

THE PRESBYTERY OF BEAVER - BUTLER

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Monday, October 12, 2020

TO: Clerks of Session

FROM: Rev. David Byers, Stated Clerk

RE: Session Records Review

I am sure that you are wondering about the Session Minute and Record Review. Due to the COVID-19 Pandemic, the Annual Session Records Review will be suspended this year. I would ask that you complete the forms for your 2019 Records and as the new year begins to complete the forms for 2020.

- 2019/2020 session minute book and church registry checklist is attached. Please bring it with you to the review along with your session minutes book and church registry. Please use the same form for both 2019 and 2020 records, clearly marking them at the top of each page with the year.
- Please complete the checklist with the corresponding page numbers which will allow the reviewer to find the information quickly and efficiently.
- 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, Rev. David Byers at statedclerk@beaverbutler.org.
- 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