

The Presbyterian Church of Barrington

Minutes of Regular Meeting of the Session  
held January 7, 1963

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A Regular Meeting of the Session was held at the Manse, 808 Lill Street, Barrington, Illinois, on Monday, January 7, 1963, at 8:00 o'clock P. M.

The following Elders were present:

|               |                |
|---------------|----------------|
| Jack Train    | Leslie Gleason |
| Carl Knipp    | Hal Wilson     |
| Norman Tucker | Charles Board  |
| Donald Thomas |                |

The following Elder was excused:

Henry Beard

The following Elders were absent:

Fred Keilholz  
Gordon Monsen  
Earl Norstrom  
Ralph Johnson

The meeting was opened with prayer by the Pastor,

The Reverend Paul A. Winchester.

The minutes of the meetings of the Session held December 3, 1962 and December 16, 1962 were read and approved.

### COMMITTEE REPORTS

Christian Education Committee - No special report.

Membership Committee - Not represented at the meeting.

Worship Committee - No special report.

Stewardship Committee - Donald Thomas, Chairman, reported on finances. He stated that Benevolences paid for 1962 totalled \$4,096.24, which is slightly in excess of 17% of current fund receipts exclusive of sums paid on principal and interest on debt; that contributions to the Current Operating Fund for 1962 were \$29,764.23 compared to \$29,818.20 in 1961; that total cash disbursements from the Current Operating Fund for 1962 were \$28,619.21, which was \$1,423.05 less than total receipts of \$30,042.26; that during 1961 total disbursements were \$24,489.00, which was \$7,958.00 less than total receipts of \$32,447. He stated that in both cases total receipts included items other than contributions.

Norman Tucker reported on the Every Member Canvass and stated that up to date 98 pledges to current fund had been received.

aggregating \$28,711.00, an average of \$304.00 per pledge. He stated that 117 calls have been made and that at least 28 more were to be reported on.

Norman Tucker presented to the Session a summary of 135 responses received to the Annual Spiritual Audit.

On motion of Leslie Gleason, seconded by Jack Train, the following resolution was unanimously adopted:

RESOLVED, that Norman Tucker hold and preserve for the period ending December 31, 1963, the questionnaires obtained on the Spiritual Audit and then destroy them, subject, however, to the further order of the Session.

On motion of Donald Thomas, seconded by Carl Knipp, the following resolution was unanimously adopted:

RESOLVED, that inasmuch as the Session has reviewed and discussed the Report on the results of the Spiritual Audit and that the designated purpose of the audit was to inform the Session, no further action

or report be made concerning the 1962 Spiritual Audit by the present Session.

GENERAL

The Pastor then presented to the meeting a document entitled "General Policies to Guide the use of the Building-  
THE PRESBYTERIAN CHURCH OF BARRINGTON." Certain changes were made in the document by the Pastor at the suggestion of members of the Session. Thereupon, on motion of Leslie Gleason, seconded by Donald Thomas, the following resolution was unanimously adopted:

RESOLVED, that the Report of the Pastor as to the use of the new Church be adopted as the temporary guide, subject to the further order of the Session.

A copy of the temporary guide identified by the initials of the Stated Clerk is inserted in the minute book immediately following the minutes of this meeting.

The Stated Clerk brought to the attention of the meeting that a resolution was needed authorizing the Treasurer, Donald Thomas,

to sell certain securities which had recently been donated to the Church. Thereupon, on motion of Leslie Gleason, seconded by Carl Knipp, the following resolutions were unanimously adopted:

RESOLVED: That either the Treasurer or the Assistant Treasurer of this Church may at any time in his discretion sell and transfer to any assignee or transferee for and on behalf of this Church and in its name any and all shares of stock or any voting trust certificates representing the right to receive shares of stock or any registered bonds or other securities of any other corporation owned by this Church and for the purpose of effecting any such sale and transfer the Treasurer or Assistant Treasurer of this Church be, and he hereby is, authorized to execute in the name of this Church and on its behalf all assignments which may be necessary.

RESOLVED FURTHER, that the election, as Treasurer of this Church, of Donald Thomas, who has served as its Treasurer since its organization, is hereby ratified and confirmed.

The Stated Clerk then brought up the question of whether the resignations of Fred Keilholz and Henry Beard should not be accepted as of the convening of the Annual Meeting of the Congregation Thereupon, on motion of Norman Tucker, seconded by Donald Thomas the following resolution was unanimously adopted:

RESOLVED, that the written resignation of Fred Keilholz and the oral resignation of Henry Beard be accepted as of the convening of the Annual Meeting of the Congregation on January 15, 1963.

Hal Wilson then presented to the meeting a Note to be dated January 12, 1963 from this Church, payable to the order of the Church Extension Board of the Presbytery of Chicago, in the principal sum of \$10,000.00, without interest, on the 12th day of January, 1973, and stated that the Church Extension Board had advanced this sum toward the new Church Building and was entitled to a Note in the form presented to the meeting. Thereupon, on motion of Hal Wilson, seconded by Norman Tucker, the following resolutions were unanimously adopted:

RESOLVED, that the form of the Note presented to this meeting be, and it hereby is, approved, and the Stated Clerk is directed to initial the copy of this Note and insert it in the minute book immediately

following the minutes of this meeting.

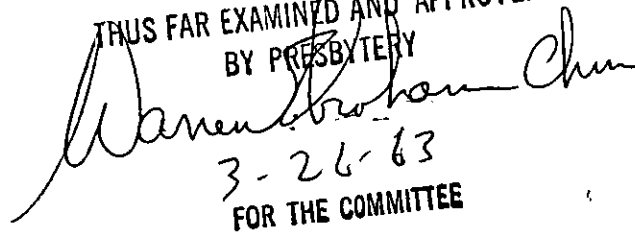
RESOLVED FURTHER, that Charles W. Board,  
Stated Clerk, and Donald L. Thomas, Treasurer,  
be, and they hereby are, authorized and directed  
to execute and deliver this Note on behalf of this  
Church.

The meeting was adjourned with prayer by the Pastor  
at 11:40 P. M.

  
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Charles W. Board - Stated Clerk

THUS FAR EXAMINED AND APPROVED  
BY PRESBYTERY

  
3-26-63

FOR THE COMMITTEE

*Pres. Ch. of Barrington*

3/26-63  
*HWS*

# Rules for Keeping Sessional Records

RECOMMENDED BY THE  
PRESBYTERY OF CHICAGO

1.—Record the date, time, and place of each meeting; the name of the moderator and the elders present and the names of the absentees.

2.—Record the opening and closing of each meeting with prayer.

3.—Record the reading and approval of the minutes of the last meeting and give the date of that meeting.

4.—Record only that which is vital to the transactions of the meeting.

5.—The details of discussions, plans which have not been adopted, suggestions which have not been followed, motions that have been lost, should never be recorded except by special order of the Session of which order the records should take note.

6.—When a previous action of the Session is referred to, the page or pages on which it is recorded should be designated.

7.—Avoid erasures, interlineations, footnotes, and abbreviations. Do not alter previous entries in any way.

8.—Do not insert in the records written or printed matter on separate sheets of paper.

9.—Record the administration of the Sacrament of the Lord's Supper at the next regular meeting succeeding. In case the Sacrament has been administered privately, the name of the elder or elders assisting should be noted.

10.—Record the baptism of adults and of infants at the next regular meeting succeeding. *Infants name, date of Birth & Parents name.*

11.—Record the full name of applicants for Church membership, in case of married females, the maiden name, and wife or widow of; in the case of minors, son or daughter of; and in every case whether baptized. The record should show how new members are received e.i., Confession of Faith, Re-Affirmation of Faith or Certificate. The names of Churches from which members are received by Certificate should be recorded with the names of the person so received.

12.—Record the full title of the church to which a certificate of dismissal is granted, and the full name of the person dismissed with the date of dismissal.

13.—Record the name of the elder appointed as a commissioner to Synod or Presbytery; also the exact period for which he was appointed commissioner; also upon the expiration of his term of service as delegate, his report of his attendance and fidelity.

14.—The record of each meeting is to be duly attested by the clerk or moderator.

15.—When the Session of a church finds it necessary to exercise discipline, the Form of Government, the Book of Discipline, and the Digest should be carefully studied by a committee of the Session. If discipline be administered, the Minutes of the Session must contain such a record of procedure as will enable the Presbytery to note who were disciplined and why and how. Care should be taken that the foregoing information is given in cases where members have been suspended or where their names have been erased from the roll.

16.—Once each year (the official Church Year ends December 31) and at the conclusion of the minutes of the meetings of said year, there should be recorded in full the annual tabular statement which the Session of the church has made to the Presbytery. Also the report made by the Session to Presbytery of changes in the ruling eldership by death or otherwise; also in outline, the important actions taken at the congregational meetings held during the year.

17.—A loose-leaf minute book is advisable, provided the leaves are of uniform size and style, numbered consecutively in uniform type by some printing mechanism, held securely in an automatically locking binder from which they cannot be removed without unlocking, and ultimately bound in permanent book form in volumes of not more than 400 leaves. When part of a loose-leaf book is removed and sent to Presbytery for approval, it should always include the page showing Presbytery's last approval. It is strongly urged that all Sessional Minutes and Records be typed and the churches currently recording Minutes and Records in longhand change to typewritten Records when the current book is filled.

18.—Blank pages, or blank space of more than two inches on any page, should be avoided. If such space is left, it should be crossed out with pen and ink.

*4/2-63 etc*  
Adopted by Presbytery of Chicago  
October 10, 1961

By order of the Presbytery,  
Herbert N. Brockway, Stated Clerk



General Policies to Guide the use of the Building  
THE PRESBYTERIAN CHURCH OF BARRINGTON

*Document submitted to Session on January 7, 1963.  
LWB.*

Priorities, by classification of functions.

1. Worship and Sacramental functions
2. Regular church organizational requirements.
3. Special activities of the church.
4. Activities beyond the local church, related to Presbytery.
5. Community activities.

1. a. The sanctuary shall be used only for worship, except by specific permission of the Session. It shall be open daily for meditation.

The pastor or visiting minister shall plan the worship in accordance with the Constitution, and preside, except when otherwise approved by the Session. The choir director shall assist in the planning of music.

- b. Baptisms shall take place at Sunday morning worship. Arrangements should be made in advance. It is necessary that at least one parent of a child to be Baptized be a member of The Presbyterian Church of Barrington.
- c. Weddings are to be conducted as a service of Christian Worship. It is recommended that one of the bridal couple be a member of the church. All departures from this rule for a church wedding must be approved by the Session.

Preliminary arrangements should be made at least one month in advance.

The pastor or assistant pastor will normally officiate at weddings. Ministers of other churches may officiate at weddings in The Presbyterian Church of Barrington only upon invitation of the Session, following the request of the bridal party. It shall then be customary for one of the ministers of this church to assist in such a wedding service.

The music should be selected to prepare guests for a worship experience. Flowers should be kept to a minimum. Candles may be used. Photographs may not be taken during the ceremony.

The Pastor will be in charge of all procedures. Suggestions should be transmitted to him through the bride.

Wedding receptions may be held in the church by special arrangement with the Women's Association.

Fees and charges shall be as follows, covering both rehearsal and ceremony.

1. No charge to members for use of Sanctuary or chapel.  
Caretaker's fee, \$12.00 for sanctuary; \$6.00 for chapel.
2. Non-members shall pay a charge of \$75.00. (\$40.00).
3. Organist fee, \$25.00. (\$20.00).
4. Use of lounge or dining areas, \$25.00.

- d. Funerals are to be conducted as a service of Christian Worship. It is recommended that the memorial service be held in the Sanctuary or in the chapel, rather than at a funeral home. The service shall be conducted by the Pastor, or with the assistance, at the Pastor's request, of a visiting minister. The casket, if brought to the church for the memorial service, is not to be opened in the church and it is preferred that it be covered with the church's liturgical pall. No fee for members. Funerals for non-members only with Session approval and a charge of \$75.00 (\$40.00) for church, and \$15.00 for organist will be made.

Other requests shall be made on the form provided and shall be approved by the Session.  
(items 2, 3, 4, and 5)

- General Rules:
1. Space used shall be left in the same condition in which found.
  2. No smoking is permitted in the building on Sundays prior to 1 p.m. On weekdays, smoking is permitted in lounge area only, if no worship is in progress.

C.E.B. - 10 Yr. D.P. Loan - Pres. League  
Installment Note

March 18, 1968 - Removed from Minute Book  
and placed in Safety Deposit Box by the  
Church Treasurer, William H. Miller.

FRONT