



EPC Midwest Presbytery Session Records Training for Session Clerks



Session Records – General Instructions

The Clerk of Session shall ensure that a careful record of the proceedings of the court is kept. When the Session has approved the minutes they shall be signed by the Clerk and the Moderator. The Clerk shall submit the minutes to the Presbytery annually. BoO 18-2B.2

1. Use the Annual Review Form to check the completion of Session documents to be submitted to the Presbytery.
2. Record the inclusion of documents, any required dates, names, and pages numbers of location in the overall report to be submitted to the Presbytery.

Reporting on Presbytery and General Assembly Meetings/Commissioners- Question #7

1. How many Commissioners are required to attend the Presbytery and General (Reference Book of Government 19.2.A.4a and b)
 - Calculate how many Ruling Elders must be elected to Presbytery and General Assembly Meetings:
Session shall elect two Ruling Elders for each Pastor, Associate, and/or Assistant. A local church shall have no fewer than two Ruling Elders for each 500 members or major portion thereof.
E.g. A church of 400 members would be required to send (2) Ruling Elders
 - Calculate how many Elders may be required based on the Disparity Correction
When a disproportionate ratio of Teaching Elders to Ruling Elders occurs in a Presbytery, the Presbytery shall move to correct the ratio by assigning to member churches on a yearly alphabetical rotational basis the right to elect additional Ruling Elder Commissioners to the Presbytery. Associate Members are not counted as part of the ratio of Ruling and Teaching Elders.
The parity number is approved by the presbytery every year at the September meeting and is included in the Presbytery minutes.
2. For Presbytery and General Assembly meetings, note in the session record the number of commissioners elected to each meeting and the page number of your records on which they were elected. Here is a list of the meetings for which you must note in your record:
 - a. February Presbytery Meeting
 - b. May Presbytery Meeting
 - c. June General Assembly Meeting
 - d. September Presbytery Meeting
 - e. Any Called Meetings (If Applicable)
3. The ruling elder commissioners that attended the meeting must give a report on each meeting to the Session. Note the page number in your records where each report is recorded and record each page number on the Annual Review form.

Reporting on Ordination and Installation of Elders, Deacons and Trustees- Question #9

1. It is a requirement to record the ordination and installation of Officers- Teaching Elders, Ruling Elders and Deacons.

The event shall be recorded in the minutes of the Commission (if appointed) and the ordaining/installing court (BoG 13-3.E)

2. Record the ordination and installation of Teaching Elders, Ruling Elders, and Deacons in Session Records:

- a. Record the names and date of those ordained/installed as Elders
- b. Record the names of those installed as Trustees
- c. Record the names installed of those ordained/installed as Deacons
- d. Record the name of who conducted the Worship Service
- e. Record the page of the report that includes the ordination and installation

Reporting on the Annual Church Report – Question #11

A review of the Annual Church Report must be presented and reviewed by Session.

- a. The Annual Church Report is submitted to the EPC General Assembly Office by the end of February of the new year.
- b. Did the session review this submission and consider areas of improvement for the life and health of the church?
- c. Record the page number in the report on the Annual Review Form.

Reporting on Baptisms and the Lord's Supper in Session Records- Question

#15/#16

1. All Baptisms shall be recorded in the permanent record of the Session.

Ordinarily the Session shall authorize and approve Baptisms. In exceptional cases, when it is not possible to convene the Session for approval, a Pastor of the church may perform the Baptism without approval of the Session. If at all possible, a Ruling Elder should be present. That Pastor shall report the Baptism to the Session. All Baptisms shall be recorded in the permanent record of the Session. BoW 3-2 E3,4

- a. Record the date of each Baptism, the name of the one being baptized and the Teaching Elder administering the Baptism.
- b. Note the page number(s) in your records where Baptism(s) are recorded and record each page number on the Annual Review form.

2. Record the date of the Lord's Supper in the permanent record of the Session.

The Session is responsible for determining the frequency of celebration of the Lord's Supper. It is proper to observe it as often as each Lord's Day, but it should be observed at least quarterly. The Session should exercise care that the sacrament be not neglected. BoW 3-3E

- a. Record the date of the celebration of the Lord's Supper in Session Records.
- b. Record the page number in your records when the Lord's Supper is celebrated on the Annual Review form.

Reporting on the Communications from Higher Courts – Question #17

Reference (Bog 22-1,2):

A reference is a written representation and application made by a lower court to a higher Court for advice or other action on a matter pending before the lower Court and is ordinarily to be made to the next higher Court.

- a. Among proper subjects for reference are matters that are new, delicate, or difficult; or on which the members of the lower Court are very seriously divided; or which relate to questions involving the Constitution and legal procedures respecting which the lower Court feels the need of guidance.
- b. These communications may be in the form of descending overtures, position papers, or other as deemed appropriate by the higher Court.