

### **Procedure to Prepare for and Participate in the Review**

1. Check the schedule for the review sites and dates. Select one that fits your calendar.
2. Complete **two** copies the Session Records Review Form. Please make certain to fill out the City and Church Name as found the Presbytery Directory. Bring both copies of the form, your Session Minutes and Church Register to the review site. You will receive back one copy of the review form.
3. At the review, you will exchange your records with another clerk. You will verify the information on that clerk's Session Records Review Form while that clerk verifies the information on the forms you brought.
4. The Commission representative will review and record the results and stamp your minutes book. You will keep one copy of the Review Form to take back with your books.
5. Later, the committee will prepare a report of the churches that submitted or have not submitted their records for review. Results will be reported to the Presbytery of Scioto Valley at its November meeting.

Please contact me with any questions or concerns.

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