

BEAVER-  
BUTLER  
PRESBYTERY



**TO:** Clerks of Session  
**FROM:** Rev. Randall K. Clow, Stated Clerk  
**DATE:** March 12, 2025  
**RE:** Session Records Review (of 2024 Records)

The Annual Session Records Review has been scheduled.

**Preregistration is required by:**

1. Completing the online form by [CLICKING HERE](#) (preferable),
2. Emailing [office@beaverbutler.org](mailto:office@beaverbutler.org) with your name, church, title, and preferred date & location, or
3. Calling (724) 452-7515 and supplying the above information.

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

**Saturday, May 3**  
2:30pm

The Presbytery Center  
Facilitator: Randall Clow  
134B South Main Street  
Zelienople PA 16063  
724-452-7515

**Sunday, May 4**  
2:30pm

The Presbytery Center  
Facilitator: Jim Steiner  
134B South Main Street  
Zelienople PA 16063  
724-452-7515

**Tuesday, May 6**  
7:00pm

New Bethlehem Church  
Facilitator: Elder Diane Meanor  
183 New Bethlehem Church Road  
Aliquippa, PA 15001  
724-378-3751

**Thursday, May 8**  
7:00pm

Friendship Church Community Center (not the church)  
Facilitator: Michele Lagnese  
886 New Castle Road  
Slippery Rock, PA 16057  
724-290-9216

BEAVER-BUTLER PRESBYTERY

P.O. Box 279, 134-B South Main Street, Zelienople, PA 16063-0279 | 724-452-7515  
beaverbutler.org

**Tuesday, May 15**  
7:00pm

Old Union Church  
Facilitator: Elder Sally Pavlina  
200 Union Church Road  
Mars, PA 16046  
724-538-8672

- The Session Minute Book and Church Registry Checklist is enclosed/attached. 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.
- 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) example 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



BEAVER-BUTLER PRESBYTERY  
P.O. Box 279, 134-B South Main Street, Zelienople, PA 16063-0279 | 724-452-7515  
[beaverbutler.org](http://beaverbutler.org)