



Spring 2018

*The Lord said to Moses: **Write** these words.... Exodus 34:27*

Greetings Clerk of Session,

We are grateful for all the words that you write – minutes, letters, forms – the writing just keeps coming and coming and coming! Your work is integral to the functioning of your congregation so that it can proclaim the gospel, worship God, and promote social righteousness. Thank you for your ministry with your congregation and within Donegal Presbytery during the past year.

Each year, as part of our effort to support one another, we gather as colleagues and review the Session Minutes of each congregation. It is that time for do this for the 2017 Session Minutes! We review minutes to be in accord with G-3.0108a of the *Book of Order* and so that we can partner together. It helps us in our craft as Clerks and is an opportunity to be a learning community. Below are some notes about Minute Review for this year.

Rolls and Registers: Every even year, we review the Membership Rolls and other Registers for each congregation. This is the year! Please bring along your Roll and Register Book. (We are aware that some congregations are keeping this electronically. Please bring a printed copy of your records.)

Learning Community: This year, we will discuss electronic decision making – including the presentation of an advisory from our Stated Clerk and Executive Presbyter about using email, conference calls, and video conferencing for conducting meetings. This has been an ongoing topic of conversation among several clerks, and we want to give you an opportunity to discuss this and make plans about how to do this well. If you have other questions, please bring them.

Proof of Liability and Property Insurance: Each year, the Session is responsible to review the property and liability insurance of the congregation. Please bring along a copy of the insurance summary (often one page or a few pages) so that the presbytery has a copy of this. We don't need the entire document, but the summary helps us assist in insurance claims.

Manual of Administrative Operations: If you have not previously brought a copy of your Manual of Administrative Operations to Minute Review, please bring a printed copy this year. (We will ask everyone to bring a copy next year.) This is required by G-3.0106

Sexual Misconduct Policy and Child/Youth Protection Policy: As with the Manual of Administrative Operations, if you have not previously brought a copy of these policies to Minute Review, please bring a printed copy this year. (We will ask everyone to bring a copy next year.) This is also required by G-3.0106. Absence of these policies (and absence of implementation of these policies) exposes a congregation to significant ministry and legal risk.

A Note about the Manual, Sexual Misconduct, and Child/Youth Protection Policies: There are samples/templates for both policies and the manual on the Donegal Presbytery website. If you need support in development of these documents, the Stated Clerk is available to provide assistance.

Preparing for Minute Review: Attached is a copy of the Session Records check list. Prior to coming to the review meeting, you are expected to go through your minutes, registers, and rolls and note in the first column of the check list the page numbers where evidence of the requirement can be found. For repetitive items, e.g., meeting opened with prayer, cite only 2 or 3 locations. Doing this will provide you with a self-audit. You will know before you come to the records review session whether there are any requirements that your session has not met. You and the colleague who reviews your records can discuss these exceptions and determine the actions that need to be taken to bring session actions and records into conformity with the requirements. The OAR member at the review session will also be part of the discussion to “approve with exception” or “not approve.”

Your prior review of your records will also reduce the time we spend on reviewing each other’s records and provide time for discussion of other matters of concern to Clerks and sessions.

For your Records Review session, you need to bring your session minutes, two copies of the completed check list, a copy of the church’s property and liability insurance policy, and a copy of your Roll/Register Book. If you have not brought them before, please bring the Manual of Administrative Operations, the Sexual Misconduct Policy, the Child/Youth Protection Policy.

Date for Minute Review:

- Sunday, April 29, 2018 from 2-4 pm –Central PC, Downingtown
- Tuesday, May 1, 2018 from 2-4 pm –Highland PC, Lancaster
- Tuesday, May 1, 2018 from 7-9 pm –Highland PC, Lancaster
- Wednesday, May 2, 2018 from 7-9 pm –Westminster PC, West Chester
- Sunday, May 6, 2018 from 2-4 pm –Eastminster PC, York

Please contact the Presbytery Office as to which date you will be attending.

Thanks for all the work you do on behalf of Christ’s church. We look forward to a productive time together at our meetings. In the meantime, remember that we are here to be of service as your partners. Please contact the Stated Clerk, Rev. Dr. Michael Wilson, if you have any questions

We thank you for all your work,

OAR Members:

Ruling Elder Robert Young, Rev. Doug Hagler, Ruling Elder Jan Wagner, Rev. Don Rising, Rev. Beth Appel and Rev. Greg Seckman

Presbytery of Donegal:

Rev. Dr. Erin Cox-Holmes, Executive Presbyter & Rev. Dr. Michael Wilson, Stated Clerk