



The Presbytery of Scioto Valley

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April 2, 2019

To: Clerks of Session, Pastors, and Commissioned Ruling Elders

From: Marquell Segelken, Congregational Connections of the Commission for Congregational Life

Re: Review of 2018 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 five opportunities to do the record review. These are:

Tuesday, May 21	1-3 PM	First Presbyterian Church (Prior to Presbytery meeting)	211 Garfield Ave., London
Sunday, June 9	2-4 PM	First Presbyterian Church	225 Church St., Jackson
Sunday, July 14	2-4 PM	First Presbyterian Church	210 W 5 th St., Marysville
Saturday, August 10	10 AM-12PM	Mifflin Presbyterian Church	123 Granville St., Gahanna
Tuesday, Sept. 17	1-3 PM	Liberty Presbyterian Church (Prior to Presbytery meeting)	7080 Olentangy River Rd., Delaware

We invite you to attend the review session that is most convenient for you (location and time). 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 other arrangements. Please **plan on 30-45 minutes** to complete the review.

We will formally review the **session minutes for calendar year 2018**. However, please bring the minutes for 2017 so that a brief glance can be made through those minutes which we didn't review.

The revised review form is enclosed. **Please bring with you two completed copies of the three page review form to expedite the review.** The specific steps in the review procedure are on the back of this notice. We invite you to bring your comments on the process so we can work together to improve the method, format and process.

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

(Over)

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 (e.g., Columbus, Christ; Stewart, New England). Bring both forms along with your Session Minutes and Church Register to the review site. You will receive back one review form copy.
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 minute book. You will keep your 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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