace Memorial Presbyterian Church	2015			x
Reflections Church	2012		x	
Saddlerock Evangelical Presbyterian Church	2011		x	
Sequim Community Church	2011	x		
Serry Memorial Presbyterian Church	2012		x	
Sunset Presbyterian Church	2011			x
Terrace Heights Evangelical Presbyterian Church	2012		x	
Wabash Presbyterian Church	2013		x	
Woodland Presbyterian Church	2016		x	

Presbytery of the Pacific Northwest, EPC
- Session Minutes Review
Self-Assessment Checklist

_____ Church Name

Review Range: _____

Review Date: _____

To: Pastors and Clerks of Session

Please include the appropriate items below into your Session minutes based on your agenda topics for any given meeting during the year. This Checklist is a guide for the Session Review Committee and respective Clerks as we review copies of minutes each church sends to us and for our reports at each meeting of Presbytery. Thank you!

This Self-Assessment Checklist must be completed and submitted with minutes to be reviewed.

Routine Items:

Yes/No

Did Session meet at least once each quarter? (BOG 18-4A.1)

Are "Called" (special) meetings labeled as such and the purpose clearly stated? (BOG 18-4A.2)

Time, date and place of meeting recorded? (RRO.60)

Names of Elders present, excused and absent recorded? (RRO.60)

Meeting opened and closed with prayer? (BOG 16-1A) (Opening devotional encouraged)

Session approved prior meeting minutes? (BOG 18-2B.2 and 18-4C)

Minutes signed by Clerk of Session and Moderator? (BOG 18-2B.2 and 18-4C)

Do minutes record the dates of commemoration of the Sacrament of the Lord's Supper?

It should be observed at least quarterly. (BOW 3-3E)

Recorded Items:

Dates

Minutes of Board of Deacons were examined at least semi-annually by the Session. (BOG 17-6C)
(Please note if church does not have Deacons)

Session approved the annual budget of church. (BOG 18-3H)
(Recommended practice to include the approved amount)

Session made an *annual review* of the church membership roll to maintain an accurate roll of
(a) baptized members (b) active members (c) inactive members (d) affiliate members. (BOG 8-5)

Session minutes record ordination and installation of new Deacons and Elders. (BOG 13-3.E)

Do minutes *regularly record actions* by the Session to the Baptized Roll, Active Roll, Affiliate Roll,
or Inactive Roll with appropriate information? (BOG 8-3, 8-4, 8-6, 18-2B.3)

[Includes reception of members by Profession of Faith, Transfer of Membership, Reaffirmation of
Faith, deaths, births, adoptions, baptisms, marriages, transfers, and dismissals.]

Minutes of the meetings of the congregation. (BOG 7-6C)

These should include election of Deacons and Ruling Elders. (BOG 10-10)

Presbytery/General Assembly Items:

Recorded RE Commissioners elected to each meeting of Presbytery and GA. (BOG 19-2A.,4, 20-2)

Commissioners reported to the Session on their attendance at Presbytery or GA. (BOG 9-16)

Note: EPC Book of Government (BOG), EPC Book of Worship (BOW), Roberts Rules of Order (RRO)

(Revised 1/2018)

Benefits of Being Connected in the EPC

In today's world many people question the value of denominations and the Biblical basis of denominations. In the eyes of many they are often arcane, bureaucratically enmeshed, and ineffective. The blunt truth is that in many instances the criticisms are more than fair.

Yet, while bad denominations are a bad idea, we also believe that there is such a thing as a Biblical, effective, and relevant denomination. In short, we think that in God's economy we have the ability—as local churches and leaders—to make each other better as we work together. Indeed, we think that many instinctively grasp the value of being a part of a dynamic, well grounded, goal-oriented, and forward-looking organization. At the heart of it, we think many intuitively grasp this because God has called us to be a part of a body larger than ourselves. Indeed, this is our Biblical conviction.

Below is a basic statement of our convictions about the value, importance, and imperative of being an active part of a Biblical denomination such as the EPC. We believe:

1. Working together to fill the Great Commission matters:

There are moments in ministry, such as foreign and domestic missions, or national disaster, when linking together with other churches across a national spectrum allows us to take on still larger challenges. Historically, the EPC has done this through Argentine outreach, church planting, establishing institutions for training leaders such as the Jumper Center in Brazil, Muslim missions, and national disaster such as Katrina Relief.

2. Denominational standards for professionally trained, regionally ordained and nationally recognized ministers matter:

In today's world many do little more than ordain themselves, or are ordained by the immediate group of people whom they lead. While we affirm personal calling and the importance of a local body affirming that calling, we view the office of a Presbyterian Teaching Elder as a profession, as well as a calling, and hold to the historic Presbyterian value of an educated ministry.

By ordaining through the Presbytery and upholding standards of ordination nationally through the General Assembly, our Teaching Elders can legitimately claim that they are professionally trained, regionally ordained, and nationally recognized. We believe that challenges of ministry in our culture demand no less than this and the Pastors are more fully positioned to carry out their office when the wider church ordains them.

3. *Real networking, training, and equipping with like-minded churches and leaders matters:*

We affirm the value of many of the equipping organizations of which local EPC may be members. That said, we believe there is a unique benefit in networking and learning with (and from) those churches who share our particular beliefs and philosophy of ministry. We seem to have a unique potential to learn and grow with those churches and leaders with whom we are already connected and who share our most basic convictions.

While we are grateful for the increasing emphasis on training and networking within the EPC, we believe that EPC should set as a goal becoming a first-class equipping and training organization, unique in that we do this as a denomination.

4. *Real accountability matters:*

The history of the church makes it clear that accountability—doctrinal, ethical, and ministry practice as expressed through evangelism and discipleship—matters. In too many situations pastors, leaders, or churches are able to evade the responsibilities of their office or calling as a community by being accountable only to those whom they lead or to themselves. Others claim an accountability, which has no real basis in vows or authoritative structure. We believe that this accountability is vital to the church's integrity and witness to the world.

5. *Real relationships outside your local church matter:*

We believe that a Scriptural commitment to the unity of the church necessarily places us in relationships beyond our local church. Some of this we've covered above, in the commitment to real accountability and ordination standards. Some of it we've covered above in our beliefs about networking and learning both together and from one another.

Our conviction is that unless we formally commit to these things, the press of ministry and life is such that we are increasingly likely to isolate from other churches and leaders. This isolation leaves us building only on our own ideas, resources, and prayers. It is a prescription not for ministry strength, but rather ministry weakness.

We are Presbyterians because of Scriptural conviction, believing that God Himself has called us into community. We believe that in structured community there is great strength and that ultimately to "submit to one another" is integral to the authentic community God calls us to.