

**DATE: January 3, 2008**

**MEMO TO:** *Pastors and Clerks of Session  
Shenandoah Presbytery*

**FROM:** *Anna Lee Wilkes, Chair  
2008 Sessional Records Committee  
Email: [alwilkes@verizon.net](mailto:alwilkes@verizon.net)  
Home Phone: 304-788-1328*



**SUBJECT: Annual Review of Session Minutes**

As you know, all Sessions are required by Book of Order G-10.0301 to annually submit their records to the Presbytery for review. That time is quickly approaching. Therefore, I encourage you to begin preparing your books for this examination.

*Clerks, please promptly deliver your minutes to the designated collection point listed below by Friday, February 15, 2008.* Please comply with this deadline out of respect for our readers so they will not have to make multiple trips to the collection point to collect books which are late arrivals. We make the following requests:

- do not mail your minutes
- do not send copies of your minutes  
(We must receive the original, *actual* minutes.)
- Make sure all pages are numbered
- In order to assist those who will read your minutes, please use the **revised Presbytery Checklist of Session Tasks** (included in this mailing). We ask that you please fill in the dates of meetings and the page numbers to which we can refer. Also, please do not put this information on separate pages . . . use the form which is provided.

Readers will assess your minutes as a whole. Suggestions and/or exceptions (where needed) will be included on a Report Form which will be returned with your minutes after the review. ***Your books will be returned to the Collection point by Monday, April 21.*** Collection points are:

**MISSION COMMUNITY**

Eastern Panhandle

Potomac Highlands

Mountain Valley

Central Valley

Highland-Augusta (Waynesboro/East)

Highland-Augusta (Staunton/West)

Maury River

**COLLECTION POINT**

Martinsburg First Church  
2205 S. Queen Street, Martinsburg, WV

Moorefield Church  
109 S. Main Street, Moorefield, WV

Winchester First Church  
116 S. Loudoun Street, Winchester, VA

Presbytery Office  
1111 N. Main Street, Harrisonburg, VA

Westminster Church (Waynesboro)  
1904 Mt. Vernon Street, Waynesboro, VA

Staunton First  
100 E. Fredrick Street, Staunton, VA

Lexington Church  
120 S. Main Street, Lexington, VA

**READERS**

Elizabeth Salmon: (304) 263-0651  
John Rankin: (304) 258-1366

Charles B. Herriott: (304) 822-3411  
Anna Lee Wilkes: (304) 788-1328

Loretta McDonald: (540) 869-1570

John Timberlake: (540) 432-5510

Richard A. Samples: (540) 885-9605  
Nancy Mader: (540) 943-7126

Billie Jean Banks: (540) 337-0782  
Thomas Biggs: (540) 564-0609

Stockton Fleming: (540) 463-3380  
Kenneth Campbell: (540) 377-2949