

REVIEW OF PRESBYTERY RECORDS (RPR) REPORT

The full RPR Report is found online here: <http://www.pcaac.org/presbyterydownloads/>

Thank you for your faithful service as stated clerk of your presbytery. Please find attached information pertaining to the review of your presbytery's 2021 minutes at the 49th General Assembly. Please refer to RAO 16-6c, 16-7, and 16-10 for a definition of RPR findings, an overview of RPR reporting, and guidelines for your response.

The following items were sent to clerks – if you need this information please email Margie Mallow at mmallow@pcanet.org:

- **Form for Response to Exceptions** – Please use the attached form “Response to Exceptions” to help our office track and compile your response for the Assembly’s review next year. Please email it to mmallow@pcanet.org in the form of a **Word** document. **This is due by March 15, 2023.** This form is also available online here: <http://www.pcaac.org/presbyterydownloads/>

- **Your Presbytery’s Exceptions** – Exceptions of both form and substance, as well as notations made by the Committee.

- Your presbytery needs to respond to exceptions of **substance only** (see RAO 16-10).
- Please do not submit a formal written response to General Assembly on exceptions of form or notations but be sure to take any appropriate action in the future on these matters.
- Please check item “c” to see if you have exceptions of substance; you will need to submit a formal response to the exceptions of substance. Note that you will be addressing your response to the Committee on Review of Presbytery Records of the **49th** General Assembly.
- Please also note item “d” (and item “e” if present) for the Assembly’s action on responses to any previous exceptions. If another response is required, please also use the attached form and identify the response accordingly.
- Any response from a previous year’s exception that has been ruled Unsatisfactory must have a new response.
- Please type your response and email the form as a Word document to: mmallow@pcanet.org **by March 15, 2023.**

General Recommendations from the 2022 RPR Report

- Commend those Clerks who sent records for their hard work to create, keep, and submit their records, and every Presbytery who sent delegates to serve on the Committee on Review of Presbytery Records.
- Encourage Presbyteries to establish commissions to review their records early in the year so that the records may be sent in by the deadline.
- Urge those who failed to send reports or delegates to do so in the future. Note that 68 of 88 presbyteries had representatives appointed to the committee this year, with 54 attending the meeting (including 45 TEs and 9 REs).
- Remind Presbyteries that records (both hard-copies and digital) must be submitted by the deadline of March 15 of each year.
- Remind Presbyteries that records must be submitted in one of two formats: (1) four bound, paginated hard-copies or (2) two bound, paginated hard-copies and one paginated digital copy (preferably as a single document).
- Urge Presbyteries, when recording an examinee’s stated differences to the Confessional Standards, to record judgment on each stated difference using the wording of one of the four categories explicitly spelled out in RAO 16-3.e.5.a through d.

- Remind Presbyteries that the actions of their commissions are the actions of that presbytery, and the full record of each commission's proceedings must be included in subsequent presbytery minutes, either in the body of the minutes or as an addendum thereto (*BCO* 15-1).
- Remind Presbyteries that when GA takes exception to a Presbytery's minutes for failure to record or take a required action, and Presbytery agrees with the exception, a satisfactory response should indicate that they have taken the required action, if possible, and properly recorded the same in their minutes, amending and resubmitting relevant portions of past minutes if necessary. Furthermore, remind Presbyteries to follow the guidelines for responding to GA in *RAO* 16-10.
- Remind Presbyteries that responses to GA's exceptions must be approved by the Presbytery, and such approval and the responses must be recorded in their minutes.
- Request that Presbyteries approve their responses to GA exceptions in the same calendar year in which the exceptions were taken. If not approved in the calendar year, Presbytery should supply a copy of minutes in which responses were approved.
- Remind Presbyteries that when exceptions of substance relate to items missing in the minutes, that action be taken to correct the minutes to remedy the exception.
- Ask Presbyteries, in the case when an examination for ordination refers to acceptance of an earlier licensure examination, to provide a citation of the prior minutes where that exam is recorded.
- Remind Presbyteries that they may, if they adopt it in their by-laws, approve meetings by telephone or video conference.
- Remind Presbyteries that some actions must be taken annually, including review of Session records, receiving reports from TEs without call, receiving reports from TEs laboring out-of-bounds, receiving reports from interns, receiving reports from candidates under care, and that record of such reports should be included in their minutes. Additionally, reports of interns by the committee charged with the oversight of interns must be received at each stated meeting.
- Request that the directories that are supplied to CRPR include the status (Pastor, Without Call, Out-of-Bounds, etc.) of each TE in the list of TEs and their addresses since that information is necessary to determine whether or not annual reports are required.
- Remind Presbyteries to ensure that their minutes are paginated.
- Request Presbyteries to encourage candidates to clarify their stated differences to the Standards when writing them in their own words to accurately reflect their view as presented to Presbytery.
- Remind Presbyteries that only actionable motions need to be recorded in the minutes.
- Remind Presbyteries to be attentive to making the appropriate edits to the ordination/installation template according to the particular context when creating minutes of these services.
- Encourage Presbytery Stated Clerks to attend the annual Presbytery Clerks' meeting in December.
- **Amend *RAO* 16-4.c** as follows (~~strike-through~~ for deletions, underlining for new wording).

- c. In addition to the minutes themselves, the presbytery shall submit ~~three (3) copies~~ a corresponding number of copies, in accordance with 16-4.a, of the following items.

So that the rule reads:

- c. In addition to the minutes themselves, the presbytery shall submit a corresponding number of copies, in accordance with 16-4.a, of the following items

RPR is slated to meet **May 31-June 2, 2023**.

Thank you for your efforts to advance the Kingdom of God through your service to your presbytery. Should you have any questions, please contact Margie Mallow at mmallow@pcanet.org or 678-825-1000.

To access the *BCO* and *RAO* online, please refer to www.pcaac.org.