



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 [CLICK HERE](#) (preferable),
2. Emailing office@beaverbutler.org with your name, church, title, and preferred date & location
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

Tuesday, May 13
7:00pm

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

BEAVER-BUTLER PRESBYTERY

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

- 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 or the Stated Clerk at 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