



**Minute Review 2021 (for 2020 Minutes)**

*Now Joab was in command of all the army of Israel; Benaiah son of Jehoiada was in command of the Cherethites and the Pelethites; ...Jehoshaphat son of Ahilud was the **recorder**; ...Sheva was **secretary**....*

2 Samuel 20: 23-25

Greetings Colleagues in Ministry,

Never forget – the “clerks” were always present in the biblical story! Thank you for your faithful work.

Each year, we get the chance to check in on each other’s recording of the story of our congregation. We look forward to these, not just as a “hoop” but as a way to connect and support each other in ministry. In the past, we have regularly done Minute Review face-to-face in the spring. Last year, we did a virtual review in the fall. This year, we return to the spring but continue in our virtual format. We are looking forward to continuing to learn (with you) as we do this together.

Like last fall, instead of coming to a “physical” review, we will be doing a virtual review. You have been paired with a clerk partner. You will each send your minutes and a self-evaluation (using the checklist) to the other person. Then you will review your partner’s minutes and return the checklist. Finally, we will gather via zoom and be able to be in a breakout room with your partner to go over the checklists and make final determinations.

As a reminder, we are reviewing the minutes from 2020. We know that this will present some challenges to do electronically. We have made a couple of adjustments. Please ask if there are any questions. Below is the process and a timeline.

You are welcome to reach out with any ideas or if there are any “bumps.” This is only our second time, and we will all learn! Call, text or email Michael at 717-572-1730 and or [michael@donegalpby.org](mailto:michael@donegalpby.org). Call, text, or email Erin at 717-723-7765 and or [erincoxholmes@gmail.com](mailto:erincoxholmes@gmail.com).

In Christ,

**Rev. Dr. Michael Wilson**  
Stated Clerk

**Rev. Dr. Erin Cox-Holmes**  
Executive Presbyter

**Minute Review Process:**

- Receive checklist (It is attached with this email!)
- Prepare your minutes. You can make one file or a file for each month. Please add page numbers. (These page numbers may not match the ones you print. That is OK – they just need to match the checklist).

- Go through your own minutes and evaluate according to checklist. (If you have multiple files, please make sure you indicate which file.)
- Send your minutes and checklist to your partner. Copy Michael on this so that he knows it has been sent. You may send the files via email, Dropbox if too large for email, or physical mail with a thumb drive.
- Review the minutes you have received and make notes about what you think is a 1) question you have, 2) delinquency, or 3) exception.
- Return your partner's checklist back to them with your notes.
- Review the feedback you receive.
- Attend the Minute Review Zoom to learn, talk with partner, and make final decisions about the checklists. You will be given an opportunity to ask questions and talk with your partner. You will not be asked to publicly disclose your decisions.
- Send completed checklists to Michael so that he can review them and record actions to report to the presbytery.

**Minute Review Timeline:**

- Wednesday, May 12 – Receive form and instructions
- Monday, June 7 – Send minutes and self-completed checklist to partner
- Monday, June 21 – Return checklist and notes to your partner
- Sunday, June 27 – Attend Minute Review Zoom
- Friday, July 9 – Send completed checklist to Michael

**Minute Review Notes:**

- We are not addressing the Manual of Administrative Operations. We will return to this next year.
- We are not requiring Insurance information. We will return to this next year.
- Normally, this would be a "Rolls and Registers" year. Because we are going up a steep enough learning curve, we will do again in the future. In particular, there have been substantive changes in how congregations are keeping these records, and we look forward to talking together about how to do this well.
- As a reminder, while sessions do need to record and give permission for communion, there is no requirement that they record the number of people who have taken communion. Many sessions do this, but this is not required.
- As you do this work together, you have several options – including trading records electronically and meeting over zoom. Last fall, some of our clerks sent "hard copy" records via snail mail. A few did choose to meet face to face. If, at any point, you are not comfortable with the method asked of you, please be in contact with us and we will help you figure out how to proceed.

**Minute Review Clerk of Session Partners:** Please contact the Presbytery Office if you would like a phone number for a Clerk of Session.

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