

Spring 2016

To: Clerks of Session and Pastors  
From: Church Order and Listening Division  
Re: Session Minutes and Register Reading

It's that time of year again and we're preparing for the annual review of session minutes and registers for the **calendar year 2015**. If you have not had your minutes read for several years, we will only be looking at last year's minutes. This is a valuable time to review our session procedures and network with other clerks in the presbytery. All of us on the COAL Division appreciate your active participation in the process.

We are scheduling three reading sessions this spring and have assigned each church to one of the sessions based on geography (see separate page). Please confirm with Fran Haney ([lfhaney@hotmail.com](mailto:lfhaney@hotmail.com)) or the Presbytery office that you can attend your assigned session OR if you will need to attend one of the other two scheduled sessions.

If your roll book is too cumbersome, you may photocopy the last pages of the rolls and bring them to the meeting. If you have had no weddings, funerals or deaths in 2015, please state that in your books.

The new review sheet has been prepared to align with the current Book of Order. If you are working on your manual of operations, state that it is in progress.

It will save time if in advance you can record in the far right-hand column of the review sheet the page numbers where each item can be found in your minutes. If items occur repeatedly through the year – as in the case of #A5 [The meetings were opened and closed with prayer] - you may give **one page reference** rather than listing each month.

If you have any questions, please contact Fran.

Thank you for your assistance with this important task.