BEAVER-BUTLER PRESBYTERY

TO: Clerks of Session
FROM: Rev. Randall K. Clow, Stated Clerk
DATE: January 8, 2026
RE: Session Records Review of 2025 Records

The Annual Session Records Review has been scheduled.

Preregistration is required by:

1. Completing the online form by CLICKING HERE or scanning the QR Code above,
2. Emailing 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 2
2:30pm

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

Sunday, May 3
2:30pm

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

Tuesday, May 5
7:00pm

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

Thursday, May 7
7:00pm

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

Thursday, May 14
7:00pm

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

Frequently Asked Questions

How do I prepare for the review?
The Session Minute Book and Church Registry Checklist is enclosed/attached. These documents have been revised so please discard any older versions that you may have. Complete the checklist in advance by notating the appropriate page numbers in your minutes on the form.

What do I bring to the review?
Bring 3 items: your completed checklist, Session Minute Book and Church Register.

We also need two representatives from each church, the Clerk of Session and an Elder or two Elders if the Clerk cannot attend. The pastor is welcomed to attend as well.

What happens at the review?
You will be paired up with another church and the two churches will review each other's records using the other clerk's completed checklist.

What if I have questions?
Contact the Presbytery Office at 724-452-7515 or office@beaverbutler.org or the Stated Clerk at statedclerk@beaverbutler.org

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