

**MEMO TO:** Clerks of Sessions  
(Copy of memo only to pastors)

**DATE:** January 5, 2010

**FROM:** Ann Pettit, Chair of Session Records Committee  
[apettit@massanuttchurch.org](mailto:apettit@massanuttchurch.org) 540 434 6194 (office)

**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 points listed below by Friday, February 26, 2010.*** Please comply with this deadline out of respect for our readers so they will not have to make multiple trips to the collection points. We make the following requests:

1. Do not mail your minutes
2. Do not send copies of your minutes. We must receive the ORIGINAL minutes.
3. Make sure all pages are numbered
4. In order to assist those who will read your minutes, please use the enclosed Checklist. 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 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 points by Tuesday, April 27.*** Collection points are:

<u>MISSION COMMUNITY</u>	<u>COLLECTION POINT</u>	<u>READERS</u>
Eastern Panhandle	Martinsburg First Church 220 S. Queen St.	Elizabeth Salmon 304.263.0651 Ed Brown 304.258.9578
Potomac Highlands	Moorefield Church Rte 220, Downtown	Charles Herriott 304.822.3411 Janet Crabtree 304.822.7702
Mountain Valley	Winchester First Church 116 S. Loudoun St.	Loretta McDonald 540.869.1570 Maxine Caperton 540.465.5777
Central Valley	Presbytery Office 1111 N. Main St., Harrisonburg, VA	William Anderson 540.438.1042
Highland-Augusta (Waynesboro/East)	Westminster Church 1904 Mt. Vernon, Waynesboro	Richard Samples 540.885.9605 Ann Pettit 540.434.6194
Highland-Augusta (Staunton/West)	Staunton First Church 100 E. Frederick St.	Nancy Swisher 540.886.0318 Jane Law 540.885.2818
Maury River	Lexington Church 120 S. Main St.	Janet Scott 540.464.5214 Ken Campbell 540.377.2949

Enclosure

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