

Duties of Session Clerks

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Session Meetings

From: Book of Order - G-3.0104 - Officers

....Each council shall elect a clerk who shall record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another council of the church.

Such extracts, verified by the clerk, shall be evidence in any council of the church.

*....The clerk of the session shall be a ruling elder elected by the session for such term as it may determine.**

**There should be a term (a beginning and an end).*

Councils may elect such other officers as the council requires.

From: Book of Order - G-3.0105 - Meetings

Meetings of councils shall be opened and closed with prayer.

Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised, except when it is in contradiction to this Constitution.

Councils may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.

Note: Examples of processes of discernment “under the rules”: debate, develop amendments, short recess/pray, refer to committee, postpone to definite time.

Examples of processes of discernment “out from under the rules”: Bible study, breakout groups, retreat time, town hall meetings.