

Report of the Minute Guideline Committee

Fathers and brothers,

Last spring, our presbytery passed the following motion: *That Presbytery appoint a three-man committee – Adam Kuehner, Nathan Eshelman, and Joel Hart – to report back at the June meeting with proposed guidelines to aid those assigned each year to review Session and TGB minutes.*

We apologize for the lateness of our work, as we clearly did not have this completed by June, or in time for the 2-week deadline before spring presbytery.

We offer below (appendix A) a guide for the reviewing of records. These guidelines come from the Midwest Presbytery. We find them very useful and not in need of any edits.

If these guidelines are approved, the clerks will distribute these guidelines along with future minute review processes.

Recommendation 1: That the guidelines in Appendix 1 be approved as guidelines for the GLG Minute Review Process.

Recommendation 2: That this committee be dismissed.

In Christ,

Nathan Eshelman

Joel Hart

Adam Kuehner

Appendix A – Guide for Writing/Reviewing Records

DCG 6.12: “The presbytery shall review the sessional records of the congregations once a year and make note of anything contrary to the law and order of the church.”

The list(s) below provide a sample of matters to look for in reviewing congregational minutes.

- **Session Meetings**

- Minutes not signed by Clerk and Moderator (*DCG 4.5*)
- Meeting not opened and closed with prayer (*DCG 4.4-5*)
- Time of Constituting and Adjourning not specified (*DCG 4.4*)
- Type of meeting not specified (Stated or Specially Called) (*DCG 4.5*)
- Location of meeting not specified (*DCG 4.4*)
- Names of those present not recorded (including Session members) (*DCG 4.5*)
- Excused and Unexcused absences for elders not specified (*DCG 4.5*)
- Minutes of meeting or previous meeting not reviewed and approved (*DCG 4.5*)
- Minutes not kept neat and legible (*DCG 4.5*)

- **Order**

- No quorum for Session Meeting (*DCG 4.1*)
- Motions not clearly stated (*DCG 4.4-5*)
- Matters done by common consent should've been done by motion/vote [e.g. judicial matters, calling congregational meeting, examinations of members or officers, major changes, etc.] (*DCG 4.4-5, 9.1,6*)
- Communications not properly documented (especially in discipline cases) (*DCG 4.4*)
- No adoption of yearly budget recorded (*DCG 5.3.b*)

- **Congregational Meetings**

- No record of annual meeting of the congregation (*DCG 2.7*)
- Notice of call and/or purpose of Congregational Meeting not recorded (*DCG 2.7*)
- Insufficient notice given to Congregation for Congregational Meeting (*DCG 2.7*)

- **Membership**

- Letter/certificate/form not sent to or received from corresponding congregation for transfer (*DCG 1.9*)
- No record of examination of candidates for communicant membership (*DCG 1.4*)
- No record of credible profession, baptism, and/or assent to Covenant of Church Membership (*DCG 1.1*)
- Reason/Rationale for removing a member from the roll not recorded (*DCG 1.10-12*)
- Incomplete/not up-to-date record of births/baptisms, communing & baptized members, non-members approved to commune, members suspended, dismissed, and deaths (*DCG 1.1; 4.6*)

- **Officers**

- Election of TE, RE, or Deacons not held in constituted court (*DCG 2.8, 3.I.D.1-4; 3.III.D.3.a*)
- Examination of Elder/Deacon nominees (in all required areas) not specified and/or results of Exam recorded (*DCG 3.I.E.1; 3.III.E.1*)
- No quorum for an ordination/installation service (one half communicant members) (*DCG 3.I.E.4*)
- No record of those ordained/installed signing the Queries for Ordination/Installation (*DCG 3.I.E.4.g; 3.III.E.4.g*)
- No record of the laying on of hands of those ordained (*DCG 3.I.E.4.h; 3.III.E.4.h*)
- No record of designating delegates to higher courts (*DCG 4.8*)
- Incomplete record of those ordained (elders and deacons) or not up-to-date (*DCG 4.4, 6*)