

Clerk Self-Evaluation

1. Welcome

The Metropolitan New York Presbytery of the Presbyterian Church in America
Sessional Records Review Team
Self-Evaluation by Clerk of Session for 2016 Sessional Records

Dear Clerk of Session,

Please answer these questions as completely and accurately as you can. Doing so will lead to better record keeping for your church and help committee members to review your records more accurately.

Note that at our 92nd Stated Meeting (11/7/2015), Presbytery required its own commissions acting as temporary Sessions of mission churches to submit records to the SRRT for review. Mission churches that are overseen by the Session of another church do not need to submit records on their own. Rather, the overseeing Session should submit records of its oversight along with (or incorporated into) its own sessional records that will be submitted to the SRRT.

The estimated average time to complete this self-evaluation is 30 minutes.

Please have your sessional records, including minutes of congregational meetings, at hand before you start this self-evaluation.

If you encounter any bugs, please let me know ASAP so I can fix them before other clerks run into the same problem.

Thank you in advance for your cooperation.

TE Stephen Leung
stephen@ascensionforesthills.org
718-350-6125

2. Information About You and Your Church

A. Your Church

B. Your Contact Information

First Name

Last Name

Position in the Church

Your Mailing Address - Street

Apt/Suite/Office

City

State

Zip

E-mail Address

Phone Number

3. Session or Commission Members

3. How many people were members of Session (or Presbytery Commission functioning as a Session) at any time last year?

4. Questions Pertaining to Records as a Whole

4. Potential Exceptions of Substance

	Yes	No	Not Applicable
Did the Session or commission meet 4+ times over the year (BCO 12-6)?			
Is there a record of the stated dates or intervals for communion/the Lord's Supper is to be observed during the year (BCO 58-1)?			
Is there a record that the Session reviewed the minutes of the Board of Deacons (BCO 9-4)?			
Is there a record that the Session examined the accuracy of the record of baptisms, members, deaths, and dismissions (BCO 12-7)?			
Is there a record that the Session approved and adopted a budget (BCO 12-5b)?			

5. Potential Exceptions of Form

	Yes	No	Not Applicable
Has the church's annual statistical report been submitted with the records?			
Has the church's annual budget approved by the Session or commission been submitted with the records?			
Has the clerk's self-evaluation been submitted?			

5. Areas of Potential Exceptions of Substance For Individual Records

	Is there a record of this for all applicable meetings?			Dates of all meetings for which records are in error	Additional comments?
	Yes	No	N/A		
Date of meeting					
Whether meeting is stated or called					
A quorum being present					
Names of those present					
Meeting opened with prayer (BCO 12-9)					
How new members are Received (profession of faith, letter of transfer, reaffirmation of faith)					
For members received by profession of faith, record of whether baptism is needed or was previously administered					
Acknowledgement sent from Session to the Session of					

dismissing church when a new member is received by letter of transfer					
Names and relationship of covenant children received as members along with their parents					
Reason and means by which members are removed from the roll (discipline, non-attendance for > 1 year, letter of dismissal to another church)					
Name and location of church to which members are dismissed by letter of transfer					
Names of commissioners appointed by Session to next Presbytery or standing appointment (if any) (BCO 12-5f)					
Report back to Session from commissioners or teaching elders attending Presbytery (BCO 12-5f)					
Names of commissioners appointed by Session to next General Assembly (if any) (BCO 12-5f)					
Report back to Session from commissioners or teaching elders attending General Assembly (BCO12-5f)					
Election of moderator pro tempore, if stated moderator absent					
Meeting closed with prayer (BCO 12-9)					
Minutes of this meeting approved by Session at a					

subsequent date. If not expected to be approved in the year being reviewed, note this in the dates field to the right so we can follow up next year					
For judicial cases, full proceedings included in minutes					
Approval of docket or agenda for a congregational meeting, if applicable. If in error, note date of congregational meeting in the dates field to the right.					
Deacon/RE candidates examined in Christian experience (BCO 24-1)					
Deacon/RE candidates examined in knowledge of Bible content (BCO 24-1)					
Deacon/RE candidates examined in system of doctrine, government, and discipline contained in the Constitution (BCO 24-1)					
Deacon/RE candidates examined in duties of office (BCO 24-1)					
Deacon/RE candidates examined in willingness to give assent to questions required at ordination (BCO 24-1)					
Ordination service for Deacons or Ruling Elders conducted as a called meeting of Session in the presence of the congregation					
For guest preachers, record of credentials, qualifications,					

and/or relationship to Presbytery (BCO 12-5e)					
At least one week notice of a called congregational meeting given (BCO 25-2)					

6. Areas of Potential Exceptions of Form for Individual Records

	Is there a record of this for all applicable meetings?			Dates of all meetings for which records are in error	Additional comments?
	Yes	No	N/A		
For called meetings, the purpose of the meeting					
Names of those absent					
Whether absent members were previously excused					
Name of person serving as moderator					
Guests are named and invited to sit					
Location of meeting					
Election of clerk pro tempore if other than the stated clerk					
The time (hour) of adjournment					
When minutes are approved, whether they are approved as read/submitted, corrected, or amended					

7. Thank you

Thank you for completing this self-evaluation. This information saves the presbyters a considerable amount of time reviewing the records of all our churches, and we hope it will also help clerks improve the quality of their record keeping.

If you have any questions or need to contact the SRRT, you can e-mail TE Stephen Leung at stephen@ascensionforesthills.org.

Electronic copies of the Session's records should be uploaded to <http://bit.ly/clerkupload>, which will redirect you to a Citrix ShareFile portal to upload large files securely.