

February 26, 2009

TO: Moderators, Clerks of Session, and others involved in putting records into permanent form  
FROM: The Committee on Session Records  
SUBJECT: **ANNUAL REVIEW OF SESSION MINUTES**

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The Session Records Committee is preparing to review the minutes of each church session for the year 2008. **Our goal is simple: we want your church records to be helpful and informative historical records for your congregation. Our review of your records is intended to help you assure that your records are comprehensive and accurate.**

According to the FORM OF GOVERNMENT (G-11.0103x): *The presbytery has the responsibility and power ... to review session minutes and records at least once each year...*and G-9.0407d(1) empowers the presbytery to require the submission of minutes. Over the years, the cooperation of our sessions has been excellent, and we anticipate the same for this year's review!

In order to make the task manageable, the churches have been divided into two groups. The first group is asked to bring their Session Record Books to the Wednesday, May 27, 2009, Stated Meeting. These books should be ready for pick-up at the Monday, July 27<sup>th</sup> Stated Meeting. The second group is asked to bring their Session Record Books to the September 28, 2009 Stated Meeting and pick them up at the November 23<sup>rd</sup> Stated Meeting. (See "DUE DATES FOR 2008 SESSION MINUTES" included with this letter for the date YOUR minutes are requested. We also invite any churches to submit their minutes before the deadline!) If you need to make an adjustment to your due date, kindly call Lee Lohr at the Presbytery Office (216) 241-3966 ext. 14.

We are enclosing a copy of the "REQUIREMENTS AND STANDARDS FOR SESSION RECORDS" in order that you may know what the committee will be looking for in its review. There is also a "CHECKLIST FOR SESSION RECORDS" that we ask you to fill out with **page numbers where each report or documentation is to be found in your minutes** and **return with your Session Record Book**. Please discard any old forms you may have and use only the ones included with this letter, as the forms are revised slightly from year to year. Additional forms are also available from the Presbytery website: [www.preswesres.org](http://www.preswesres.org).

Any member of the Committee on Session Records will be glad to respond to questions that you may have, either before or after you submit the session minutes. Feel free to call any one of us listed below. Thanks so much for your dedication and service.

Committee Members:

The Rev. Jon Fancher, Moderator (440) 333-4888  
Elder Ken Ayers (440) 422-3418  
Elder Pat MacDonald (440) 449-1589  
Elder Reathel McWhorter (440) 943-6562

Elder Carol Nussle (440) 933-2462  
The Rev. Tricia Dykers Koenig (216) 658-1770  
Elder Lee Lohr, Presbytery Staff, (216) 241-3966  
ext. 14

Included with this letter:

- (1) List of Due Dates for Session Records Review
- (2) "Requirements and Standards for Session Records"
- (3) "Checklist for Session Minutes"

**Please note: *The Committee will not accept your Session Minutes for review if a completed Checklist is not included.* Your book will be returned, and an exception will be noted.**