

January 8, 2018

Dear Clerks of Session of Shenandoah Presbytery,

Happy New Year!

We are rapidly approaching the reading season for the 2017 Session minutes books. I would like to call your attention to several items in preparation for this year's reading.

1. The Clerk of Session Manual for the Presbytery has been updated, and is available on the Presbytery website under Forms and Policies, Committee Forms, Clerk of Session Manual
<http://shenpres.org/wp-content/uploads/2017/05/Clerk-of-Session-Manual-May-2017.pdf>

I would strongly urge you to read through the manual, as it contains good information for management of the Clerk's duties throughout the year, as well as giving suggestions in preparing your minutes for reading.

2. Appendix C of the Clerk's Manual contains the most recent update of the Clerk's Checklist, which will need to be completed and accompany your minutes for reading. Please use this version of the checklist.
3. **The pages of the minutes must be numbered.**
4. **The Clerk's checklist must be completed by the clerk with the appropriate page numbers indicated on the form.** The reader will complete the "Reviewed By" boxes. The checklist should be placed loosely in the minutes book. **If the checklist is not included, your minutes may not be read and will be considered as having not been submitted.**
5. **The Administrative Manual of Operations must be included with the minutes**, containing, at minimum, a set of bylaws adopted by the congregation, a sexual misconduct policy, and a child-protection policy. These items are required by the Book of Order, and **an exception will be given if they are not included in the minutes.** There are resources available on the Presbytery website (under Committees – New Form of Government Resources) to assist in developing these policies. If you need further information on finding templates for these items, please contact me.
6. Submit the original minutes, not copies. Be sure they are signed by the person who took the minutes.
7. Do not mail your minutes. Minutes must be taken to the drop-off locations, which are listed below. Please contact the drop-off locations to find out when the church is open in order for you to leave your minutes.
8. **The minutes should be left at the drop-off locations no later than Friday, February 23.** If you are unable to have your minutes at the drop-off location by that date, please contact me or one of the readers for your mission community, and other arrangements will be made.
9. **Minutes will be returned to the drop-off locations by Friday, April 6, 2018.**
10. A list of the readers will be available by the first week of February.

<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

Thank you for your efforts as Clerk of Session for your congregation. We look forward to reading about the life of your congregation during 2017.

Sincerely,

Kim Kline, Vice-Chair
Committee on Relational Ministry