

# Sessional Records Review Team Report

101st Stated Meeting of Metropolitan New York Presbytery, September 19th, 2017

## I. KEEP FOR REFERENCE

### IMPORTANT URLs

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

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

<http://metronypres.com/srrt/> - past SRRT reports, notes to clerks, clerk's self-evaluation, and templates

<http://bit.ly/MNP-Clerks-Forum> - Discussion forum for clerks of session to ask questions, find help, or offer advice and suggestions

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

## II. SUBMIT YOUR PAST DUE 2014, 2015 AND/OR 2016 RECORDS

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

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

1. Grace Church of Greenwich, Greenwich, CT

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

1. Comunidade Crista Presbiteriana, Mineola, NY
2. Grace Church of Greenwich, Greenwich, CT
3. Redeemer Hoboken, Hoboken, NJ

- **Churches that have not submitted 2016 Records**

1. Comunidade Crista Presbiteriana, Mineola, NY
2. Comunidade Crista Presbiteriana, Newark, NJ
3. Covenant Presbyterian Church, Short Hills, NJ
4. Crossroads Community Church, Hillsborough, NJ
5. Grace Church of Greenwich, Greenwich, CT (other than statistical report)
6. New Hope Christian Church, Monsey, NY
7. Redeemer Hoboken, Hoboken, NJ
8. Uptown Community Church, New York, NY

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](mailto:stephen@ascensionforesthills.org).

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

**CLERK'S SELF-EVALUATION:** form now available at <http://metronypres.com/srrt/>

**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 PAST DUE RESPONSES TO EXCEPTIONS OF SUBSTANCE**

Reminder that Presbytery required the following churches to reply no later than this 99th Stated Meeting (March 2017) to the exceptions of substance found in their 2015 records. See docket and minutes of 97th Stated Meeting.

- **Exceptions of Substance in 2015 Records Awaiting Replies to Presbytery**

1. Comunidade Crista Presbiteriana, Newark, NJ
2. Covenant of Faith Church, Flushing, NY
3. Emmanuel Presbyterian Church, New York, NY
4. Grace Community Church, Bridgewater, NJ
5. New Hope Christian Church, Monsey, NY
6. Trinity Presbyterian Church, Rye, NY

- **Exceptions of Substance in 2014 Records Awaiting Replies to Presbytery**

1. Hope Presbyterian Church, Lawrenceville, NJ
2. Redeemer Hoboken, Hoboken, NJ

**The reply should take one of two forms:**

- A. 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,
- B. 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](mailto:statedclerkmetronypres@gmail.com).

#### **IV. RESPONSE RECEIVED BY PRESBYTERY TO EXCEPTIONS OF SUBSTANCE AND SESSION RECORDS REVIEW TEAM RECOMMENDATIONS**

- Recommendation that Presbytery accept the response from the Temporary Session of Ascension Presbyterian Church, Forest Hills, NY, to their exceptions of substance in their 2015 records:

Exception: The commission did not meet at least four times over the year in accordance with BCO 12-6.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee. As a temporary session overseeing a mission church, we found it difficult to meet more than once in 2015.

Exception: 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 Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: In the minutes of 2015, there is no record that the Session examined the accuracy of the record of baptisms, members, deaths, and dismissions in accordance with BCO 12-7.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: How new members were received is not recorded.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: For new members received by profession of faith, whether baptism was needed or previously administered was not recorded.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: Acknowledgement from Session to session of dismissing church, in accordance with BCO 46-3, for new members received by letter of transfer not recorded.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: Names and relationship of covenant children received as members along with their parents not recorded.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: Reasons and means by which members are removed from the roll, in accordance with BCO 46-2, are not recorded.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: Name and location of church to which members are dismissed by letter of transfer are not recorded.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

Exception: Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.

Response: The Temporary Session of Ascension Church agrees with the exception of the committee and will endeavor to follow the correct procedure in the future.

## **V. ADDITIONAL SESSION RECORDS REVIEW TEAM RECOMMENDATIONS**

- Recommendation that Presbytery accept the written communication from Living Faith Community Church, Manhasset, NY, that their session's 2014 records are no longer available.
- Recommendation that Presbytery accept the written communication from Comunidade Crista Presbiteriana, Mineola, NY, that their session's 2014 records are no longer available.

Sessional Records Review Team Report, Metropolitan New York Presbytery, 99th Stated Meeting  
March 28, 2017

- Recommendation that Presbytery accept the communication from Astoria Community Church, Astoria, NY, and Grace Fellowship Church, Sunnyside, NY, that they have noted the exceptions of substance to the 2015 sessional records of Queens Presbyterian Church, and that a response to those exceptions no longer be expected from the defunct Queens Presbyterian Church session.
- Recommendation that Presbytery remind all sessions that printed copies of all sessional records, including approved minutes, are to be maintained because they are legal documentation of the actions of a session if it were investigated or brought up on charges.

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  
RE Joao Soares  
RE Wilson Wai



