

Sessional Records Review Team Report

98th Stated Meeting of Metropolitan New York Presbytery, January 10, 2017

I. **KEEP FOR REFERENCE**

IMPORTANT URLs

<https://stat.pcanet.org/ac/presbyterys/secure/login.cfm> – Keep your clerk/church information up to date

<http://bit.ly/srrt-guidelines> – Download guidelines for keeping sessional records

<http://metronypres.com/srrt/> - past SRRT reports and notes to clerks

<http://bit.ly/clerkupload> – Upload sessional records securely – redirects to Citrix ShareFile

Stated Clerk of Presbytery: TE Jeffrey Choi – statedclerkmetronypres@gmail.com

- Reply to Presbytery's finding of exceptions of substance in your 2015 records

II. **SUBMIT YOUR 2016 RECORDS BY THE END OF JANUARY – URL ABOVE**

Sessional minutes for the year 2016 must be submitted to the Sessional Records Review Team no later than January 31, 2017.

Submit your records through the URL above. It redirects to a Citrix ShareFile portal that will allow you to upload your records (files up to 10GB) securely and privately and receive a receipt that they were submitted. If you have any trouble, contact TE Stephen Leung - stephen@ascensionforesthills.org.

If electronic submission is impractical, three printed and bound copies may be brought to the January meeting of Presbytery for distribution to examiners.

The submission of minutes should include all the following through the URLs above:

CLERK'S SELF-EVALUATION

SESSION MINUTES: complete records for 2015, all particular and mission churches

CONGREGATIONAL MEETING MINUTES: complete records for 2015

BUDGET: the annual budget approved by the Session

STATISTICAL REPORT: annual statistical report approved by the Session

PICTURES: scans or images showing that the minutes are printed, bound, signed by the clerk of Session, with printed pages consecutively numbered, and with no blank pages in or between the minutes. If it is impractical to show this as scans or images, a clear affirmation by the clerk that all minutes for the year are printed, bound, signed, and consecutively numbered, with no blank pages in or between the minutes will be accepted by the committee

The committee's set of guidelines for keeping, submitting, examining, and reporting on sessional records can be downloaded at the URL above.

III. SUBMIT YOUR PAST DUE 2014 AND/OR 2015 RECORDS BY JANUARY 31 – URL ABOVE

Reminder: churches that had not submitted 2014 minutes were directed by Presbytery at the 92nd Stated Meeting to submit their 2014 records along with their 2015 records by January 31, 2016 and churches that had not submitted either 2014 minutes or 2015 minutes were directed by Presbytery at the 97th Stated Meeting to submit their missing records along with their 2016 records by January 31, 2017.

● **Churches that have not submitted 2014 Records**

1. Comunidade Crista Presbiteriana, Mineola, NY
2. Grace Church of Greenwich, Greenwich, CT
3. Living Faith Community Church, Manhasset, NY

● **Churches that have not submitted 2015 Records**

1. Comunidade Crista Presbiteriana, Mineola, NY
2. Grace Church of Greenwich, Greenwich, CT
3. Living Faith Community Church, Manhasset, NY
4. Redeemer Hoboken, Hoboken, NJ

IV. REPLY TO EXCEPTIONS OF SUBSTANCE BEFORE MARCH

Reminder that Presbytery requires the following churches to reply no later than the 99th Stated Meeting (March 2017) to the exceptions of substance found in their 2015 records.

1. All Souls Community Church, Suffern, NY
2. Ascension Presbyterian Church, Forest Hills, NY
3. Comunidade Crista Presbiteriana, Newark, NJ
4. Covenant of Faith Church, Flushing, NY
5. Covenant Presbyterian Church, Short Hills, NJ
6. Covenant Presbyterian Church, Whitestone, NY
7. Crossroads Community Church, Hillsborough, NJ
8. Emmanuel Presbyterian Church, New York, NY
9. Grace Community Church, Bridgewater, NJ
10. Grace Presbyterian Church, Water Mill, NY
11. Grace Redeemer Church, Teaneck, NJ
12. Hope Presbyterian Church, Randolph, NJ
13. Knowlton Presbyterian Church, Columbia, NJ
14. New Hope Christian Church, Monsey, NY
15. North Shore Community Church, Oyster Bay, NY
16. Queens Presbyterian Church, Astoria, NY
17. Redeemer Church of Montclair, Montclair, NJ
18. Redeemer Presbyterian Church, New York, NY
19. Trinity Presbyterian Church, Rye, NY
20. Uptown Community Church, New York, NY

The reply should take one of two forms:

1. Session agrees with the exception and corrects its record (if possible), corrects its actions (if possible) and promises to be more careful in the future. Or,
2. Session respectfully disagrees with Presbytery, states its grounds, and refers the exception back to Presbytery.

Exceptions of substance require an official response from the Session to Presbytery as soon as possible before Presbytery can finally dispose of the matter. **This means the committee should see a record in the future of the Session's adopting an official response to any exceptions of substance.**

Official replies from Sessions to Presbytery should be addressed to the Stated Clerk of Presbytery, TE Jeffrey Choi, at statedclerkmetronypres@gmail.com.

V. RESPONSES RECEIVED BY PRESBYTERY TO EXCEPTIONS OF SUBSTANCE AND SESSION RECORDS REVIEW TEAM RECOMMENDATIONS

- Recommendation that the following responses from the Session of Covenant of Grace Church, Briarwood, NY, be found satisfactory:

Exception of Substance: In the minutes of 2015, there is no record of the stated dates or intervals for communion/the Lord's Supper to be observed during the year in accordance with BCO 58-1.

Response: The session of Covenant of Grace Presbyterian Church has reviewed and updated the minutes.

Exception of Substance: In the minutes of 2015, there is no record that the Session reviewed the minutes of the Board of Deacons in accordance with BCO 9-4.

Response: Covenant of Grace Presbyterian Church has no Board of Deacons.

Exception of Substance: How new members were received was not recorded in July 13, 2015 and November 19, 2015 minutes.

Response: The session of Covenant of Grace Presbyterian Church has reviewed and updated both minutes.

Exception of Substance: Minutes of meetings were not approved by the Session at a subsequent date.

Response: The session of Covenant of Grace Presbyterian Church has reviewed and approved all the minutes that were handed in.

- Recommendation that the following responses from the Session of Princeton Meadow Church, Briarwood, NY, be found satisfactory, with clarification to be added to Metro New York Presbytery SRRT Guidelines for Keeping Sessional Records to record convening of sessions to ordain and install officers as called meetings as its interpretation of BCO 24-6:

Exception of Substance: The minutes of March 7, 2015 identify a new elder candidate put forth by the nominating committee, but there is no record of this candidate being examined in Christian experience, knowledge of Bible content, system of doctrine, government and discipline contained in the Constitution, duties of office, and willingness to give assent to questions required at ordination, in accordance with BCO 24-1.

Response: The Princeton Meadow Church Session agrees with the exception and corrects its record for lack of proper recording of the Elder nominee's examination. The candidate for elder, H. Kent-Smith, was indeed examined by the Nominating Committee of the Session in regard to his qualifications for the office. The record has been revised.

Exception of Substance: The minutes of June 11, 2015 noted that ruling elders for 2015/2016 were ordained and installed on May 17, 2015. There is no record of the ordination service being conducted as a called meeting of the Session in the presence of the congregation.

Response: The Princeton Meadow Church Session respectfully disagrees with Presbytery. The May 3, 2015 Congregational Meeting minutes and June 11, 2015 Session minutes record the date for the ordination/installation service. Therefore, the Session of Princeton Meadow Church believes that appropriate action was taken to record the ordination services as called meetings of the Session, though that specific language was not used in the record of the minutes. BCO 24-6 speaks of the "Session being convened in the presence of the congregation" for the ordination/installation service. This language is ambiguous with respect to the observation. Certainly, the Session was convened in the presence of the congregation and the sermon was preached per the BCO requirements, but the BCO gives no specific instruction that this act should be a called Session meeting nor the mechanism for doing so nor expectations on how to record. The PMC Session requests advice from the Presbytery to assure future compliance.

VI. SESSION RECORDS REVIEW TEAM RECOMMENDATIONS FOR NEW MEMBERS

Sessional Records Review Team Report, Metropolitan New York Presbytery, 98th Stated Meeting
January 10, 2017

- Recommendation that the following members of Metro New York Presbytery be added to the Sessional Records Review Team for 2017:
 - RE Joao (John) Soares, Ebenezer Presbyterian Church
 - RE Wilson Wai, Covenant of Grace Church

Submitted on behalf of the Session Record Review Team
TE Stephen Leung, Chairman

Committee Members:
TE Janas Caruncho
TE Jeffrey Choi
TE Phillip Dennis
TE John Hanna
TE Dongsu Kim
TE Mark Middlekauff