

Clerks' Tip of the Month A Clerk's Year



After a couple of years as clerk of my session, I realized there was a predictable rhythm of the work. Once I recognized that and planned out my time and schedule, things became easier. You may do some of these tasks at a different time of the year than I did. But the concept of planning out what should happen when will help you keep your head on straight!

There were things to do every month: report membership changes, communions, baptisms, and weddings to the session; update the membership rolls; prepare the agenda and minutes of the session meeting; forward the Thursday Mail to the session, Board of Deacons, and other interested church members; arrange for distribution of the Quill of the Stated Clerk report on presbytery meetings in the church bulletin.

Then there were things to do in certain months:

January: General Assembly statistical reports, elect commissioners to presbytery meetings, approve dates for the Lord's Supper, elect clerk and treasurer, put a copy of the budget in the minutes, schedule the annual meeting (including approval of terms of call), bind the previous year's minutes.

February: Submit GA reports and include a summary copy of the report in the session minutes, prepare annual report for the congregation, report election of Nominating Committee and approval of terms of call for the pastors in congregational meeting minutes.

March: Prepare membership rolls and registers for the session records review, confirm and show in session minutes that the church has the required property and liability insurance and has performed a full financial review.

April through July: Quieter—but keep up with the rolls

August: With moderator of Board of Deacons, representatives of the Membership Committee, and the pastor, review the rolls to identify members who have not been active in the congregation for two years. Contact the members to encourage re-engagement.

September: Draft and publish call to special congregational meeting to elect officers.

October: Send presbytery names of ruling elders who have died in the past year.

November: Report preparation and examination of elected ruling elders and deacons in session minutes, approve pastor's housing allowance for following year and record in session minutes.

December: Record in minutes' session vote to delete names of inactive members from the active roll; begin collecting information for the Annual Statistical Report and the Clerk's Annual Questionnaire so that persons who need to supply your information will be ready come January!!

Peace and blessings,

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