Guidelines for Preparing for Presbytery Records Reviews

The Minute Review is an opportunity for you to share history-in-the-making at your church. The Minutes of your Church [the history of your congregation] belong to the Session. The Session is responsible to assure that all that is required is in the Minutes for the Clerk to record. The Clerk of the Session can help this process by being aware of which items have been recorded and reminding the Session and the Moderator that action needs to be taken so that the records will be complete and the actions required by the *Book of Order* or recommended as good practice are accomplished.

We recommend that you review and note these items as the year progresses. Start when the Minutes of the Session are approved following your Presbytery record review.

To help you we have provided two sample Minute review sheets and one blank sheet for you to use.

Two samples and the blank form have identical content. If you do not prepare your Minutes on a computer, use the blank review sheet. If you do prepare your Minutes on a computer you can download and use either of the sample review sheets. One is a Word table. The other is an Excel spread sheet. Either can be downloaded from www.presbyteryofcincinnati/ClerkHandbook.htm.

As each set of Minutes from a Session or Congregational meeting is approved, enter the date and the page number for each item. [See the sample review sheets.] At the next Presbytery record review you can bring the completed sheet, manual or computer printout, for your Minute book to be reviewed. This method also provides a reminder each month of what has not yet occurred and been recorded, e.g. electing the Treasurer, while there is time to complete it.

At the Review you will be trading your books with another Clerk. Be prepared to answer questions relating to your books. This is an opportunity to share the history of your Church and learn the history of other churches.