

Presbytery of Ohio
The Orthodox Presbyterian Church
(From the Instruments of the Bylaws)

A. Rules for keeping sessional records:

1. The records of the session shall be legibly written or typed on numbered pages and placed in an official lock-type minutes book. Erasures, interlineations, and footnotes shall be avoided.
2. The record shall state the time and place of meeting and the names of members present and absent.
3. All meetings shall be opened and closed with prayer and that fact shall be noted in the minutes.
4. The minutes shall be appropriately signed.
5. The minutes of the meeting should inform the reader as to who was moderating the meeting.
6. When previous actions of the session are referred to, the page on which it is recorded shall be cited.
7. Material shall not be inserted into the record on separate, unnumbered pages.
8. The records of the session shall be read and approved by the session, and the fact of such approval shall be entered into the minutes.
9. All votes and proceedings which are necessary to give a complete history of the church shall be recorded, including statistical reports, election of elders and deacons, changes in the ruling eldership, reception and dismissal of members, times of the celebration of the Lord's Supper, baptisms of infants and adults, marriages, and deaths. Separate records shall also be kept of baptisms, marriages, and deaths.
10. The full name of applicants for church membership shall be recorded; in the case of married females, the maiden name, and "the wife or widow of" shall be included; in the case of minors, son or daughter of; and in every case whether baptized.
11. All records of the reception of members by letter shall state from what church the member came; and the records of dismissal shall state to what congregation the member is recommended.
12. Church sessions shall order the incorporation of the proceedings of congregational meetings with their own record so as to exhibit the actions taken and shall indicate the commitment made by the congregation each year for the support of its pastor, provision for his health insurance, and any changes in the terms of the call.
13. Once each year and at the conclusion of the minutes of the meetings of said year, there shall be inserted in full the annual statistical statement which the session has made to Presbytery.
14. The minutes shall record the appointment of an elder delegate and an alternate to Presbytery.
15. All sessional records shall be made available to the Church Visit-ation Committee for its annual visit.
16. The session shall take note in its minutes of exceptions taken by the Presbytery to its minutes, together with the correction or explanations adopted by the session to rectify them.