

March 31, 2011

Dear Clerk of Session,

Thank you for your faithfulness in completing all the annual reports required at the beginning of the year. I know you've just finished statistical reporting but a Clerk's work is never done! I am writing with the dates and forms for the Session Records Reviews for 2011.

The 2011 review dates and locations are:

Sunday, May 22nd, First Church, 285 E. Springfield Road, Sullivan, MO 63080
from 3:00-5:00;
Sunday, June 5th, First Church, Edwardsville, 237 N. Kansas, Edwardsville, IL 62025,
from 3:00 to 5:00;
Sunday, June 26, Southminster Church, 10126 E. Watson Road, Crestwood, MO 63123,
from 3:00 to 5:00;
Sunday, August 21st, Westminster Church, 1820 Perry Road, Cape Girardeau, MO 63701
from 3:00-5:00; and,
Sunday, September 11th, LAST CHANCE in 2011!, Faith Des Peres Church,
11155 Clayton Road, Frontenac, Missouri 63131, from 3:00 to 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. Also, please plan to arrive on time. We often end before 5:00 but we always start at 3:00.

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.

Should the proposed new Form of Government (nFoG) pass the majority of presbyteries we will spend some time at the review session talking about the implications of the new Constitution on local congregations and the session. At this point too few presbyteries have voted to reliability predict what will happen, although among those voting so far the majority are in favor of nFoG.

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, flowing style.

Terry Epling,
Stated Clerk

Enclosures: Self Review Sheets
Registration Card

Contact information for the Stated Clerk:

Office Phone 314-772-2395 x123 or toll free 888-772-2395 x123

Home Phone 314-984-8965

Cell Phone 314-402-7929

E-mail tepling@glpby.org

The Stated Clerk is a part-time employee of the presbytery and is not in the presbytery office every day. You may feel free to contact him at home, by mobile phone or e-mail if you do not reach him at the office or in the evening or on weekends.