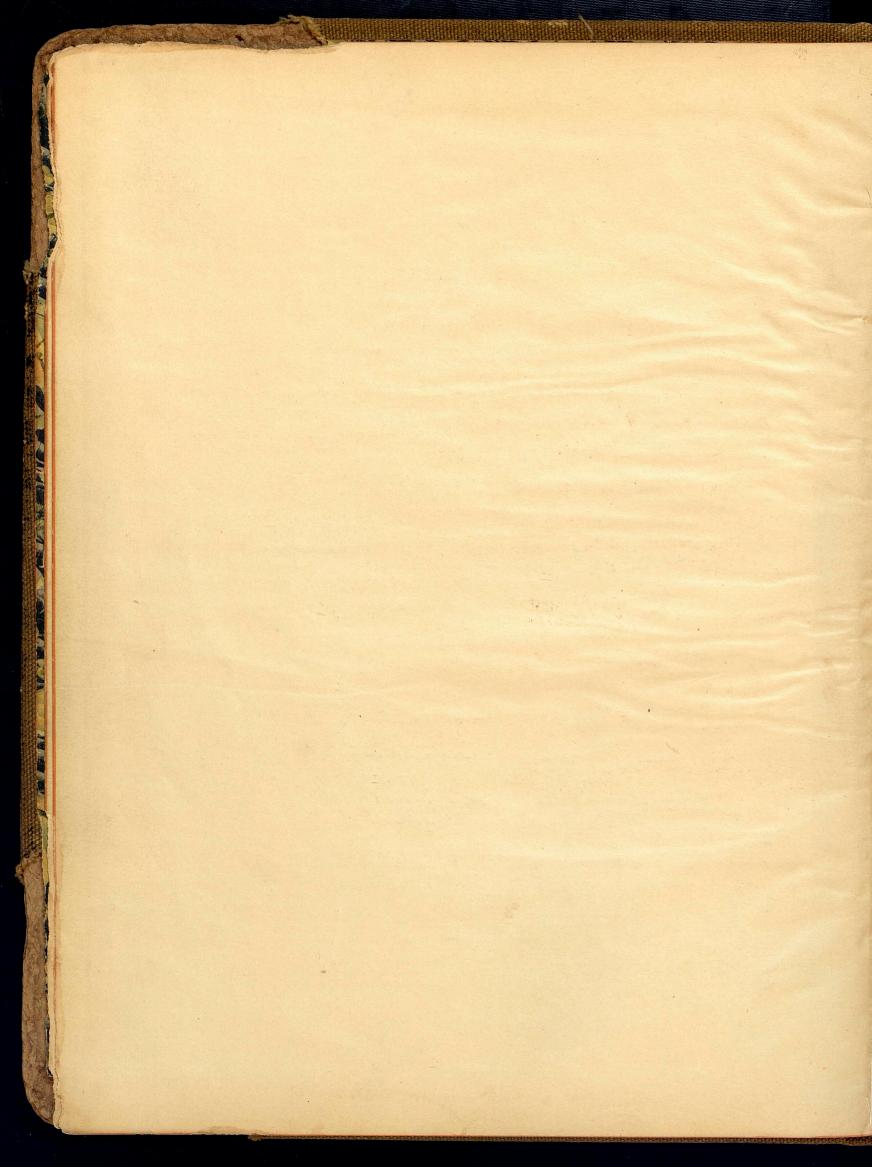
Westminster Losmage 125







#### SESSION RECORDS

OF

#### PRESBYTERY OF LOS ANGELES

#### Purpose

In order to secure greater uniformity in keeping the Session Records, and greater conformity to the requirements of the Book of Discipline, this pamphlet has been prepared especially for the guidance of Clerks of Sessions.

It is suggested that a copy be kept in the Session Records and that the attention of a new clerk be called to it before he assumes his duties.

#### Records Must Be Kept and Reviewed

"Every Session shall keep a fair record of its proceedings which shall be at least once in every year submitted to the inspection of the Presbytery.—Form of Govt. IX, Sec. 8.

"Each Session shall present its records for examination at its Spring Meeting."—Standing Rule No. 50.

(NOTE:—The Presbytery of Los Angeles has committed this task to the Permanent Judicial Commission, and Sessions are directed to have the Record Book at the place of Presbytery's Spring Meeting by 10 a.m. on the epening day of Presbytery.)

## Suggestions (Not to be regarded as Exceptions.)

- 1. It is advised, in the interest of uniformity, that each Church have a substantial Record Book such as is published by the Board of Publication and Sunday School work.
- 2. The Record should be written in ink, legibly, or typewritten (if a loose-leaf book is used) and the Minutes should not be recorded in the book until they have been read and approved by Session.
- 3. Clippings and Church Calendars should not be pasted in the book as a part of the Record. All records should be engrossed.
- 4. Each church should purchase for the use of the Session, and to be filed with the Clerk, the latest edition of The Form of Government, Discipline and Worship, and Roberts' Manual for Ruling Elders and other Church Officers.
- 5. While the opening and closing of the meetings by prayer is not mandatory, and the Session must be the judge when this is omitted, it is in keeping with the spirit and purpose of the meeting to observe this solemnity.
- 6. Session records should be approved monthly rather than wait till the end of the church year for such approval. The dates of the meetings approved should be stated rather than saying: "The Minutes of all previous meetings were approved."

#### II

#### What the Records Must Contain

1. The Sessional Records must contain, not only what transpires at the session meetings, but, according to Sec. 71 of the Book of Discipline, a record of all important matters pertaining to the life and history of the Church.

The proceedings of all Congregational Meetings, including the election of elders, deacons or trustes, the election of a pastor, the changing of the pastor's salary, the request of the congregation for dissolution of the pastoral relation, etc., must be incorporated in the record, preferably by reporting such actions to the session meeting following, to be included in the Session Minutes as a report.

(It is suggested that the full Minutes of such meetings be kept in a separate book.)

According to action of General Assembly of 1887 (pss. 117-118) this rule of incorporation into the sessional records is understood to apply to the proceedings of the Trustees, their actions being subject to review by the session.

- 2. The Record must state, place, time and date of each meeting held.
- 3. It must state the kind of meeting held, whether regular or called, and if called, by whom. e. g.: "The Session met in its regular monthly meeting," etc., or: "The Session held a special meeting at the call of the Pastor," etc.
- 4. It must state the name of the Moderator, the names of Elders present, and the names of Elders absent.
- 5. The record of each meeting must be signed by the Clerk, or by the Moderator, if he acts as Clerk. If a Clerk "pro tem" keeps the Minutes, a report of his appointment by Session should be made.
- 6. The records should contain the report to Session of Communion Services held, of Baptisms, with names, and names of parents, if infants, and of marriages of members of the church, and of deaths of members.
- 7. The Record must contain a record of the approval and adoption by the Session of the Annual Narrative of Christian Life and the Statistical Reports to Presbytery. The substance of these reports are to be incorporated in the Session Minutes.
- 8. The names of members received must be recorded, and how they were received; and if they were received by letter, the names of dismissing churches must be given.
- 9. The Record should show that an Elder delegate was appointed to attend each meeting of Presbytery and Synod; and a report of his attendance should be subsequently made.
- 10. The Record must show that the Minutes have been read and approved,—including the Minutes of the last meeting recorded before the

book is submitted to the Presbytery.

11. The Clerk shall keep a corrected Roll of Members, a Roll of Baptized Children, and a Roll of Suspended or Absent Members. These Rolls must be reviewed by the Session at least once a year.

#### As to Whether the Acts of the Session Are Constitutional and Regular

- 1. If a minister, other than the Pastor, moderated the meeting, he must be a member of this Presbytery, and it must be stated by what authority he acted in this capacity. (Form of Govt., Ch. IX, Sec. 3.)
- 2. If Presbytery has enjoined the Session to make changes or corrections in its Record, the Records of the subsequent year must state that such has been done.
- 3. The Session Record must show that a quorum was present. If business is transacted without the presence of a quorum, it must be ratified by a subsequent meeting of Session to make it legal. (Form of Govt., Ch. IX, Sec. 2.)
- 4. Candidates received for the first time into membership must be examined as to their faith in and knowledge of Christ, and it should be so recorded.
- 5. Sessions must dismiss members to some specified church.
- 6. Certificates of Dismission must not be directed to non-evangelical bodies.
- 7. Upon authorization of Session, the Pastor or Clerk may grant letters to members in good and regular standing between meetings, but such action must be confirmed at a subsequent meeting of Session.
- 8. Certificates of Dismission shall include the names of baptized children, who are not yet communicant members.
- 9. When members have been received, the Clerk shall notify the church from which they came, to that effect.
- 10. When members are dismissed, the Pastor of the church to whom they have been dismissed should be at once notified.

#### IV

#### As to Absent and Suspended Members

When the name of a member is removed from the Roll without judicial process, Session must make record of the details of such action showing that the provisions of the Book of Discipline have been complied with.

## See the Following Amendments to the Book of Discipline

Section 50 amended to read as follows:

50. When a Communicant removes his residence from a place where he is a member, the Pastor, or, in case of a vacancy in the pastorate, the Clerk of Session of the church of which he is a member, shall at once notify the Pastor or Clerk of Session of the church into the

bounds of which he removes, of his new place of residence. Presbyteries including towns or cities containing two or more Presbyterian churches, shall appoint in each of these towns or cities a committee on members changing residence, the chairman of which shall be a minister, and he shall be indicated by a sign or mark before his name on the Roll of Presbytery in the Assembly Minutes, and notices of members removing to that city shall be sent to him, and he shall turn over these names to the Pastor of the church nearest each removing member's new place of residence.

If a Communicant removing to another city or place shall neglect for twelve months without satisfactory reasons to both Sessions to transfer his membership to the church into whose bounds he removes, the Session of the church whose bounds he has left shall be required to transfer him; and should that Session neglect this duty, the Session of the church into whose bounds he has removed shall assume jurisdiction, giving notice to the Session of the church from which the member has removed.

If the Session has no knowledge of the place of residence of any member for three years, and be unable to discover the same, it may remove his name from the Roll of Active Communicants to an absentee roll.

A separate roll of these absent members should be kept, indicating the date when each name was placed on it, and these names shall not be counted in the active list of the church.

On the re-appearance of any such absent member in the congregation, the name may be restored to the active roll, provided satisfactory reasons for his absence are given to the Session. (See the Minutes of the General Assembly 1910, Page 245.)

Section 51. Add to the Section the following:

In cases where a Communicant, still residing in the bounds of the church, and not chargeable with immoral conduct, shall persistently absent himself from the ordinances of religion in the church, the Session having made diligent effort to restore him to active fulfillment of his membership, may after one year from the beginning of such effort, and after duly notifying him of its intention, place his name on the roll of suspended members, without further process. If, at a later time, such Communicant, his life in the meanwhile being free from scandal, shall resume his attendance on the ordinances of the church, the Session shall restore his name to the active roll. Minutes 1920, Page 247.)



## MINUTES OF THE SESSION

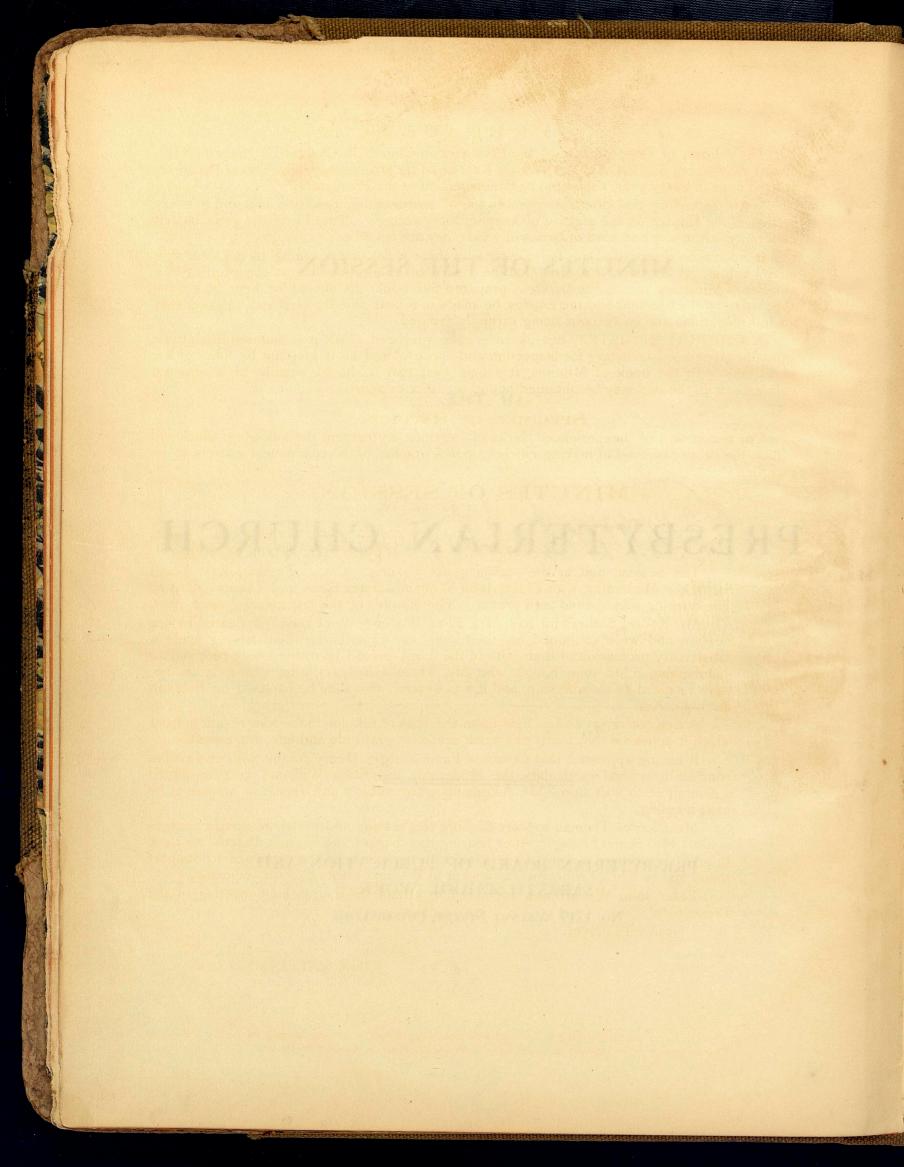
OF THE

# PRESBYTERIAN CHURCH

Westmirlie of for augusts

PRESBYTERIAN BOARD OF PUBLICATION AND SABBATH-SCHOOL WORK

No. 1319 WALNUT STREET, PHILADELPHIA



#### PREFACE

The "Form of Government" of the Presbyterian Church, in Chapter IX., Section VIII., directs that "every Session shall keep a fair Record of its proceedings; which record shall be, at least once in every year, submitted to the inspection of the Presbytery."

Notwithstanding this direction, great want of neatness and precision is found in every section of the Church, in the method of keeping these records. There is also a great lack of

uniformity in the size and kind of books in which they are inscribed.

It is with the desire of aiding to do away with these evils, by presenting to the Church a model volume of Sessional Records, that the Board of Publication has, at the request of a number of Ministers and of Presbyteries, prepared this book. It should be kept by a clerk appointed by the Session, and the entries be made in a neat and legible hand, the necessity for interlineations and corrections being carefully avoided.

A CHURCH REGISTRY has likewise been prepared. As it is not required to be annually carried to Presbytery for inspection and approval and as it may not be filled at the same time with the book of Minutes, it seems best that it should usually be a separate

volume. Still, the two may be obtained bound together or apart.

SPECIMEN OF RECORDS

For the benefit of inexperienced clerks of Sessions, we present the following, which will exhibit the proper method of making entries, upon a number of the commonest matters to be recorded:

### MINUTES OF SESSION

1905 MARCH 22D

JOHNSVILLE, MARCH 22, 1905

The Session met at the parsonage at 3 o'clock P. M. Present, REV. JAMES SMITH the Moderator, with Elders John Williams, James Short and Thomas Winsor. The meeting was opened with prayer. The minutes of the last meeting were read.

Mr. Robert Sutherland had Mrs. Eliza Foster (wife of David) appeared before Session and were examined on their religious experience, when, having made a satisfactory profession of their faith in the Lord Jesus Christ, they were received to membership. Mr. John Knight and Mr. Thomas Roberts, after due examination, were received to membership, and it was ordered that they be baptised on Sabbath morning, April 2.

A free conversation was held upon the state of religion in the congregation, from which it appeared that there was much cause for gratitude and encouragement.

It having appeared that Common Fame charges Henry Adams with unchristian conduct in several particulars, the Moderator and Elder Williams were appointed a committee to wait upon Mr. Adams upon the subject and report to Session at its next meeting.

Mr. Charles Thomas appeared before the Session and preferred certain charges against Mr. Samuel Long. After hearing the charges, the Session directed its clerk to give the accused a copy of the same with the names of the witnesses to support them, and to cite all concerned to appear at the next meeting of the judicatory.

Elder John Winsor was appointed to attend the approaching meeting of the Presbytery.

Closed with prayer.

Signed,

JOHN WILLIAMS, Clerk

N. B.-A complete exhibit of "Forms for Session" is published in Roberts' Manual for Ruling Elders and Church Session. The volume can be purchased from the Presbyterian Board of Publication.

State of directs that "every Session shall heep a park lineard of its proceedings; which records shall be, it least ones in every year, submitted to the inspection of the FreeErists." For the benefit of mosperionsel cherks of Seasons, we present the following which will child the commonest making courses, about a number of the commonest matters to be

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For angeles California 1/5-1923 The regular meeting of the session of The Westminster Presbyterian & hurly was called to order by the Inderator at 8-20-follock P.M. The meeting was apened with prayer Joy the moderator. The minute of the previous meeting was wad and approsped, a discussion of Well-fahr of the blurth was indeliged him at length after Which the meeting was I ædjourned, Elders prestut Brother Dentont Hill, absentees Brother. alet ander. Shamply Havinan Poinsette Littlejohn Winder, Rev: 7. B. Hawles moderator William Tralls clerk. Los angeles California //7-1923 Rev: H.B. Haws, after his regular Sunday morning Services. baptistel mis Hotsel Hamilton and sewed the Fords Supper. a spelial meeting of the selsion followed for the purpose of Taking linto the blowle the following hamld Persons. It was knoved by Brather Qualle selonded by Shambly that Sister I ena Jawry

be releived into full fellow slip on her Christian Testimony, Carried She comes from the selond Baptist Church, of this City, It Was moved by Brother Johnson I selouded by Deylow that Emily Johnston be releived on her flirition Testimony, corried. She comes from the Selfud Baplist thurth of this city It was thosed by Brother Shambly I selouded by Polimette that arthur, Lewis, be releived on his Christian Testimony Camed Elders Brother Shambly, & Benton Poinsette, Harrison, Johnson. Absent. Alet ander, Winder, Titllejohn Hill, meeting adjourned Will frager by The nodestator Rev: H. 13. Howes, I Men Qualls, elech for angeles California 2/4 -1923 Spelval meeting of the session of the Westintinater Presbyterian Church was ealled for the purpose of Jahing into the blunch me autital frant of 1212 - W- 36th St. The meeting lovas opened with prayer by Rev: 74. 1B. Hawes moderatorf. It was moved by Brother Promette, and t relouded by Johnson, that Sister

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Las Angeles California 3/24-1923 The regular Confregational meeting of the Westminster Presbyterian Church Was begung by singing bym no 57. fallowed by Q hible lession by the Pastor. frager by Brathers Hill, Inalls Derrich, Ellis, millfell. & The Pastor. The reading of the Constitution of the Church by The Pastor, The Election of Elders Was omited. The next order of business, was the election dealouerses, while was omited The next order was the election of Trustegs, the sullisful lavidates was my S.S. Johnson mr J. W. Winder. In Similar of Shurlock, it was moved by most Harrison & selouded by my Harrison that the nominations close on The above mentioned Brothers. notion carried. The report of the Woman Home and Foreign hissionary Soliety by mrs Harrison. The report shows That They have releived during the year from all sources, \$ 257,970 and that They have dishursed, 240.04 leaving a balance of 17,93 respectfully submited. Mrs E. a. Johnson, Pres In Thomas Harrison Spectary. It was moved by him Driskell selduded by IS Johnson I that The report be received and adapted, unition carried.

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The report of the Christian edeavors Society by miss m. Mr. Daniels, while showed the society to be in a progerive states of development. It was moved by IS, Jahnson selonded by Behton that the separt be believed and filed. milion Carrilel. The report of the Ladies aid society by ms andrews. the report shows that they have collected during the year The sum at \$ \$122.75 and expended 117.50 leaving a balance of 5,25 respectfully submited hunly, Derich Pris Mrs 12. I andrews sierlay. It was moved by June E. a. Johnson, That The mepart be meleited and filed. motion carried. The report of the bunday school department by mr Hy Johnson Mowes an average attendance of 120 selvolars and 13 Teachers. land that they have collected during the type on \$ 151,91 haught fow and from Soit your 32.68 dishursements leaving a balance of It wast moved by him belapton selveded by me Derick that the report he releived and adopted as

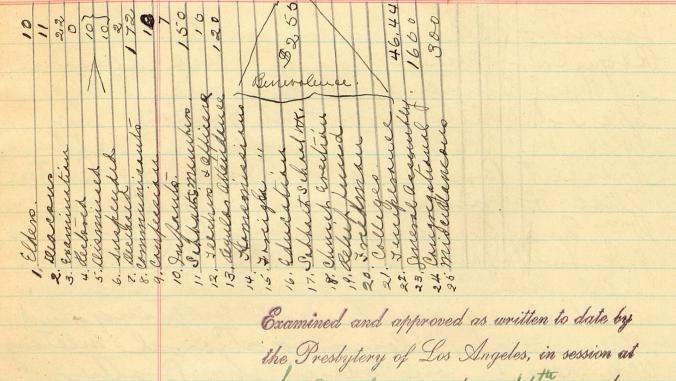
presented motion carried. The report of the Dealouest board by mr Lillian A. Qualle While Marved clive and Consistant Colorations Work storing the year. They have in treasurfain \$7.42 respectfully submitted my Driskell Pres. In Tilliofer A. Qualle selvetary. It was moved by mor Harrison The report the releived and filed. motoh carried. The report of the auditing committee by his belafton showed the blocks at the selveday and treasurant of the board of Trustees to be his perfect Brother Winder seconded thy y. W. Wilson that the report of be received and filed, motion Cavied. Committee, Mr F. a. Wright, B.S. Drishell. C. Clapton. The report of the Treasurer of the Trunker horard by S.S. Johnson shower belletted during the year form all sources 187645.73 from all sources 25-51.54 disbursements balance on hand. It was moved by Brother Winder selonded by Harrison that The report the received and filed,

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Los angeles l'alifornia l'al 4/6 238 The regular meeting of the session of the Westminster Presbyterian Glurch Was called to ander by Rev: 7. B. Haves moderator, The Meeting was spend With prayer. Elder special Brother Lidney Johnnoch Littlejohn Harrison t Hill Shamply Benton't Winder. Absent Brother Qualls Poinsette & alexander The minutes of the last meeting was dispensed With on account for the absence of the clerk, It was moved by Bro Thomas Harrison selonded Thy Johnson that the action takehed by the Congregation march 29th 1973 be reselved. The mulion was carried unanismously moved by Broi J. M. Littlejohn selvidgd by Hofinson that the laburch belough self supporting on a Salary of \$1400,00 pertyear the mation twas Bro: a Hill selonded by Littlejahre that the session call my 7.13. Hawle for Pastor. The motion comed unanismously. It was moved by Brather J. n. Stittle john selouded thy Johnson that a committee be appointed to see his Fry in regards Tot being chairster for the behindle mation of carried, commutee J. W. Winder Benton & Johnson.

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The meeling was closed with Prayer by The moderator. Prew. H.B. Hawes acting clerk Los angeles bal 4/8-1923 a congregational meeting Was childel immediately fafter the aroning service to fratly the action of the session with reference wealing a Paston. and fixing his salony. It Was moved by mis Thomas Harrison That the resonmendations of the seriou londured in motion was lawed manimaryly, Los Angeles California 4/8-1923 f Spelial meeting of the sersion of the Westmighter Preshylerian While was called for the purpose of Ralling a Paston It was moved and seconded Mat the clerk bet authorse to insul the call for a Pastor notion carried. It was moved and seconded that Brother SS. Johnson be deligated to the Presbyten. motifu carried. meeting adjourned Rev: 7. B. Hawes moderator William Qualle Clerk



Les augeles on the 11th day

of april St. D. 1923 Except that the following items have not been recorded 1st nomution of Reptism
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Las angeles l'alifornia 5/47-1923 Regular meeting of the session of Westminter Propolition & burch apened with pray at 9-clock by PRev: 7. B. Hawes I moderator. Elden forerent Brothers a. Till By Benton Thas Harrison Sidney S. Jahnson Wen Qualls. Louis Shambly, absenters 9. W. Littlejolm. Painsette. Talet ander. The minutes of the last meeting. and longregotional meeting, and the special Congregational meeting Was read. on mation by Brather Harrison reloaded by Bro Johnson the minutes was adapted a Communication from the M.W. C. A. after f Collection on Sunday morning May 5-th was read, mation by Broid J. W. Winder relanded, by Ptro. Till. Ileat the request be granted. The same was carried many good Things was said for the there deing halling hore of a his iness notine, they meeting war blosed with frage, by Rev. 7. B. Hawes Indelerator. J.W. Winder alling clerk. Sister Mary. Ruth Sean. departed this life may the 7th at 2:310 Olloly P.m. her furnger was prealled by Rev: 7/13. Haves at

The Church on Thursday afternoon may The 10th 1923. Los angeles California 5/13-1923 Spelial meeting of The sersion of the Westminster Presbyterion Church Taking into the blusch The following named persons. The meeting ( was aprehed will frager by Broif Thomas Pourette. Ist was noved by Bro: Sidney S. Johnson and selventell by Poinsette that my Rufert H. Lisear, of 1524-W-37 St be releived on his longerion of fall. Instion carried It was moved by Bro! Coincette, selouded by Fittljohn that lister Lizzie Florsyth of 1614-W. 35 St. formally of the Episfalian Clurch be refleived on her Christian Testimony Carried It was moved by Brot: Shamply mary B. I Solmon of 1296-W-35 St formally of the baptist Church be Treleivest low her testimonial experience molion carried. It was moved by Bro' Winder recorded by Hitle. That Sister Belma b. Mik millian of 1546-W-37 St formally of the Am. E. believel be releiged on her Christian testimony motion land. It was moved by Bro: Benton relouded by Hill that