

# THE PRESBYTERY OF BEAVER-BUTLER

P.O. Box 279 • 134B South Main Street • Zelienople, Pennsylvania 16063-0279  
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**TO:** Clerks of Session  
**FROM:** Rev. Randall K. Clow, Stated Clerk  
**DATE:** March 23, 2023  
**RE:** Session Records Review ( of 2022 Records)

The annual Session Records Review has been scheduled. Listed below are the locations and dates where the review will be held:

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|----------------------------|---|
| <b>Wednesday, April 11</b> | Old Union Church at 6:30 PM<br>Facilitator: Elder Sally Pavlina<br>200 Union Church Road<br>Mars, PA<br>724-538-8672                                |
| <b>Tuesday, May 2</b>      | New Bethlehem Church at 7:00 PM<br>Facilitator: Elder Diane Meanor<br>183 New Bethlehem Church Road<br>Aliquippa, PA 15001<br>724-378-3751          |
| <b>Sunday, May 7</b>       | The Presbytery Center at 2:30 PM<br>Facilitator: Randall Clow<br>134B South Main Street<br>Zelienople PA 16063<br>724-452-7515                      |
| <b>Thursday, May 18</b>    | The Friendship Church Community Center at 7:00 PM<br>Facilitator: Michele Lagnese<br>886 New Castle Road<br>Slippery Rock, PA 16057<br>724-290-9216 |

- The Session Minute Book and Church Registry Checklist is enclosed. Please bring it with you to the review along with your Session Minute Book and Church Register. These documents have been revised so please discard any older versions that you may have.
- 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](mailto:office@beaverbutler.org) or the Stated Clerk at [statedclerk@beaverbutler.org](mailto:statedclerk@beaverbutler.org)
- Please use the attached check list and review your minutes notating the appropriate page number(s) on the checklist before the records review. This will help the review to take less time.

Enc.: Revised Rules for Session Minutes, Session Records Review Checklist