



Spring 2019

*The Lord said: **Write** the vision; make it plain on tablets.
Habakkuk 2:2*

Greetings Clerk of Session,

We are grateful for all the words that you write – the minutes you take, the forms you fill out, the reports you produce! At our best, our words contain a hopeful vision of the Gospel! Thank you. Your work is integral to the functioning of your congregation as it proclaims the gospel, worships God, and promotes social righteousness. We commend you for your ministry with your congregation and within Donegal Presbytery.

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 2018 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.

Learning Community: This year, we will discuss electronic Officer Training – including the presentation of an advisory from our Stated Clerk and Executive Presbyter about topics and a process for Officer Training and Officer Examination (both are constitutional responsibilities of each session for all incoming officers). If you have materials that you use, please bring them along.

Manual of Administrative Operations: This is a year when we are reviewing Manuals of Administrative Operations. Please bring a printed copy of your Manual of Administrative Operations to Minute Review this year – we will be reviewing them and support each other as we update them (or produce them for the first time!). This is a requirement of G-3.0106, instituted for all councils so that we can document our procedures.

Sexual Misconduct Prevention and Response Policy and Child/Youth Protection Policy: As with the Manual of Administrative Operations, please bring a printed copy of these policies to Minute Review. 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.*

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.

Rolls and Registers: Every even year, we review the Membership Rolls and other Registers for each congregation. This is NOT the year we review these, but the information is included on the checklist so that you can make sure that your record-keeping is up to date. You do NOT need to bring your Rolls and Registers to Minute Review this year.

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, a copy of your Manual, and a copies of the Sexual Misconduct Prevention and Response and Child/Youth Protection Policies.

Date for Minute Review:

- Sunday, May 5, 2019 from 2-4 pm – Eastminster PC, York
- Tuesday, May 7, 2019 from 2-4 pm – Highland PC, Lancaster
- Tuesday, May 7, 2019 from 7-9 pm – Highland PC, Lancaster
- Wednesday, May 8, 2019 from 7-9 pm – Westminster PC, West Chester
- Sunday, May 19, 2019 from 2-4 pm – Central PC, Downingtown

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,

Overtures, Amendments and Review Members:

Rev. Dr. Steve Lytch (Chair), Rev. Doug Hagler, Ruling Elder Jan Wagner, Rev. Dr. Don Rising, Rev. Beth Appel and Rev. Dr. Greg Seckman

Presbytery of Donegal:

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