

MEMO TO: Clerks of Sessions

DATE: January 17, 2012

FROM: Ann Pettit, Chair of Session Records Committee
apettit@massanuttenchurch.org 540 434 6194 (office)

SUBJECT: Annual Review of Session Minutes

According to the Book of Order (G-3.0108) councils have the responsibility of reviewing the work of lower councils. For the presbytery and sessions of Shenandoah, this takes the shape of an Annual Review of Session Minutes through the Sessional Records Committee of the Presbytery. The time for this 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 24, 2011. 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 NEW Checklist. We will also accept the OLD Checklist , if you have used this for the work of the Session in 2011. Please plan to use the NEW checklist for the work of the Session in 2012. Please also note, A Manual for Clerks of Sessions has been posted on the Shenandoah Presbytery Website for assistance with your work. You are welcome and encouraged to download and print this document.**

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 Friday, March 30.*** Collection points are:

<u>MISSION COMMUNITY</u>	<u>COLLECTION POINT</u>	<u>READERS</u>
Eastern Panhandle	Martinsburg First Church 220 S. Queen St.	Ruth Berg 304.285.8117
Potomac Highlands	Moorefield Church Rte 220, Downtown	Kim Kline 304.358.7693 Kathryn Ruddle 304.358.7279
Mountain Valley	Winchester First Church 116 S. Loudoun St.	Maxine Caperton 540.465.5777
Central Valley	Presbytery Office 1111 N. Main St., Harrisonburg, VA	Mack Wilson 540.828.0626
Highland-Augusta (Waynesboro/East)	Westminster Church 1904 Mt. Vernon, Waynesboro	Judy Hensley 540.568.7781 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