

Presbytery of the Peaks Session Records Workshop/Training Event

10 a.m. to Noon

January 11, 2019 (Snow Date Jan. 18)

Bedford Presbyterian Church

Presented by Members of the Session Records Work Group & Presbytery Staff

Welcome and Introductions

Opening Prayer

Distribution/Discussion of Job Description for Clerks of Session

Distribution/Discussion of Revised "Session Records Review Form"

(available online at www.peakspresbytery.org - click on "Resources"; then "Forms & Documents"; then "Session Records")

Distribution/Discussion of "Mini-Version" of *Handbook for Clerks of Session*

(available online at www.peakspresbytery.org - click on "Resources"; then "Forms & Documents"; then "Session Records")

Distribution of "Items for Inclusion in Session and Congregational Minutes"

(available online at www.peakspresbytery.org - click on "Resources"; then "Forms & Documents"; then "Session Records")

Break (coffee, juice, fruit, and doughnuts available)

Distribution/Discussion of Templates for Session and Congregational Meeting Minutes

(available online at www.peakspresbytery.org - click on "Resources"; then "Forms & Documents"; then "Session Records")

Distribution/Discussion of *Suggestions for Writing Session Minutes*

Distribution/Discussion of *Records of Congregations: Advice and Records Management*

(from the Presbyterian Historical Society)

Distribution/Discussion of Miscellaneous Resources:

"Letters of Transfer" (from Monmouth Presbytery in New Jersey)

"Guidelines for Electronic Assemblies When Participants Are Unable to Meet Face to Face"

(from Office of the General Assembly, Constitutional Musing #18)

Discussion of Sample Spreadsheets for Rolls/Registers

(available online at www.peakspresbytery.org - click on "Resources"; then "Forms & Documents"; then "Session Records")

Schedule for Review of 2019 Session Minutes at 2020 Presbytery Meetings

(As listed in the "Churches" section of the Presbytery of the Peaks Directory)

- Churches whose name begins with J-O are asked to bring 2018 Session Minutes to the February Presbytery mtng.
- Churches whose name begins with P-W are asked to bring 2018 Session Minutes to the May Presbytery mtng.
- Churches whose name begins with A-C are asked to bring 2018 Session Minutes to the August Presbytery mtng.
- Churches whose name begins with D-H are asked to bring 2018 Session Minutes to the November Presbytery mtng.

*****Discussion of Reporting of Annual Statistics by Presbytery Staff*****

Closing Prayer

Contact: Dave Hayes, Chair of Session Records Work Group, Blacksburg Presbyterian Church, 701 Church Street, SE, Blacksburg, VA 24060; phone (540) 818-1847; e-mail davidlavhayes@gmail.com.