

RULES FOR THE KEEPING OF CHURCH RECORDS

Approved by the Presbytery of Kiskiminetas and ordered to be permanently placed on the inside FRONT cover of each Church Register and Session Book.

Section 1. Sessional and Church Records are Church Property:

1. This book is the property of the Church Session, not of the Moderator, Clerk, nor of any other individual.
2. If the Session should cease to act or if the church should be disbanded, it becomes the property of Kiskiminetas Presbytery.
3. Church Record Books, when full, should not be left in the care of that person or family last holding them, but should be placed in a repository of safe keeping designated by the Session or by Kiskiminetas Presbytery.

Section II. The Minutes of the Session:

1. "Every Session shall keep a legible and accurate record of its proceedings; which record shall be, at least once in every year, submitted to the inspection of the Presbytery." A record may be fair without being minute. It is desirable that the record be both accurate and neat, and should be entered directly upon the pages of a permanently bound book, the pages of which are consecutively numbered. Removal of pages or portions, or the pasting in of written records is not permitted.
2. It is the duty of the Stated Clerk of the Session to write and, after approval, to enter the minutes of the Session in the minute book.
3. The minutes of every meeting of the Session should show:
 - a. The date, place, and time of the meeting, and how called.
 - b. The names of the Moderator, Elders present, and Elders absent.
 - c. The fact that the meeting was opened and closed with prayer.
 - d. A clear and concise statement of all business transacted.
4. Church business which should show in the minutes of the Session includes the following:
 - a. The names of all persons received into church membership with the date and manner of their reception.
 - b. The names of all persons dismissed and the church to which a letter of dismissal has been given.
 - c. The names of all persons placed on a separate roll for nonresident members and those suspended from the membership of the church with reasons and procedures required by the Book of Discipline, VII, 3, 4
 - d. The names of Elders elected to represent the church at meetings of Presbytery, and

- the fact of their report to the Session.
- e. A digest of all congregational meetings incorporated into the minutes of the Session and approved by it, including a statistical summary of church organizations reporting, and a summary of committee reports.
 - f. The record of the review and approval of the minutes of the Board of Trustees.
 - g. The election, ordination, and installation of new elders and deacons. h. The yearly statistical report to the Presbytery recorded and approved.
5. The book containing the Minutes of the Session must be submitted to Kiskiminetas Presbytery once each year, and will be examined according to these standards.

Section III. The Church Register:

The Church Register must be fully kept in all its parts. It includes:

- 1. A record of Pastors and Stated Supplies, with dates of service.
- 2. A record of Ruling Elders, with dates of ordination and service.
- 3. A record of Deacons, with dates of ordination and service.
- 4. A Record of Communicant Members, with date and manner of reception, and also with a place for the date and manner of removal from the roll.
- 5. A Record of Infant Baptisms, with the date and place of birth, date of Baptism, and the names of both parents.
- 6. A Record of Adult Baptisms, including date.
- 7. A Record of Marriages, with date, place, and name of officiate, and the full names of both man and woman.
- 8. A Record of Deaths, with date.