

DIRECTORY AND ROLLS FOR PRESBYTERY USE

The Stated Clerk of Presbytery should keep several rolls. Updates to these rolls should be reported to the Office of the Stated Clerk as soon as possible.

Each Presbytery should keep a record of the signature of ministers as they have signed the Covenant at the time of enrollment as a member of the Presbytery. Some presbyteries repeat this annually to remind the ministers of the ordination vows. One of the most convenient ways of keeping this roll is to have a separate page provided for each minister to sign. When a minister moves from the Presbytery, his page can be removed to an inactive file. A sample page of the **Ministerial Obligation** is provided (see section 28).

- ☐ 1. There should be an up-to-date **Roll of all Ministers in the Presbytery**. This roll should include addresses and phone numbers.
- ☐ 2. There should be a complete and up-to-date **Roll of the Churches in the Presbytery**. This roll should include the address of the Church, and also the name and address of the Clerk of Session.
- ☐ 3. There should be an up-to-date **Roll of mission churches**, including the name and address of the contact person for the mission. Note *BCO* 5-4 through 5-6:

BCO 5-4."At the discretion of the temporary governing body, members may be received into the mission church as prescribed in *BCO* 12. These persons then become communicant or non-communicant members of the Presbyterian Church in America."

BCO 5-5."Mission churches and their members shall have the right of judicial process to the court having oversight of their temporary governing body."

BCO 5-6."Mission churches shall maintain a roll of communicant and non-communicant members, in the same manner as, but separate from, other particular churches."

- ☐ 4. There should be an up-to-date **Roll of the Licentiates and Interns** of the Presbytery, including their addresses and phone numbers.
- ☐ 5. There should be an up-to-date **Roll of Candidates under the care** of Presbytery, including their addresses and phone numbers.
- ☐ 6. There may be other rolls, such as a list of **any minister(s) under disciplinary action** by the Presbytery, or the **names of individual members awaiting placement in a congregation**.

Changes in rolls of ministers and churches should be reported to the PCA Stated Clerk's Office within ten days after the change has been made.

Samples of forms for reporting of rolls to the Assembly, and for reporting the changes in rolls are reproduced in sections 022, 023 and 024. **You can also use the Presbytery Portal to report these changes.**