

Sessional Records Review Team Report

97th Stated Meeting of Metropolitan New York Presbytery, November 5, 2016

● **GENERAL REMARKS AND RECOMMENDATIONS**

- It is vitally important that TEs, churches, and clerks of session keep their contact information up to date at <https://stat.pcanet.org/ac/presbyterys/secure/login.cfm>.
- This year (2016 reviewing 2015 minutes) we continued to learn and improve our review process with an eye towards improving the quality of our evaluation and reporting each year - this being our second year with the committee reviewing records.
- Exceptions of form should be interpreted by sessions as cautionary statements, and no response from the Session is expected other than closer adherence to good form in future records. Recurring exceptions of form will begin to be identified as exceptions of substance.
- In this second year of the committee, in addition to the most serious breaches, we have begun to identify exceptions of substance in accordance with constitutional responsibilities required in the PCA Book of Church Order (BCO). Certain widespread deficiencies in meeting constitutional requirements, e.g. not appointing commissioners to Presbytery and not receiving reports from them afterwards, are still being treated as exceptions of form for one more year, but are being brought to the attention of all sessions, and will be identified as exceptions of substance beginning with 2016 records.
- **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 adopting an official response to any exceptions of substance. Official replies should be addressed to the Stated Clerk of Presbytery.
- Sessions and their clerks are encouraged to read this entire report, including exceptions found in the minutes of other sessions to help them anticipate exceptions that will be regularly identified by reviewers in the future.
- There was positive correlation between completion of the clerk's self-evaluation of minutes and the quality of records submitted to the SRRT for review. We will make it shorter for this year.
- **We are appealing to clerks of sessions**, particularly of well-kept records, to consider joining the Sessional Records Review Team (SRRT) to aid in records review, clerk training, and development of tools and templates.
- **Sessional records for the year 2016 must be submitted to the SRRT no later than January 31, 2017** to TE Stephen Leung by email at stephen@ascensionforesthills.org or by uploading them via <http://bit.ly/clerkupload>.
- If electronic submission is impractical, three printed and bound copies may be brought to the January meeting of Presbytery for distribution to reviewers.
- The submission of records should include all of the following:
 - Complete sessional minutes for the year 2016 for all particular churches and mission churches with temporary sessions commissioned by the Presbytery
 - Clerk of Session's self-evaluation of minutes
 - The annual budget approved by the Session
 - The annual statistical report approved by the Session

- 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, accompanying the submission of records, 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 SRRT
 - The SRRT's guidelines for keeping, submitting, examining, and reporting on sessional records is available at <http://bit.ly/srrt-guidelines> to help Sessions and clerks in their recordkeeping.
 - The SRRT Chair will send out a quarterly communique to listed clerks of session reminding them of requirements and passing on suggestions for records and common omissions.
- **SPECIAL CITATIONS**
 - Recommendation that Presbytery direct the Sessions of churches that did not submit records for the year 2014 and/or 2015 to do so along with their 2016 records by the deadline (January 31, 2017)
 - **Churches that have not submitted 2014 Records**
 1. Comunidade Crista Presbiteriana, Mineola, NY
 2. Grace Church of Greenwich
 3. Living Faith Community Church
 4. Redentor Presbyterian Church
 - **Churches that have not submitted 2015 Records**
 1. Comunidade Crista Presbiteriana, Mineola, NY
 2. Grace Church of Greenwich
 3. Living Faith Community Church
 4. Redeemer Hoboken
 5. Redentor Presbyterian Church
 - Recommendation that Presbytery require Sessions of churches that have minutes approved with exceptions of substance to correspond with Presbytery, no later than the second stated meeting of Presbytery after Presbytery approves the records, expressing the Session's agreement or disagreement with Presbytery's finding in one of the following forms:
 - 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,
 - Session respectfully disagrees with Presbytery, states its grounds, and refers the exception back to Presbytery
 - In accordance with the above, recommendation that Presbytery require correspondence from the following Sessions that have exceptions of substance identified in the report below no later than

the second stated meeting of Presbytery after the one in which this report is adopted:

- All Souls Community Church, Suffern, NY
 - Ascension Presbyterian Church, Forest Hills, NY
 - Comunidade Crista Presbiteriana, Newark, NJ
 - Covenant of Faith Church, Flushing, NY
 - Covenant of Grace Church, Briarwood, NY
 - Covenant Presbyterian Church, Short Hills, NJ
 - Covenant Presbyterian Church, Whitestone, NY
 - Crossroads Community Church, Hillsborough, NJ
 - Emmanuel Presbyterian Church, New York, NY
 - Grace Community Church, Bridgewater, NJ
 - Grace Presbyterian Church, Water Mill, NY
 - Grace Redeemer Church, Teaneck, NJ
 - Hope Presbyterian Church, Randolph, NJ
 - Knowlton Presbyterian Church, Columbia, NJ
 - New Hope Christian Church, Monsey, NY
 - North Shore Community Church, Oyster Bay, NY
 - Princeton Meadow Church, Princeton, NJ
 - Queens Presbyterian Church, Astoria, NY
 - Redeemer Church of Montclair, Montclair, NJ
 - Redeemer Presbyterian Church, New York, NY
 - Trinity Presbyterian Church, Rye, NY
 - Uptown Community Church, New York, NY
- Recommendation that Presbytery require correspondence from the following Sessions that have exceptions of substance identified for records from 2015 to do so no later than the second stated meeting of Presbytery after the one in which this report is adopted.
- **Exceptions of Substance in 2014 Records Awaiting Replies to Presbytery**
 1. Hope Presbyterian Church, Lawrenceville, NJ
 2. Redeemer Hoboken, Hoboken, NJ
- **Report Concerning 2015 Sessional Records with SRRT Recommendations as follow:**
 - That the minutes of All Souls Community Church, Suffern, NY be approved:
 - With the following exceptions 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.

- 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.
- There is no record of the approval of a docket or agenda for the congregational meetings of May 29, 2015, July 12, 2015, and November 20, 2015.
- There is no record of the ordination service of August 30, 2015 being conducted as a called meeting of the Session in the presence of the congregation.
- With the following exceptions of form:
 - The church's annual budget approved by the Session was not submitted with the records.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending General Assembly were not recorded.
 - There was no signature of the clerk on the minutes of May 19, 2015 and May 29, 2015.
- With the following reasons for thanksgiving:
 - Despite much change, the church has continued to grow.
 - The leadership of the church has steered her through turbulence.
- That the minutes of Ascension Presbyterian Church, Forest Hills, NY be approved:
 - With the following exceptions of substance:
 - The commission did not meet at least four times over the year in accordance with BCO 12-6.
 - 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.
 - 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.
 - How new members were received is not recorded.
 - For new members received by profession of faith, whether baptism was needed or previously administered was not recorded.
 - Acknowledgement from Session to session of dismissing church, in accordance with BCO 46-3, for new members received by letter of transfer not recorded.
 - Names and relationship of covenant children received as members along with their parents not recorded.
 - Reasons and means by which members are removed from the roll, in accordance with BCO 46-2, are not recorded.
 - Name and location of church to which members are dismissed by letter of transfer are not recorded.

- Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The purpose of the called meeting of December 22, 2015 was not recorded.
 - When approved, minutes were not recorded as being approved as read/submitted, corrected, or amended.
- That the minutes of Comunidade Crista Presbiteriana, Newark, NJ be approved:
 - With the following exceptions 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.
 - In the June 16, 2015 minutes, whether baptism was needed or previously administered was not recorded for new members received by profession of faith.
 - In the June 16, 2015 minutes, acknowledgement from Session to Session of dismissing church for new members received by letter of transfer was not recorded.
 - In the June 16, 2015 minutes, for the retreat speaker, credentials, qualifications, or relationship to Presbytery of the guest preacher were not recorded in accordance with BCO 12-5e.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - Names of those absent were not recorded in the minutes.
 - With the following reasons for thanksgiving:
 - The annual church retreat was an encouraging time of spiritual revival.
 - A Bible institute run by the church is systematically teaching members.
- That the minutes of Covenant of Faith Church, Flushing, NY be approved:
 - With the following exceptions 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.
 - 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.
 - In the minutes of 2015, there is no record that the Session approved and adopted a budget in accordance with BCO 12-5b.
 - Meetings of the Session are not identified as stated or called.

- The minutes do not record the presence of a quorum or the names of those present.
 - In the June 7, 2015 minutes, acknowledgement from Session to session of dismissing church, in accordance with BCO 46-3, for new members received by letter of transfer not recorded.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.
 - The minutes do not record the name of the moderator, the location of the meeting, the names of those absent, and whether those absent are previously excused, and the time of adjournment.
 - When approved, minutes were not recorded as being approved as read/submitted, corrected, or amended.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
- That the minutes of Covenant of Grace Church, Briarwood, NY be approved:
- With the following exceptions 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.
 - 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.
 - How new members were received was not recorded in July 13, 2015 and November 19, 2015 minutes.
 - Minutes of meetings were not approved by the Session at a subsequent date.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - With the following reasons for thanksgiving:
 - There has been enough growth to support a second service on Sunday mornings.
 - A rich and encouraging elders retreat is held yearly.
- That the minutes of Covenant Presbyterian Church, Short Hills, NJ be approved:
- With the following exception of substance:

- Acknowledgement from Session to session of dismissing churches for seven new members received by letter of transfer not noted.
 - With the following exceptions of form:
 - The purposes of the called meetings of April 19, 2015 and July 19, 2015 were not recorded.
 - The minutes of February 20, 2015 and April 14, 2015 do not record the names of those absent and whether they are previously excused.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - Reports back to Session by teaching elders attending General Assembly was not recorded.
 - With the following reasons for thanksgiving:
 - There was a net gain of eight communicant members in 2015.
 - There were four infants baptized in 2015.
- That the minutes of Covenant Presbyterian Church, Whitestone, NY be approved:
 - With the following exceptions 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.
 - 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.
 - 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.
 - In the minutes of 2015, there is no record that the Session approved and adopted a budget in accordance with BCO 12-5b.
 - Meetings of the Session are not identified as stated or called.
 - The minutes do not record the presence of a quorum.
 - The minutes do not record whether meetings were opened or closed with prayer in accordance with BCO 12-9.
 - Minutes of meetings were not approved by the Session at a subsequent date.
 - There is no record of the approval of a docket or agenda for the congregational meetings of August 16, 2015 and November 8, 2015.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.

- The minutes do not record the name of the moderator, the names of those absent, and whether those absent are previously excused, and the time of adjournment.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - With the following reasons for thanksgiving:
 - Session members assigned one leadership candidate each with which to work.
 - Session members committed to sharing their faith at least once a quarter.
- That the minutes of Crossroads Community Church, Hillsborough, NJ be approved:
- With the following exceptions of substance:
 - 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.
 - In the minutes of 2015, there is no record that the Session approved and adopted a budget in accordance with BCO 12-5b.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.
 - The minutes do not record the names of those absent, and whether those absent are previously excused.
 - The minutes do not record the time of adjournment.
 - When approved, minutes were not recorded as being approved as read/submitted, corrected, or amended.
- That the minutes of Ebenezer Presbyterian Church, Newark, NJ be approved.
- That the minutes of Emmanuel Presbyterian Church, New York, NY be approved:
- With the following exceptions of substance:
 - 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.
 - In the minutes of 2015, there is no record that the Session approved and adopted a budget in accordance with BCO 12-5b.
 - Acknowledgement from Session to session of dismissing churches, in accordance with BCO 46-3, for new members received by letter of transfer listed in minutes of March 12, 2015, November 10, 2015, and December 8, 2015 not recorded.

- In removing members from the rolls as recorded in minutes of June 19, 2015, reasons and means by which members were removed, in accordance with BCO 46-2, were not recorded.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Except for the minutes of May 7, 2015, reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - The minutes of September 15, 2015, October 12, 2015, and November 10, 2015 do not record whether those absent were previously excused.
 - The minutes do not record the time of adjournment.
 - With the following reasons for thanksgiving:
 - TE Strickman was able to enjoy a sabbatical.
 - The Session was thoughtful in planning ahead for TE Drew's retirement and for his successor.
- That the minutes of Grace Community Church, Bridgewater, NJ be approved:
- With the following exception of substance:
 - Credentials, qualifications, or relationship to Presbytery were not recorded for guest preachers, in accordance with BCO 12-5e, in the 2015 minutes.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Except for TE Basile passing his examinations for ordination, reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - With the following reasons for thanksgiving:
 - TE Basile was called as Pastor after having served as an intern for an extended period.
 - Five new members were pending reception in December, 2015, with three through baptism.
- That the minutes of Grace Presbyterian Church, Water Mill, NY be approved:
- With the following exceptions of substance:

- While pulpit supply needs were met for TE Middlekauff's sabbatical, credentials, qualifications, or relationship to Presbytery were not recorded for guest preachers, in accordance with BCO 12-5e, in the 2015 minutes.
 - In removing members from the rolls as recorded in minutes of September 22, 2015, reasons and means by which members were removed, in accordance with BCO 46-2, were not recorded.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - With the following reasons for thanksgiving:
 - A new building loan was approved.
 - "Grace Teams", a new approach to team ministry, successfully launched and had a high rate of participation.
- That the minutes of Grace Redeemer Church, Teaneck, NJ be approved:
- With the following exceptions 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.
 - The congregational meeting of April 26, 2015, is not recorded as stated or called.
 - There is no record of the approval of a docket or agenda for the congregational meetings of August 16, 2015 and December 6, 2016.
 - Credentials, qualifications, or relationship to Presbytery were not recorded for guest preachers discussed in the May 21, 2015 minutes, in accordance with BCO 12-5e.
 - With the following exceptions of form:
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - Names of commissioners appointed by the Session to the next General Assembly were not recorded.
 - Reports back to Session by commissioners or teaching elders attending General Assembly were not recorded.
 - The purpose of the called meeting of May 17, 2015 was not recorded.
 - With the following reasons for thanksgiving:
 - The Lord has been answering the church's Kingdom prayers.
 - There was reception of 31 new members, admission of 14 communicant members, and addition of eight new officers in 2015.

- That the minutes of Hope Presbyterian Church, Randolph, NJ be approved:
 - With the following exceptions 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.
 - 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.
 - The February 19, 2015, March 26, 2015, April 16, 2015, May 17, 2015, and June 24, 2015 meetings of the Session are not identified as stated or called.
 - The minutes do not record the presence of a quorum.
 - For new members received by profession of faith, whether baptism was needed or previously administered was not recorded.
 - There is no record of the approval of a docket or agenda for the congregational meeting of February 1, 2015.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - The minutes of August 27, 2015 do not record the names of those absent - RE Wilson.
 - The minutes of February 19, 2015 do not record whether those absent were previously excused.
 - The minutes do not record the time of adjournment.

- That the minutes of Knowlton Presbyterian Church, Columbia, NJ be approved:
 - With the following exceptions 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.
 - 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.
 - 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.
 - Meetings of the Session from May 2015 onward are not identified as stated or called.
 - The minutes do not record the presence of a quorum.

- Minutes of meetings from January to June of 2015 were not approved by the Session at a subsequent date.
 - In the May 4 2015 minutes, whether baptism was needed or previously administered was not recorded for new members received by profession of faith.
 - In the December 8, 2015 minutes, the credentials, qualifications, or relationship to Presbytery of the guest preacher, TE Romaine, were not recorded in accordance with BCO 12-5e.
 - There is no record of the approval of a docket or agenda for the congregational meeting of May 3, 2015 and one other congregational.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The minutes do not record the name of the moderator.
 - In the minutes for September 10, 2015 and December 8, 2015, the approved minutes were not recorded as being approved as read/submitted, corrected, or amended.
 - With the following reason for thanksgiving:
 - The church planned a creation care conference, entitled Our Father's World, for early 2016.
- That the minutes of New Hope Christian Church, Monsey, NY be approved:
- With the following exceptions 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.
 - In the minutes of 2015, there is no record that the Session approved and adopted a budget in accordance with BCO 12-5b.
 - There is no record of the approval of a docket or agenda for the congregational meeting of January 18, 2015.
 - With the following exceptions of form:
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - The purposes of the called meetings of January 9, 2015, February 2, 2015, March 22, 2015, March 29, 2015, April 5, 2015, August 18, 2015, and October 25, 2015 were not recorded.
- That the minutes of North Shore Community Church, Oyster Bay, NY be approved:
- With the following exceptions 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.
 - Meetings of the Session and congregational meetings are not identified as stated or called.
 - The minutes do not record the presence of a quorum.

- In May 14, 2015 minutes, acknowledgement from Session to session of dismissing church, in accordance with BCO 46-3, for new members received by letter of transfer not recorded.
- Minutes of meetings from January 20, 2015, February 24, 2015, and September 29, 2015 were not approved by the Session at a subsequent date.
- There is no record of the approval of a docket or agenda for the congregational meetings of May 17, 2015, and December 6, 2015.
- There is no record of the ordination service of RE Yong Kim on July 26, 2015 being conducted as a called meeting of the Session in the presence of the congregation.
- With the following exceptions of form:
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - The minutes of October 27, 2015, November 17, 2015, and December 8, 2015 do not record the names of those absent and whether they are previously excused.
 - Most minutes do not record the name of the moderator or the time of adjournment.
- That the minutes of Princeton Meadow Church, Princeton, NJ be approved:
 - With the following exceptions 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.
 - 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.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.
 - The minutes do not record the location of the meeting.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.

- With the following reasons for thanksgiving:
 - TE Smith reported strong Sunday participation and many positive signs around the church with respect to families and fellowship.
 - Thirteen new members were received - all by profession of faith.
- That the minutes of Queens Presbyterian Church, Astoria, NY be approved:
 - With the following exceptions 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.
 - 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.
 - 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.
 - In the minutes of 2015, there is no record that the Session approved and adopted a budget in accordance with BCO 12-5b.
 - Meetings of the Session are not identified as stated or called.
 - The minutes do not record the presence of a quorum.
 - There is no record of the approval of a docket or agenda for the congregational meeting of April 2, 2015.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The church's annual budget approved by the Session was not submitted with the records.
 - The purposes of the called meetings of March 19, 2015, May 31, 2015, September 14, and October 5, 2015 were not recorded.
 - When approved after noted as needing amendments, minutes of March 19, 2015, May 31, 2015, and October 5, 2015 were not recorded as being approved as corrected, or amended.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
- That the minutes of Redeemer Church of Montclair, Montclair, NJ be approved:
 - With the following exceptions 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.
 - 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.

- 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.
- 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.
- There is no record of the approval of a docket or agenda for the congregational meeting of April 19, 2015.
- With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - When approved, minutes were not recorded as being approved as read/submitted, corrected, or amended.
- That the minutes of Uptown Community Church, New York, NY be approved:
 - With the following exceptions of substance:
 - In June 11, 2015, August 13, 2015, and October 8, 2015 minutes, acknowledgement from Session to session of dismissing church, in accordance with BCO 46-3, for new members received by letter of transfer is not recorded.
 - With the following exceptions of form:
 - The church's annual statistical report was not submitted with the records.
 - The purposes of the called meetings of March 22, 2015 and August 28, 2015 were not recorded.
 - The minutes do not record the time of adjournment.
 - Names of commissioners appointed by the Session to the next Presbytery meeting or any standing appointments were not recorded.
 - Reports back to Session by commissioners or teaching elders attending Presbytery were not recorded.
 - With the following reason for thanksgiving:
 - The church is making inroads into the community

- **Responses Received by Presbytery to Exceptions of Substance**

- Recommendation that the following responses from the Session of Princeton Meadow Church, Princeton, NJ be found satisfactory:

Exception of Substance: there is no record in the minutes of the congregation meeting of June 22, 2014 whether nominees presented for election to the office of ruling elder were, in fact, elected.

Response: “The PMC Session agrees with the exception, corrected the 2014 record, assured in the 2015 record that this exception did not occur. We will continue to be careful and vigilant for completeness of the record in future years.”

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 Dongu Kim
TE Mark Middlekauff