

WINNEBGO PRESBYTERY SESSION RECORDS REVIEW COMMITTEE

DESCRIPTION OF REVIEW PROCESS

The Book of Order G-11.0103x states that Presbytery is to review session minutes and records at least once each year.

PURPOSE OF RECORDS REVIEW

- It provides a time for clerks to learn in detail the responsibilities of their Session.
- It provides a forum for Clerks to discuss issues of concern to them.
- Interchange of ideas among peers during the review time.
- It helps to define mission.
- Pastoral support is enhanced
- It informs Presbytery of the relative compliance of a particular church's records with the Book of Order.

THE CHECKLIST

Each newly elected clerk should be oriented as to the clerk's duties by the moderator of Session and the outgoing clerk. (Presbytery should be informed of clerk election.) One element of orientation is the Session Records Review Checklist and Commentary, available on the Presbytery Web Site (www.pbywinnebago.org). Hard copies of these documents are also available from the Session Records Review Committee, Bill Hall, Chair, at 715-842-7464. They are also distributed and discussed at Session Records Review meetings. Clerks utilize the Checklist as the church year progresses, to make sure that all Book of Order requirements are met in a timely manner. It is the clerk's duty to advise the Session of actions specified in the Checklist.

RECORDS REVIEW MEETINGS

The Presbytery Records Review Committee schedules records review meetings in the various "Clusters" of churches in the fall of each year. Potential host* churches are selected for their central location within their cluster.

<u>North Cluster:</u>	<u>East Cluster:</u>	<u>South Cluster:</u>	<u>West Cluster:</u>
Amberg	Green Bay, First*	Appleton	Abbotsford
Athelstane*	DePere*	Fond du Lac	Aniwa
Crivitz	Green Bay, Prebl Park	Kiel	Arpin
Lakewood*	Green Bay, Wequiock	Kimberly	Gleason
Laona	Manitowoc	Neenah	Marshfield
Marinette	Melnik	Oshkosh*	Merrill
Pembine	New Franken	Omro*	Schofield*
Wabeno	Oconto	Pickett	Stevens Point
Wausaukee	Shawano	Sheboygan	Wausau*
		Weyauwega	White Lake
		Wild Rose	
		Winneconne*	

Any clerk unable to attend a scheduled meeting should respond to the committee with an alternate date or location and describe their scheduling problem, so that an alternate date can be set for that clerk.

Clerks are advised to bring four items with them to the review meeting.

- Their Session Minutes book,
- The Register of members. (It is the responsibility of the Session to maintain membership rolls up to date.)
- Their Checklist with all the blanks filled in, noting the page number location of the specified information.
- The Book of Order.

THE REVIEW MEETING AGENDA

- Informal gathering time when clerks get to know each other and enjoy some simple refreshments, usually provided by the host.
- Call to order with prayer.
- Question and answer time. Discussion of exceptions most frequently experienced. Clerks receive a new copy of the Checklist for use in the coming year.
- Clerks pair off and review each other's records, one at a time.
- Completed, signed Checklists are photocopied; original to the committee, copy to the clerk.
- Clerks are excused to return home when their review is complete.

At year-end a report is made to Presbytery listing all the churches and their review status.

Bill Hall, Chair
Session Record Review Committee