

Spring 2018

To: ALL Clerks of Session and Pastors

From: Church Order and Listening Division (COAL)

Re: Session Minutes and Register Reading

It is time for the annual review of the session minutes and registers for the **calendar year 2017**. This is a valuable time to review our session procedures, network with other clerks in the presbytery, and to learn from and help one another. All of us on the COAL Division appreciate your participation in the process.

We have scheduled three minute reading events this spring in different locations. Please inform Nate Mochizuki (nmochi2@gmail.com) or the Presbytery office which event you will attend. This will help us plan.

Please fill out the Session Record Peer Review form before you get to the minute reading sessions and bring it with you. If you have not had your minutes read for several years, we will only be looking at last year's (i.e. 2017) minutes. Record the page numbers, in the far right-hand column of the review form entitled, "Page # by clerks", where each item can be found in your minutes. If items occur repeatedly throughout the year – like the opening and closing meetings in prayer – you only need to give **one page as a reference** rather than listing all of them. Do not fill out the "Reviewers" column. This will be completed during the minute reading event.

If your roll book is too cumbersome, you may photocopy the last pages of the rolls and bring them to the meeting. If you had no weddings, funerals or deaths in 2017, please state that in your books. If you are working on your manual of operations, state that it is in progress.

Please note that the new Book of Order (2017-2019) requires sessions to have a Child and Youth Protection Policy in addition to a Sexual Misconduct Policy (G-3.0106). We would advise working on that this year if you don't already have them in place. Please reach out to COAL with your questions.

If you have any questions, please contact Nate Mochizuki (nmochi2@gmail.com). If you cannot attend any of these sessions please inform Nate as well. Thank you for all your work and service.

Please find the dates and locations of the events below.

Session Minute Reading Events - Dates and Locations

Each event will be 9am - 11am.

- Saturday, April 21 @ Grace Covenant

11100 College Blvd
Overland Park KS 66210

- Saturday, May 5 @ Trinity Presbyterian Church in St. Joseph

3410 Ashland Ave
St Joseph MO 64506

Please note: This meeting space, called the “Ministry Place”, is not a traditional church building. You are looking for a two story office building

which houses multiple businesses and which is next to the firehouse. Proceed to the west side of the office building to find the entrance. Look for signs that say “Trinity Presbyterian”.

- Saturday, May 12 @ First Presbyterian Church in Independence

100 North Pleasant St
Independence MO 64050

Please RSVP to Nate Mochizuki (nmochi2@gmail.com). If you cannot make any of the events, please inform Nate so that alternative arrangements can be explored.