



The Presbytery of Scioto Valley

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July 3, 2023

To: Clerks of Session

From: Patricia Gardner
Commission for Congregational Life

Re: Review of 2022 Session Records

Greetings! The Commission for Congregational Life wants to assist clerks of session to adequately record the life and ministry of congregations through the minutes of their session. Session record review is required by the *Book of Order*, G-3.0108a. We would like to make reporting and reviewing as easy and enjoyable as possible.

We have set three opportunities to do the record review. These are:

Sunday, August 20, 2-4 PM
First Presbyterian Church, 210 W 5th Street, Marysville, OH 43040

Sunday, October 22, 2-4 PM
First Presbyterian Church, 12 Mead Dr, Chillicothe, OH 45601

Saturday, October 28, 11 AM-2PM
Glen Echo Presbyterian Church, 220 Cliffside Dr, Columbus, OH 43202

We invite you to attend the review session that is most convenient for you. If you are not personally able to come to a review session at any of these times, someone else may bring the books with the completed review forms. If that is not possible, please contact me to make another arrangement. All reviews must be completed by the end of October, so please contact me as soon as possible if none of the sessions listed above work for you. Please **plan 30-45 minutes** to complete the review.

We will formally review the **session minutes for calendar year 2022**. The review form has been revised. **Please bring with you two completed copies of the two-page review form to expedite the review;** the specific steps in the review procedure are described below.

We invite you to bring your comments on this process so we can work together to improve the method, format, and process.

God's blessings be with you as you prepare for and travel to this meeting.

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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Commission for Congregational Life
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