

THE PRESBYTERY OF BEAVER - BUTLER

P.O. Box 279 * 134B South Main Street * Zelenople, Pennsylvania 16063-0279
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Wednesday, April 5, 2018

TO: Clerks of Session

FROM: Rev. David Byers, Stated Clerk

RE: Session Records Review

The annual Session Records Review will take place in May.

Listed below are the locations and dates where the review will be held:

Monday May 7- Jefferson Center Presbyterian Church at 7:00 PM

Facilitator: Elder Sally Pavlina
390 Frazier Road
Saxonburg, PA 16056
724-352-2400

Tuesday, May 8 - New Sewickley at 7:00 PM

Facilitator: Rev. Dennis Burnett
101 Big Knob Road
Rochester, PA 15074
724-846-5734

Sunday June 3- The Presbytery Center at 2:00 PM

Facilitator: David Byers
134B South Main Street (Back)
Zelenople PA 16063
724-452-7515

- 2017 session minute book and church registry checklist is enclosed. Please bring it with you to the review along with your session minutes book and church registry.
- You will be paired up with another church and the two churches will review each other's records using the checklist. If this is your first records review, you will be paired up with an experienced Clerk of Session as opposed to another "rookie" clerk.
- We need two representatives from each church, the Clerk of Session and an Elder or two Elders if the Clerk cannot attend.
- Questions? Contact the Presbytery Office at 724-452-7515 or office@beaverbutler.org, or the Stated Clerk, Rev. David Byers at vpchurch1@comcast.net.
- Please use the attached form for your Minute and Membership Records. Please follow these guidelines as you make your entries. This form replaces all previously used Check Lists.

Enc.: Rules for Session Minutes, Session Records Review Sheet