

Presbytery of Cayuga-Syracuse

Clerk of Session

Handbook

Compiled October 2009
Rev. Dr. Kathleen A. Waters, Stated Clerk

Revised February 2012
Rev. Dr. Roger J. Martin
Stated Clerk

315-446-6110 (Presbytery Office)

315 446-0048 (Fax)

www.cayugasyracuse.org (Presbytery web site)

www.pcusa.org (PCUSA web site)



Table of Contents

Introduction	3
The Office of the Clerk of Session	4
Responsibilities at a Glance	5
Guidelines for Session Minutes	6
Nuts & Bolts of Session Minutes	8
Congregational Meetings	9
Rolls and Registers	10
Rolls	10
Baptized Members	10
Active Members	10
Inactive Members	10
Affiliate Members	10
Registers	11
Marriages	11
Baptisms	11
Elders	11
Deacons	11
Pastors	11
Annual Statistical Report	12
Reporting Active Members	12
Reporting Other Membership Data	13
Reporting Finances	13
Archiving Records	14
Correspondence	15
A Full Financial Review Defined	16
Helpful Resources	17

Introduction

Welcome to the office of Clerk of Session! You have joined a unique and important group of people in the Presbyterian Church (U.S.A.). The *Book of Order* mandates that each governing body of the PCUSA have a moderator and a clerk¹. Clerks of Presbyteries, Synods, and the General Assembly are called Stated Clerks. Those serving Sessions are called Clerks of Session.

As clerk, you will record a good deal of the history of your church as you write the session minutes. Future generations will learn what your church did to further Christ's mission in the world by reading the minutes you write. It follows then, that it is important that you keep accurate records of all the proceedings in session meetings and in congregational meetings.

This manual has been prepared to provide Clerks of Session with information and examples to assist them in their work and to insure that they have easily accessible information about what must be included in the session record books.

This manual has been prepared by drawing on information in the *Book of Order* and in various manuals for Clerks of Session throughout our denomination. Special appreciation is noted for the work of Elder John Bolt, former Stated Clerk for the Presbytery of West Virginia and Diane Prevary, Stated Clerk for the Presbytery of New Covenant.

If you have any questions, or need assistance, please contact the stated clerk.

Kathleen Waters
Stated Clerk
Presbytery of Cayuga Syracuse

¹ G-9-0201 (Book of Order, The Constitution of the Presbyterian Church (U.S.A), Part II, 2009-2010

The Office of the Clerk of Session

The Clerk of Session shall be an elder elected by the session for such term as it may determine². The clerk may be a member of the session, or may be an inactive elder. If the clerk is not a member of session, he/she may not make motions nor vote. Session may ask the clerk to be its parliamentarian and shall give the clerk voice in matters pertaining to the minutes and the clerk's report.

The person chosen to be clerk of session needs to be knowledgeable about session responsibilities, to have an understanding of Presbyterian polity, and be willing to learn basic parliamentary procedure. He/she must be able to write a clear record of the proceedings at session and congregational meetings promptly following the meeting.

When the pastor or elders need a strong lay leader, the clerk of session is the “first among equals.” This responsibility flows to the clerk not because of any explicit statement in the *Book of Order*, but because the officer who receives the correspondence, keeps the records, and routinely discusses the work of the session with the pastor and all of the committee chairpersons to form the agenda and refer business, is the officer to whom they would take a problem. Presbyterian polity does not provide for any other lay officer to carry out these responsibilities.

In spite of the fact that the core functions of the clerk are secretarial, the session, in electing a clerk should seriously consider the qualifications needed to carry out the very significant “silent” function of being the senior lay officer of the congregation.

² G-3.0104

Responsibilities at a Glance

1. Keep a full and accurate record of the proceedings of the session (G-3.0204).
2. Keep the roll of session membership and attendance (G-3.0104).
3. Arrange for the careful preservation of session records (G-3.0104), making recommendation to the session for the permanent safe-keeping of its records (G-3.0107).
4. Furnish extracts from the minutes when required by another governing body of the church (G-3.0104).
5. Maintain and preserve rolls and registers required of session (G-3.0204a).
6. Be responsible for the preservation of the records of the Board of Deacons and the Board of Trustees (G-3.0204).
7. Be familiar with the responsibilities of the session as described in the *Book of Order* (G-3.0201).
8. Notify the session or congregation of special meetings, describing accurately the business that will be transacted (G-3.0203).
9. Be sure that the annual statistical form requested by the General Assembly is completed accurately and reported to the PC(USA).
10. Submit the session minute book to the Committee on Overtures and Records of the Presbytery for annual review when requested (G-3.0108a).
11. Serve as secretary for meetings of the congregation (G-1.0505), seeing that the minutes are received by session and are inscribed in the permanent session minute book.
12. Bring all official correspondence to the attention of session, and respond as directed by the session.
13. Keep a list of unfinished business, including all matters referred to a committee or a staff member for later report to session, and remind the appropriate persons(s).
14. Be prepared to respond to questions of parliamentary procedure in meetings if requested to be parliamentarian. (Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.)
15. Receive and submit communications from/to other governing bodies.
16. Notify Stated Clerk of the Presbytery of changes in the membership of session.
17. Assist the moderator in preparing the agenda for session meetings, as requested.
18. Assist the pastor in church officer training when requested.
19. In consultation with the moderator, prepare a statement of highlights of session actions and reports following the meeting for information for the congregation.
20. May moderate the congregational meeting, if requested, during the pastor's salary review. If this occurs, a temporary clerk should be appointed.

Guidelines for Session Minutes

Minutes of each session meeting must include:

1. Whether the meeting is a regular or special meeting.
2. The name of the church, the place, date and time of the meeting.
3. The name of the moderator of the meeting.
4. The opening and closing of each meeting with prayer.
5. The roll, listing elders present, elders absent and any who are excused; the clerk, moderator and other staff present or excused; others present and their identity.
6. The affirmation of a quorum (G-3.0203).
7. The approval of the agenda.
8. The approval of the minutes of the previous meeting. (Any corrections of previous meeting minutes shall be listed.)
9. Clerk's report: may include correspondence, announcements, and report of the serving of the Lord's Supper, in addition to listing of baptisms, marriages, membership change.
10. Reports of pastor, other staff, and the treasurer and committee chairpersons should be summarized in the minutes.
11. All motions and amendments, if any, and whether they passed or failed. (Details of discussion should not be recorded, except when needed to give a sense of the action.)
12. When a previous action of the session is referred to, the page on which it is recorded, or the date of the meeting at which it occurred, should be designated.

When appropriate, include the following:

13. The administration of the Sacrament of the Lord's Supper must be reported at the next succeeding regular meeting. When the sacrament has been administered to those unable to attend public worship, the name of the minister officiating and the name of the elder or elders assisting should be noted.
14. The administration of the Sacrament of Baptism at the next regular meeting, giving full name of adults baptized including the maiden name of the women; the record of infants baptized, noting the name of the child, date of birth, and names of the parents or the one exercising parental responsibility (W-2.3014), and including mother's maiden name.
15. The full name of applicants for church membership (in the case of married women, include maiden name) and the manner of their reception:
 - a) by profession of faith, previously baptized
 - b) by profession of faith and baptism
 - c) by re-affirmation of faith
 - d) by letter of transfer, giving the name of the church from which received

16. The full title of the church to which a certificate of transfer is granted and the full name of the person transferred with the date of transfer.
17. Record the job descriptions for employed personnel, both clergy and non-clergy, as they are approved.
18. Name of elders elected to be commissioners to meetings of the Presbytery, and the exact period for which elected (G-3.0202a).
19. Record that commissioner(s) to presbytery reported to session.
20. When the session finds it necessary to exercise discipline, the minutes of the session must contain such a record of the proceedings.
21. In case of a sale, mortgage, gift or lease of property, the session records must show:
 - a) Name, address and legal description of the property
 - b) Name of buyer/lessee
 - c) Sale price
 - d) Loan amount purpose and terms, including the name of the lender
 - e) Lease terms and liability insurance
 - f) Concurrence of Presbytery

Be sure the following is included each year:

22. Approval of the annual budget.
23. Approval of the distribution of the church's benevolences.
24. Note the annual review by the personnel committee (or other responsible body appointed by the session) of the adequacy of compensation of the pastor and all paid staff.
25. Record recommendation to the congregation for changes in Terms of Call for each pastor.
26. Note whether new officers have received training and been examined (G-2.0402).
27. Report the ordination and/or installation of elders and deacons at the next meeting.
28. Report the recognition of trustees (if any) at the next succeeding meeting.
29. Report that property and liability insurance has been obtained (G-3.0112).
30. Record that job descriptions have been approved for all employed personnel, both clergy and non-clergy, and indicate where the latest job description is located in minute book.
31. Record changes during the year in the Session, the Board of Deacons and the Trustees through death, resignation, or removal.
32. State the composition of the session with regard to racial ethnic members, women, men and age groups. (This requirement may be fulfilled by photocopying the annual statistical report required by the General Assembly into the session records.)
33. If congregation has a Board of Deacons and/or Trustees, report in the minutes where their records are kept.

Nuts & Bolts of Session Minutes

The method of recording session minutes is somewhat dependent on local circumstances. The following is the suggested procedure used by the majority of churches:

1. Clerk takes notes for the minutes at meeting;
2. Clerk writes the minutes and types or arranges for them to be typed.
3. Makes copies and distributes before the next meeting;
4. At the next meeting, the minutes are either approved as correct or corrections are made and the corrections are noted in that meeting's minutes;
5. Clerk types or arranges for someone to type approved minutes in the session permanent minute book (these may be photocopied as long as archival quality paper is used);
6. If using a computer for minutes in the permanent minute book, a laser printer and archival quality paper must be used;
7. If you wish, 200-250 pages may be professionally bound into volumes. Contact the Presbyterian Department of History for guidance regarding procedure (215) 627-1852.

Do not use erasures, whiteout, strikethroughs or footnotes; or insert in the records separate sheets of paper with written or printed matter on them.

The records of each session meeting are to be duly attested (signed in ink) by the clerk or the moderator. The records of congregational meetings are to be attested by the clerk AND the moderator.

The minutes of congregational meetings, the annual report of the church treasurer or treasurers, and the annual statistical report required by General Assembly are to be included. These are to be typed or photocopied into the permanent record book and not included as inserts.

Congregational Meetings

Minutes of all congregational meetings shall be included in the session record book along with session minutes in one chronological order.

Minutes of these meetings shall include:

1. Indication of whether the meeting is “regular” or “special.”
2. If it is a “special meeting,” the minutes shall include the call to the meeting, which will serve as the agenda.
3. Name of the church.
4. Date, time, and place of the meeting.
5. Name of the moderator or presiding officer.
6. Presence of a quorum.
7. Opening and closing of the meeting with prayer.
8. Record of all actions, whether adopted or lost.
9. When applicable, action by the congregation on any change in each pastor’s compensation, with terms of call specified.
10. Minutes of the meeting of the congregation or corporation at which the annual financial reports are made should indicate, at least:
 - a. report of a full financial review of the financial records (G-3.0205) (formerly referred to as “audit”) See “A Full Financial Review Defined” on page 16.
 - b. a complete, itemized report of income and expenditures for the year
 - c. provide the complete, itemized proposed budget adopted by the session for the coming year
 - d. details of the status of loans if any are outstanding.
11. If the congregation does not approve the minutes before adjournment, session, if authorized may approve the minutes at its next scheduled meeting.

Congregational meeting minutes must be attested (signed in ink) by the moderator and clerk.

Rolls and Registers

Rolls

The Rolls of the church should contain information about those who are members of the local church. It is the responsibility of the Clerk of Session to maintain, or to oversee the maintenance of the Rolls as required in G-3.0204a.

1. Names of members shall be placed upon, removed, or deleted from the rolls of the church only by order of the Session
2. Session shall maintain the following membership rolls (G-5.0300 and G-10.0302a):

Baptized Members G-1.0401

A **Baptized Member** is one who has received the Sacrament of Baptism but has not made a profession of faith in Jesus Christ as Lord and Savior; and/or one who was baptized in any church and is currently worshiping regularly.

Record the name, date of baptism (if known), church where Sacrament of Baptism occurred. Names should be removed from this roll when profession of faith is made, or when the person moves from the community.

Active Members G-1.0402

An **Active Member** is one who has made a profession of faith in Christ, has been baptized, has been received into membership of the Church, has voluntarily submitted to the government of this particular church, and participates in the church's work and worship.

Record name, date received into membership, and method of reception. Record name, date of removal from the particular role, and whether by death, transfer to another church, placed on inactive roll, or removed.

Inactive Members

An **Inactive Member** is one who no longer participates in the church's work and worship.

Record name, date; indicate if inactive member is subsequently removed or reinstated with date of action.

Affiliate Members G-1.0403

An **Affiliate Member** is one who is an active member of another church of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the church of active membership is located. Affiliate membership must be renewed every two years. An example of an affiliate member would be a college student living in your community while attending school.

Record name, date of affiliation, name of home church, date of renewal, date of return to home church.

Roll books usually provide double pages for a chronological roll by date of reception into membership with columns for name, how received, name of church from which member transferred if that is the manner of reception, date of deletion from the active roll and reason—by death, inactivity, or transfer, in which case the name of the church to which the member is transferring is listed.

Pages may be provided in the same binder for an alphabetical listing of members along with the membership number that is assigned in the chronological roll.

Pages also may be provided for Baptized, Affiliate and Inactive member rolls in the same binder.

Pages containing columns for the information requested may be obtained through Cokesbury Bookstore (800) 672-1789.

Registers

Registers are historical records and need to be carefully maintained. It is the responsibility of the Clerk of Session to maintain or oversee the maintenance of Registers as required in G-3.0204b.

Session shall maintain the following registers:

Marriages

Register of Marriages shall include marriages of members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property.

Baptisms

Register of Infant and Adult Baptisms shall include name, parents' names, and date of birth of those being baptized.

Elders

Register of Elders shall include each elder's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

Deacons

Register of Deacons shall include each deacon's name, the name of the church in which each was ordained, date of ordination, terms of active service, and record of removals.

Pastors

Register of Pastors shall include the names of pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service.

All registers may be kept in the same binder, or in the binder with the rolls or in appropriate file folders. Pages for each register may be obtained through Cokesbury Book Stores (800) 672-1789.

Annual Statistical Report

Introduction

The presbytery must make an annual report to the Synod and General Assembly,³ which specifies the type of information it needs. Much of the information is gathered from local congregations by means of the "Session Annual Statistical Report."

The data entered need not be perfect. The information is used to keep track of trends and much is expected to be subjective. Both the total active membership and the financial data for recent years are available on the General Assembly's web site (www.pcusa.org) for all churches that complete the Report.

Some of the information requested can be difficult to obtain accurately (such as ages of members) and some information related to the budget may be requested in different categories than your bookkeeper has used. The report form comes with a workbook, which provides explanations of each item and provides a place to do a draft before transferring the figures to an online form.

The form is divided into two main parts: Membership and Finances. For this discussion, Membership will be considered in two parts: active members and other data.

In order to collect the data, it is suggested that it be done regularly (each month) rather than waiting until the end of the year.

One way is to keep a notebook with pages labeled for various categories and enter the information after each Session meeting. This could also be done using Excel or setting up a table in MSWord.

Those pages were:

New members received by profession or reaffirmation of faith: 17 & Under

New members received by profession or reaffirmation of faith: 18 & Over

New members received by certificate (letter of transfer)

Other additions: Restoration from Inactive Roll; Correction to make Total correct; etc.

Active Members transferred to other churches (certificate)

Active Members lost due to death

Other losses: Active Members transferred to Inactive Roll; Correction to make Total correct; etc.

Baptisms: children (17 & Under)

Baptisms: adult

Reporting Active Members

The report gives the number of active members at the beginning of the reporting period. Places are given for active members added in two major categories. A third category is given (All other

³ G-3.0302e

gains) which also allows for corrections. Places are given for losses in active membership in two major categories plus the All other losses category, which would include transfer to the inactive roll as well as corrections. The result of this portion gives the total number of active members at the end of the reporting period.

Two lines follow for number of persons on the inactive roll and the number of baptized members. The sum of Active Members, Inactive Members, and Baptized Members is called Total Adherents.

Reporting Other Membership Data

These data will need to be collected from a variety of sources. These include:

- Number of female members
- Age distribution of members
- Average attendance at Sunday worship
- Church school enrollment
- Baptisms
- Gender distribution of elders and deacons
- Number of persons with disabilities
- Racial ethnic composition of congregation, session, and deacons

If you are using some sort of computer membership system it is possible to keep track of some of these items through the proper use of the system. Years of birth of all members may not be known so you will need to make educated guesses in order to determine age distribution.

Note that it requests Church School *enrollment* not *attendance*. This includes groups that meet other than on Sunday Morning such as "The Tuesday Bible Study".

Look at the workbook for the definition of a person with a disability. This is not the usual definition. The definition is that the disability "substantially limits participation" but the application of the definition is left to you. Just as in age distribution, use of personal knowledge is expected to be applied rather than a formal survey. Data collected with such a vague definition cannot be worth very much so do not worry about this too much; just do your best. A person in a wheel chair may not be "substantially limited". That person can't help set up tables for a church dinner but neither can the 95-year-old who lives alone and drives to church each week and serves on a church committee. Both of these describe persons in one church who would not consider themselves "substantially limited".

Reporting Finances

The financial reporting is broken down into broad categories. Note that the values to be reported are for the whole congregation. If there are several accounts in the main finances, all must be included. If groups within the church maintain their own accounts (such as Presbyterian Women, Building Fund, and so forth), all of these should be included if their finances are substantial.

Archiving Records

The Presbyterian Historical Society provides information about establishing a records management program. This is available at <http://www.history.pcusa.org/cong/records/index.html>.

They suggest first establishing a records inventory. That is, keep a record of the church records. This should include what they are and where they are. Seems logical but it is something that is easily put off until there is more time.

The length of time records should be kept varies with the type of record. The logical statement is that records should be kept for as long as they are needed. Financial records must be kept as long as tax laws require. Administrative records such as the Church Register and Session Minutes must be kept indefinitely. Routine correspondence, travel arrangements, etc. can be discarded as soon as their need has been met and any reports related to them have been made. Records deemed to have historical value should be referred to the Society for advice.

Records should be stored in a dark, dry place with containers clearly marked as to contents. If possible, they should also be marked with the date on which they can be destroyed.

Important records should be kept on quality, acid-free paper and on microfilm. Permanent records should never be kept only on magnetic media such as computer hard drives, disks, CD-ROMs, etc. Not only are these media subject to gradual deterioration, but also the software or hardware to access the records may no longer be available.

Correspondence

The Clerk is usually responsible for only a limited amount of correspondence. One type of letter frequently required is to another church asking that they send a letter of transfer. See sample letter below.

After receipt of the letter of transfer the clerk should notify the transferring church of the enrollment of the new member. This two-way correspondence ensures that the transfer is complete and that both churches know about the dismissal from the transferring church and the acceptance by the receiving church. When the reverse occurs a letter from you on church letterhead is sufficient.

Occasionally the session may ask that a letter of thanks or a letter of appreciation or a letter of congratulations be sent. The form of this letter should fit the personality of both the clerk and the recipient. Whatever the form, the letter should be clear and genuine.

Correspondence from the Session to the presbytery is always addressed to the office of the Stated Clerk.

Sample Request for Letter of Transfer

For Presbyterian churches, address the letter to the Clerk of Session. Addresses of Presbyterian churches should be available in your church office or from your pastor in the *Directory, Minutes Part III*, published annually by the General Assembly. For churches other than Presbyterian, address the letter to Membership Secretary.

Include full names and family relationships where appropriate. Use Mary Smith Jones and Robert F. Jones rather than Mr. & Mrs. R. F. Jones. Use William Lopez and his daughter Alice rather than William and Alice Lopez. Small churches will have few problems but more detail will substantially help larger churches.

Dear Clerk:

Mary Smith Jones and Robert F. Jones have met with our Session and expressed their desire to unite with First Presbyterian Church by transfer of letter from your church. Will you please issue the necessary transfer paper at your earliest convenience? Thank you.

It is always appropriate to add a few words such as:

Mary and Bob have been attending regularly and have already become active in the Sunday School and the Dinners for Eight group. We are fortunate to have them join our fellowship.

A Full Financial Review Defined

The “Form of Government” of the Presbyterian Church requires the following:

“A full financial review of all books and records relating to finances once each year by a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors should not be related to the treasurer (or treasurers). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.” (G-3.0113)

Therefore, a financial review is required for every church organization or group which has a treasury, and which receives and disburses funds. Groups within the local church whose financial transactions must be reviewed might include the General Operating Fund, Benevolence Fund, Memorial Fund, Wills and Endowments, Board of Deacons, Board of Trustees, Building/Maintenance Fund, Choir, Youth, Church School, Presbyterian Women etc. This review benefits the treasurers, the contributors and those who benefit from expenditures ... giving assurance that donations are used as the donor intended, for the benefit of the specific group, and as a witness to the Lordship of Christ.

The persons making the full financial review do not need to be C.P.A.'s, but there should be some understanding of accounting procedures. Look for persons who have been Trustees or who have some experience in business accounting. Remember that those doing the financial review must not be related to the Treasurer(s).

To be available for review are financial ledgers, records of all forms of income, deposit slips and bank account records, withdrawal slips and canceled checks, authorization of payments, copies of invoices and expense vouchers, and a balance sheet. Financial records from relatively small groups would require less validation; but it is important that each report a *Beginning Balance, Income, Expenses, and a Closing Balance*.

Unless a congregation and its income/expenses are very large, it is not necessary to have a professional audit made. A full financial review implies that the financial review committee has checked through the records, has spot-checked those records and (hopefully) has approved them, and (if helpful) has made suggestions for improvement to the Treasurer or Finance Committee. **The report of the financial review committee must be approved by the Session, Trustees or whichever body has created the committee, and this approval must be recorded in the official minutes of that body.**

This report may be a simple statement such as: "We have reviewed the financial statements of the various Funds of _____ Church and affiliated organizations for the year ending December 31, _____, as set forth in the _____ Annual Report of _____ Church. During the course of our review, nothing came to our attention that would require modification of these financial statements."

Helpful Resources

- Book of Confessions, The Constitution of the Presbyterian Church (U.S.A.), Part I
- Book of Order, The Constitution of the Presbyterian Church (U.S.A.), Part II, 2011-2013)
- Companion to the Constitution of the Presbyterian Church (U.S.A.); by Frank A. Beattie
- Parliamentary Procedures in the Presbyterian Church (U.S.A.); by Marianne L. Wolfe, © 2000
(All of the above, including searchable versions of the Book of Confessions and the Book of Order, are available online at <http://www.pcusa.org/oga/publications.htm>.)

- Robert's Rules of Order, Newly Revised, 10th Edition; © 2009
- Robert's Rules of Order, Newly Revised In Brief; © 2004.

From the Presbyterian Publishing Corporation

Spiritual Leadership for Church Officers	978-0-664-23198-9 \$19.95
The Presbyterian Elder by Paul Wright	978-0-664-50252-2 \$12.95
The Presbyterian Deacon by Earl S. Johnson Jr.	978-0-664-50237-9 \$12.95
The Presbyterian Trustee by Earl S. Johnson Jr.	978-0-664-50255-3 \$12.95
Presbyterian Polity for Church Officers by J.Tucker & J.Gray	978-0-664 50018-4 \$19.95
Selected to Serve by Earl S. Johnson Jr.	978-0-664-50165-5 \$16.95
Making Disciples, Making Leaders by Steve Eason	978-0-664-50263-8 \$19.95
Ordination Questions by Howard Rice and Calvin Chinn	978-0-664-50213-3 \$ 9.95
The Presbyterian Handbook	978-0-664-50288-1 \$14.95
Companion to the Constitution by Frank Beattie	978-0-664-50146-4 \$19.95
Presbyterian Creeds by Jack Rogers	978-0-664-25496-4 \$16.95

Helpful articles on many topics

- Interesting statistics about elder training from Research Services
<http://www.pcusa.org/research/monday/eldersmm.htm>
- A Listing of all articles about What Presbyterians Believe
<http://www.pcusa.org/today/believe/believe.htm>
- What Presbyterians Believe: Elders As Spiritual Leaders
<http://www.pcusa.org/today/believe/2008/elders.htm>
- How Presbyterians Make Decisions along with some church history
<http://www.pcusa.org/today/believe/past/apr03/decisions.htm>
- What Presbyterians Believe: A Balancing Act
<http://www.pcusa.org/today/believe/past/mar03/balancing.htm>
- How to speak Presbyterian: What is all this Presbyterian lingo?
<http://www.pcusa.org/today/archive/believe/speak.htm>
- Information on The Order of Elders
<http://www.pcusa.org/pastorselders/aboutorder.htm>
- PC(U.S.A.) Structure and Governing Bodies
<http://www.pcusa.org/presbytel/structure.htm>
- Light Our Way: A Guide for Spiritual Care in Times of Disaster
<http://www.pcusa.org/pda/pdf/light-our-way.pdf>
- Peacemaking Resources
<http://www.pcusa.org/peacemaking/pubs/pubs.htm>
- Seeking To be Faithful Together: Guidelines for Presbyterians During Times of Disagreement
<http://www.pcusa.org/peacemaking/guidelines.pdf>