



2019 Session Clerk's Workshop
First Presbyterian Church of Starke
Saturday, November 16
9:30 a. m.



Welcome to Everyone!

"Getting to Know You"

Name - Church - Role(s)

In the year 2020 I am looking forward to

Morning Worship

What Clerks Do

Session Agendas and Minutes

2020 Minutes Checklist (for 2019)

Baptism and Receiving New Members

How Sessions Can Use Commissions

The Gift of Technology

Dates and Deadlines

2020 Pledge Card

Necrology Report

2020 Terms of Call Report

Statistical Reporting

224th General Assembly

Overtures/Schedule

Presbytery Structure/Area Relationship Coordinators

Records Retention and Storage

Churches and Membership

Roundtable Time

Morning Prayer

November 16, 2019

Call to Worship - Frances Collins (Kirkwood)
(based on Psalm 100)

Leader: Shout for joy, all the earth!

People: Worship the Lord with gladness.

Leader: Come, bring your songs and praise.

People: It is the Lord who made us; we belong to God.

Leader: Never forget, we belong to God!

People: God's love will never end.

Leader: For all of this we give thanks every day.

People: We give thanks to God, our Maker.

All: Let us worship God!

Opening Prayer (Unison) - Tom Phillips (Orange Park)

Lord God, thank you for bringing us safely to this place. Come be with us, inspire us, and lead us in our time together. As we worship and work, help us to remember that we serve a gracious God.

Ephesians 5:15-19 - Rob Mattson (First Palatka)

Be careful then how you live, not as unwise people but as wise, making the most of the time, because the days are evil. So do not be foolish, but understand what the will of the Lord is. Do not get drunk with wine, for that is debauchery; but be filled with the Spirit, as you sing psalms and hymns and spiritual songs among yourselves, singing and making melody to the Lord in your hearts, giving thanks to God the Father at all times and for everything in the name of our Lord Jesus Christ.

Meditation - Patti Phillips (Branford)

Reflection in Silence

Prayers of the People and The Lord's Prayer - Andrea Mogg-Jacque (Marion Oaks)

Lord God, we praise you for your presence in our lives, and for all the goodness you shower upon us in Jesus Christ.

Especially we thank you for...

the wonder of living
the gift of Christian community
opportunities for faithful service

All: Lord, hear our prayer.

We hold up to you...

the healing of those who are sick
all who need courage and hope
the congregations of our presbytery

All: Lord, hear our prayer.

We ask you to bless...

our sense of call
our need for your grace
all who work for peace

All: Lord, hear our prayer.

We join our hearts and our voices in the prayer our Savior taught us, saying...

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our debts, as we forgive our debtors. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever. Amen.

Blessing and Sending - Yvette Grant (Nueva Esperanza)

Leader: People of God, we are called and sent -

People: to be filled with the Spirit

Leader: to understand the will of God

People: to sing and make melody to God in our hearts

Leader: to give thanks at all times and for everything

People: in the name of our Lord Jesus Christ.

All: Amen!

Session Clerk Duties and Responsibilities Presbyterian Church (U.S.A.)

Book of Order - G-3.0104 - Clerks/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.

The clerk of the session shall be:

- a ruling elder
- elected by the session
- for such term as it may determine.

More Duties and Responsibilities

Serves as secretary for congregational meetings (G-1.0505)

Receives formal written statements from members when they want to “renounce the jurisdiction” of the PC(USA). (G-2.0407)

Recommends to the session a method for permanent safekeeping of records with the Presbyterian Historical Society or in a temperature/humidity controlled environment of a PC(USA) seminary. (G-3.0107)

Receives the “written statement of alleged offense” when a disciplinary case is filed with the session against a member, elder, or deacon. (G-10.0101)

Performs many other duties not expressly described in the Book of Order, such as working with the moderator to prepare for session meetings, preparing/ signing letters for transfer of membership, receiving and sending other official letters, etc.

2020 Checklist for Session Minutes (2019 Minutes)

Presbytery of St. Augustine

Checklist - Please Complete and Provide with Minutes!

Congregation Name _____

Session Clerk _____

Does Your Church Have Deacons? Yes _____ No _____

Section I - Each Set of Minutes

Next to each item, note only the pages where information is missing:

Name and location of the church _____

Date, time, and place of meeting _____

Type of meeting (special/stated/etc.) _____

If special meeting, how called/purpose _____

Names: present, excused, absent _____

That there was a quorum present _____

Opened/closed with prayer _____

Approval of past minutes* _____

Record of motions passed/business done _____

Clerk's signature (all minutes) _____

Moderator's signature (congregational) _____

*Past minute review/approval takes place at stated meetings.

Section II - Members

Next to each item, note the pages where this information appears:

Baptisms - Names/Dates _____

Members Received (+ their baptized children)

Names/Dates _____

How Received* _____

From What Church? (if applicable) _____

*Baptism, Transfer, or Reaffirmation

Members Transferred (+ their baptized children)

Names/Dates _____

To What Church? (if applicable) _____

Members Otherwise Dismissed _____

Members Who Died _____

Marriages of Members _____

[Continue to Next Page]

Section III - Other Matters

Next to each item, note the pages where this information appears:

Record of Celebration of Lord's Supper _____

Congregational Meetings Called* _____

*At least one (annual) meeting

Election, Exam, Ordination/Installation

Nominating Committee* _____

Ruling Elders _____

Teaching Elders _____

Deacons _____

*election only

Presbytery Commissioners

Election of Commissioners _____

Reports from Presbytery Meetings _____

Financial Matters

Budget Approved _____

Review of Funds/Finances* _____

*annual review

Review/Consideration of Business of Entities/Councils

*Church organizations such as Presbyterian Women

*General Assembly (if applicable) _____

Review/Inclusion of Statistical Report _____

Section IV - The Session Minute Book/Rolls/Register

Are the Minute Book and Rolls/Register kept in compliance with G-3.0107 and G-3.0204 of the Book of Order?

Yes _____ No _____

Section V - Does Congregation Have:*

Operations Manual _____

Child Protection Policy _____

*Plans to complete if not have: _____

Section VI - Thank you!

Dear Clerk: You do important work, and most of it is behind the scenes. You complete your work faithfully, even though you may have a full plate of other obligations. What you do matters, and you are very much appreciated.

If you should ever need assistance with understanding your duties, please contact Sandra Hedrick (Stated Clerk), Ed Kelly (Assistant Stated Clerk) or Nancy Brown.

The number for the presbytery office is: (904) 733-8277. Sandra's cell phone is: (904) 612-9766. Ed's cell phone is: (904) 346-5570. Email addresses are: sandra@staugpres.org, ekelly@rtlaw.com, and nbrown@staugpres.org.

Baptism and Receiving New Members 2019 Session Clerk Workshop

There is one Church, for there is one Spirit, one hope, “one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all.” (Eph. 4:5–6).

The Presbyterian Church (USA) recognizes all baptisms with water in the name of the Father, of the Son, and of the Holy Spirit administered by other Christian churches.

Membership and Baptism

In Jesus Christ, God calls people to faith and to membership in the Church, the body of Christ. Baptism is the visible sign of that call and claim on a human life and of entrance into the membership of the church. (G-1.0301)

Theology of Baptism

See W-3.0402 of the Book of Order.

Entry into Membership - Persons may enter into active church membership in the following ways:

- 1-Public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;
- 2-Certificate of transfer, when a person is a member of another Christian church at the time of transfer;
- 3-Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith. (G-1.0303)

After they are examined and received by the session, new members are presented in worship. As part of their public welcome, it is appropriate for those previously baptized to reaffirm the commitments made in Baptism, profess their faith in Jesus Christ, and declare their intent to participate actively and responsibly in the worship, life, governance, and mission of the church. On such occasions, it is fitting for all worshipers to reaffirm the baptismal covenant. (W-4.0204)

Types of Members

Baptized Member - A baptized member is a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session but who has not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members receive the pastoral care and instruction of the church, and may participate in the Sacrament of the Lord's Supper. (G-1.0401) [Note: it is no longer required that an individual be baptized to participate in the Lord's Supper in the PC(USA).]

Active Member - An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. In addition, active members participate in the governance of the church and may be elected to ordered ministry (see G-2.0102). Active members shall regularly, after prayerful consideration, recommit themselves to the disciplines and responsibilities of membership outlined in G-1.0304. The session shall have responsibility for preparing those who would become active members of the congregation. (G-1.0402)

Affiliate Member - An affiliate member is a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation. (G-1.0403)

Membership Roll

There shall be rolls of baptized, active, and affiliate members.... The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

Registers

There shall be registers of baptisms authorized by the session, of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary.

Responsibility for Baptism

Baptism shall be authorized by the session and administered by a minister of the Word and Sacrament. The session's responsibilities for Baptism include: encouraging parents (or those exercising parental responsibility) to present their children for baptism without undue haste or undue delay; encouraging new believers to be baptized; examining candidates for baptism, or their parents, and instructing them in the significance of the Sacrament; enrolling those who are baptized as members of the congregation; and providing for their ongoing nurture and formation for baptismal life in the world.

The congregation as a whole, on behalf of the universal Church, is responsible for nurturing baptized persons in Christian life. The session may designate certain members of the congregation as sponsors or mentors for those who are baptized or for their parents.

When a young child is presented for baptism at least one parent (or person exercising parental responsibility) should be an active member of a Christian church, normally the congregation in which the baptism takes place. The session may consider a request to baptize a child whose parent is an active member of another church. If the session approves such a request, it should communicate with the council of the other congregation and notify them when the Sacrament has been administered. Those presenting children for baptism will promise to nurture and guide them until they are ready to make a personal profession of faith and assume the responsibility of active church membership.

A council may authorize a baptism, to be administered by a minister of the Word and Sacrament, in certain situations beyond the congregational setting, such as hospitals, prisons, schools, military bases, or other ministry settings. In these cases, the minister of the Word and Sacrament is responsible for ensuring that the name of the newly baptized person is placed on the appropriate roll of a council (G-3.02, G-3.03). (W-3.0403)

How Congregations Can Use Commissions

2019 Session Clerk Workshop

From the Book of Order

G-3.0109 Committees and Commissions

General Principles

Councils may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church, and may create such structures jointly with other councils, in consultation with the next higher council. In appointing such committees and commissions councils shall be mindful of the principles of unity in diversity consistent with the provisions of this Constitution (F-1.0403, G-3.0103).

A committee shall study and recommend action or carry out decisions already made by a council. It shall make a full report to the council that created it, and its recommendations shall require action by that body. Committees of councils higher than the session shall consist of both ministers of the Word and Sacrament and members of congregations, in numbers as nearly equal as possible.

A commission is empowered to consider and conclude matters referred to it by a council. The designating council shall state specifically the scope of the commission's powers and any restrictions on those powers.

Administrative Commissions

Administrative commissions are designated to consider and conclude matters not involving ecclesiastical judicial process...

Functions that may be entrusted to administrative commissions include, but are not limited to:

(by sessions) ordaining and installing ruling elders and deacons, receiving and dismissing members, and visiting organizations within the congregation to settle differences therein...

Composition of Session Commissions

A commission of a session shall be composed of at least two ruling elders, and a minister of the Word and Sacrament in an installed or temporary relationship with the congregation governed by that session or a commissioned pastor (also known as commissioned ruling elder).

Other Requirements and Principles

A commission shall keep a full record of its proceedings and shall submit that record to the session for incorporation into its records. *Actions of a commission shall be regarded as actions of the session.* A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee.

The decisions of an administrative commission shall be reported to the clerk of session, who shall report it to the session at its next stated meeting.

A session may rescind or amend an action of its administrative commission in the same way actions of the session are modified.

When an administrative commission has been designated to settle differences within a particular organization or session, it shall, before making its decision final, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue.

THE GIFT OF TECHNOLOGY

2019 Workshop for Session Clerks

What is Possible?

What is Permissible?

What is the Latest?

Session Meeting Notices, Agendas and Handouts

Electronic Meetings

Electronic Voting

Session Records - Minutes and Registers

Church Websites, Newsletters, Calendars, Social Media, Etc.

Surveys and Sign-Ups

Training of Elders and Others

Other Ideas to Share and Try

DATES TO REMEMBER
Fall 2019-Fall 2020

Session Clerk's Workshop
11/16/19

12/06/19 Opening of 2019 Year-End Statistical Report Online Portal

All congregations provide statistical information to the PC(U.S.A.) through the statistics program, which is described at <http://oga.pcusa.org/section/churchwide-ministries/stats/>. A critical piece of information is the end-of-year membership total. The presbytery and church per capita contributions for 2021 will be based on this number. If you would like to see your congregation's statistics (and pin number), go to the home page of the denomination's website, and search for your congregation in the "Find a Congregation" section.

01/06/20 *End-of-Year Closing (Financial Contributions)*

This is the last day for which a congregation's per capita and unified giving contributions for 2019 may be received and posted to that year's totals. Please contact the Presbytery Financial Secretary, Nancy Brown, with any questions: nbrown@staugpres.org or (904) 733-8277, ext. 123.

01/08/20 *Last Day for 2020 Commitment to the Work of the Larger Church*

Please return the "pledge card" to Nancy Brown at nbrown@staugpres.org. The form shows your congregation's contribution to the "unified giving" to the presbytery and also shows the per capita contribution and other offerings. If you miss the deadline, please send the form as soon as you can after that date.

01/15/20 *Last Day to Provide 2019 Necrology Report*

Submit this report to Marigrace Doran at marigrace@staugpres.org. It should include the full names and dates of death of elders who died during 2019. We have provided a form, but you don't have to use it. If there were no deaths, please let us know that there were "none." This information will be included in the list of men and women remembered during worship at the Winter Stated Meeting on February 1, 2020.

02/01/20 Winter Stated Meeting of the Presbytery at Memorial Presbyterian Church in St. Augustine, FL

02/04/20 Presbytery Reading of 2019 Session Minutes Begins

02/20/20 Last Day to Enter Statistical Reports

03/04/20 Last Day to Provide 2020 Terms of Call to Presbytery Office

At our Spring Stated Meeting in May of each year, we publish the terms of call for all ministers and commissioned ruling elders serving in our presbytery. If you have an installed pastor/associate pastor, we will need your completed terms of call form by March 4 so that a presbytery commission can review and approve them at a meeting in mid-March. This deadline allows time for the congregation to approve any changes in the terms of call. If you have a temporary pastor (stated supply, interim, etc.), and the contract is current (up to date as of 03/04/20), then there is no need to submit a separate terms of call form. For installed pastors, any changes have to be approved by the congregation. For all other pastors, changes are approved by the session. Please provide reports to the Stated Clerk at sandra@staugpres.org.

05/05/20 Spring Stated Meeting at Montgomery Presbyterian Conference Center

06/20-27/20 224th General Assembly in Baltimore, MD

The General Assembly (GA) of the PC(USA) consists of commissioners elected by the 170 presbyteries of our denomination. Half of the commissioners will be ruling elders, and half will be teaching elders. Our presbytery is sending two REs and two TEs and one young adult advisory delegate. GA opens and closes with worship and includes opportunities for service to the city where it is held. The commissioners and delegates also attend to the "business" of the church, from government and mission to public witness and ecumenical relationships.

10/06/20 Fall Stated Meeting at Montgomery Presbyterian Conference Center



**PRESBYTERY OF
ST. AUGUSTINE
PLEDGE CARD
2020**



**PRESBYTERY OF
ST. AUGUSTINE
PLEDGE CARD
2020**

Presbytery of St. Augustine
1937 University Blvd. W.
Jacksonville, Florida 32217

Ministries Include:

Seminary Student Support

Mutual Mission (Jamaican/Cuba)

Disaster Relief

Area Relationship Coordinators

Relationship Coordination Director

Stated Clerk

Gainesville Ministry Center

Youth Ministry

GA (General Assembly)

And much more!

We give God thanks and praise for
58 Churches in our Presbytery.
Each year our Presbytery depends
on each church's contributions to
carry out the Ministries of the
Presbytery of St. Augustine.



**May God continue to bless us as we
support our faith community, so that
together we may witness to the gospel
of Jesus Christ.**



**PRESBYTERY OF
ST. AUGUSTINE
PLEDGE CARD
2020**

**2020 COMMITMENT TO THE
WORK OF THE LARGER
CHURCH**

through the Presbytery of St.
Augustine

*The mission of the Presbytery of St.
Augustine is to support our faith
community, so that together we
may witness to the gospel of Jesus
Christ.*

**Please return this form to the
Presbytery office by January 1,
2020, if possible, or contact us
earlier to let us know when we
might receive it.**

Presbytery of St. Augustine
1937 University Blvd. West
Jacksonville, Florida 32217
Email: nbrown@staugpres.org

Church Name: _____

A. Unified Mission Giving: \$ _____
Provides the basic support of the
Presbytery of St. Augustine, the
Synod of South Atlantic and the
mission arm of the General
Assembly.

B. Selected Mission Giving to the
Presbytery
In addition to our Unified Mission
gift, we commit to provide extra
support beyond the budget for the
dedicated missions of the
Presbytery of St. Augustine:
Montgomery Conference Center:

\$ _____
Mutual Mission Hearts and Hands:
\$ _____
Other: _____

\$ _____
Total: \$ _____

C. Selected Mission Giving to the
General Assembly:

Project # _____
\$ _____
Project # _____
\$ _____

Total: _____

**TOTAL MISSION GIVING
FOR 2020**

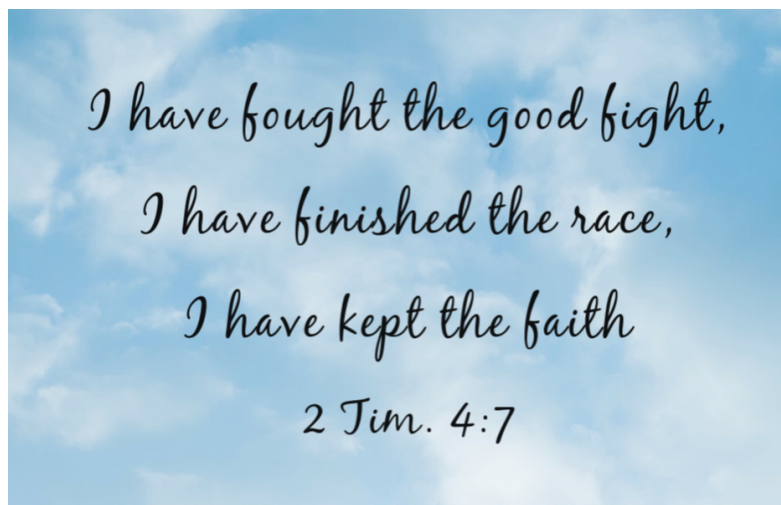
\$ _____

2020 PER CAPITA GIVING

\$ _____

Date: _____

Signed: _____
Moderator or Clerk of Session



NECROLOGY REPORT

Please report the names of the ruling elders of your church who died in 2019 while on the member roll. All names will be read at the Stated Presbytery Meeting on February 1, 2020, and will be included in the meeting minutes. Email your form to: marigrace@staugpres.org.

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Elder's Name

Date of Death

_____	_____
_____	_____
_____	_____
_____	_____

Name of Church: _____

Reporter's Name/Phone: _____

REPORT OF TERMS OF CALL
Presbytery of St. Augustine
2020

Minister/Certified Educator _____ Telephone _____

Church or employing entity _____

Terms of Call:	2019	2020
A. Personal Compensation		
1. Annual cash salary	_____	_____
2. Housing allowance (if no manse)	_____	_____
3. Utilities allowance (if applicable)	_____	_____
4. Medical supplement (if any)	_____	_____
5. OPTIONAL SECA tax reimbursement (above required 50%)	_____	_____
6. Deferred income	_____	_____
7. Other income (specify _____)	_____	_____
8. Manse amount (30% of total of lines 1-7)	_____	_____
9. Total effective salary	_____	_____
B. Expenses		
10. Reimbursable professional expenses		
a. auto expenses	_____	_____
(OR provision of auto w/ full expenses)		
b. book allowance	_____	_____
c. other reimbursable expenses	_____	_____
11. Continuing education allowance	_____	_____
12. Total expenses	_____	_____
C. Required benefits*		
13. Major medical (25% of line 9)	_____	_____
14. Pension/D&D (12% of line 9)	_____	_____
15. REQUIRED 50% SECA Reimbursement	_____	_____
16. Total Benefits	_____	_____
TOTAL PACKAGE	_____	_____
D. Vacation and Leave		
Vacation	_____ (weeks)	_____ (weeks)
Study leave	_____ (weeks)	_____ (weeks)
Parental leave	_____ (weeks)	_____ (weeks)
Additional Terms (may use separate page)	_____	

PNC Chair or Clerk of Session

Pastor/Associate Pastor/Certified Educator
Designated Pastor/Interim Pastor/Stated Supply

***Section C is required by our minimum terms of call for installed positions; SECA is provided for many of our contract positions as well. BOP benefits – if provided for contract positions – are subject to different calculations.**

Please return by March 4, 2020 by email to: **Sandra Hedrick, Stated Clerk (Sandra@staugpres.org), Presbytery of St. Augustine, 1937 University Blvd. West, Jacksonville, FL 32217**