Clerk of Session
Presbytery of Wyoming Churches
Things to Know & Do

This is a simplified list of usual duties and responsibilities for Clerks of Session in the Presbytery of Wyoming.

Required Resources:

- PCUSA Book of Order
- Roberts Rules of Order, Newly Revised 12th Edition.
- For federated/merged/joint witness churches, you will need access to the Constitution of the other denomination(s).

General Responsibilities:

- Maintain the church's rolls and registers.
- Prepare and preserve all Session (may be a Board) and Congregation Meeting minutes.
- Prepare and submit to the PCUSA the annual statistics report.
- Provide guidance for polity and parliamentary procedure.
- Prepare and provide information/documents for the Presbytery as required or requested.

General Timeline: for Presbytery requirements.

- **January 31**: The deadline to submit *Clerk of Session, Treasurer, and Ruling Elder Commissioner* for the new year. Also the deadline to submit the *Necrology Report* (deaths of ruling elders in the previous year).
- **February**: The portal for submitting the statistics report usually closes mid-February. The report must be approved by Session (Board) prior to submitting online.
- **June 1:** Is the deadline to submit the previous year's minutes for review along with the minutes review checklist.
- **October:** A letter from the Stated Clerk to Clerks of Session with information and forms for the upcoming year is usually sent out in late October.

- **December:** The portal to submit the statistics report usually opens in early December, though sometimes it is early January. Year End Reporting letter from the Stated Clerk to Clerks of Session is usually sent out in early December.
- **Annually:** The church's insurance information (declarations page) along with the update form, is to be sent to the Stated Clerk within 2 months of the renewal date.

Additional Information:

Clerks of Session need access to the portal on the PCUSA website https://pcusa.org/resources/statistics-lists/statistical-reporting-faq).

Each church has a unique **PIN, USERNAME, and PASSWORD**. If you need help with this information, please contact the Stated Clerk.

There is a lot of information for Clerks and churches on the Presbytery website: www.pbywy.org.

For Clerks serving federated/merged/joint witness churches, it can be confusing at times to know what is required of each denomination and some things will not apply in the same way as they do to PCUSA only congregations. Please confer with the Stated Clerk with questions.

The Stated Clerk of the Presbytery is available to help you anytime:

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