

**MEMO TO:** Clerks of Sessions

**DATE:** January 3, 2017

**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, we 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, 2017.*** 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 attached checklist. Please also note, A Manual for Clerks of Sessions is being revised.**

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, April 7. BE SURE AND REFER TO THE DROP-OFF SHEET FOR ADDITIONAL INFORMATION ON THE COLLECTION POINTS.***

<u>MISSION COMMUNITY</u>	<u>COLLECTION POINT</u>	<u>READERS</u>
Eastern Panhandle	Martinsburg First Church 220 S. Queen St.	TBA
Potomac Highlands	Moorefield Church Rte 220, Downtown	TBA
Mountain Valley	Winchester First Church 116 S. Loudoun St.	TBA
Central Valley	Presbytery Office 1111 N. Main St., Harrisonburg, VA	TBA
Highland-Augusta (Waynesboro/East)	Westminster Church 1904 Mt. Vernon, Waynesboro	TBA
Highland-Augusta (Staunton/West)	Staunton First Church 100 E. Frederick St.	TBA
Maury River	Lexington Church 120 S. Main St.	TBA