

Clerks' Tip of the Month

Session Records Review and a Manual of Administrative Operations Open Space

We have completed the 2017-2018 Session Records Review season. Thank you to all who brought your books to be reviewed. If you didn't get a chance to come to one of the reviews, I am happy for you to come to the presbytery office this summer and I will review your records. You can expect information on the 2018-2019 review season in August.

One change we will be making to the records review checklist for the 2018-2019 session records review is adding a requirement for an affirmation in the session minutes every year that the church has submitted a copy of its terms of call (for called and installed pastors) or the contract (for temporary pastors) to the presbytery. The Book of Order requires that terms of call shall always meet or exceed any minimum requirement of the presbytery in effect when the call is made. Book of Order G-2.0804.

In addition, National Capital Presbytery has a compensation policy for all pastors:

https://www.thepresbytery.org/application/files/6615/2519/0417/2018_Clergy_Comp_PolicyAmended_180501.pd.pdf. The copy of the terms of call/contract should be sent to the Congregational Transitions Commission, via Colette Ramm (cramm@thepresbytery.org), Administrator for the Committee on Ministry.

One of the requirements of the Book of Order, that every congregation have a Manual of Administrative Operations, has been confusing to many. There is not much guidance and what guidance there is confusing. I will host an Open Space at the June 26 presbytery meeting at 4:00 to give elders, and especially clerks, some ideas about how to assemble such a document. You can come to the Open Space even if you won't be attending the presbytery meeting. And you can attend the presbytery meeting, even if you are not an elder-commissioner (though you can't vote).

Have a wonderful summer. If you have a tip you think others could use or a topic you would like information on, please let me know at scoe@thepresbytery.org.

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