

January 11, 2010

Dear Clerk of Session,

Happy new year! Session Records Reviews for 2010 have now been scheduled. I realize you may still be working on statistical reports but wanted to send you the review materials now to get these dates on your calendar early.

**The 2010 review dates are:**

Sunday, March 14<sup>th</sup>, John Knox Church 13200 New Halls Ferry Road, Florissant, Missouri from 3:00 to 5:00;

Sunday, April 18<sup>th</sup>, The Presbyterian Church, 4834 South Point Road, Washington, Missouri, from 3:00-5:00;

Sunday, June 6<sup>th</sup>, The United Church, 2550 Rock Hill Road, Wood River, Illinois, from 3:00 to 5:00;

Sunday, August 22<sup>nd</sup>, Farmington Church, 403 W Columbia, Farmington, Missouri from 3:00-5:00.

You may attend whichever session is convenient for you but it is helpful if you would mail back the enclosed postcard letting us know which one you plan to attend. Please mark your calendar and send in your postcard now.

**In preparation for the review**, please complete the self-review worksheet included with this letter. Bring the completed self-review form with you to the review along with your minutes and roll and register books. At the review you'll be matched with a clerk from another church who will read your minutes. You will also read the minutes of another church.

We are all learning to be better clerks regardless of the length of our experience. The annual review is not intended to emphasize our errors but to promote best practices as we learn from one another and share ideas. Reading minutes will also give you a broader picture of the life of another congregation in this presbytery and promote the relationships that are vital to our connectional system.

**If you are unable to attend a scheduled review session**, a member of session or your moderator may attend on your behalf. Be sure they know that everyone attending will assist in reviewing the records of another church. This takes about one and a half to two hours.

The annual review of session records by the presbytery is a requirement of the *Book of Order*. We hope it is also an educational opportunity for you. Plus, it provides an opportunity each year for you to interact with other clerks and the Stated Clerk. I look forward to seeing you.

Faithfully,

A handwritten signature in black ink that reads "Terry Epling". The signature is written in a cursive style with a large, sweeping initial "T".

Terry Epling,  
Stated Clerk

*Enclosures:* Self Review Sheets  
Registration Card

**Contact information for the Stated Clerk:**

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