



Cliff Creel
Stated Clerk

February 25, 2009

Clerks of Session,

As most of you know, each fall all the clerks get together for training and review of minutes. We do this at three regional meetings. You will probably go to the meeting nearest you, but if that one isn't convenient, just attend one of the other meetings. This year, the schedule will be as follows.

Barnet, VT	October 11 at 10:00 am
Wales, ME	October 25 at 10:00 am
Windham, NH	November 8 at 10:30 am

The meeting will start at either 10:00 am or 10:30 am as shown in the table above. Please arrive a few minutes early so we can start on time. I expect us to be done by 3:00 pm (usually earlier).

Bring to the meeting 1) your **Session minutes** since your last review, 2) your church **roll book**, 3) your completed review **checklist** and 4) **lunch**.

During our time together we'll have a chance to get to know one another and I will provide some training. For the training this year, I will explain the General Assembly and summarize some of the key decisions that were taken this summer, some of which are very controversial. Hopefully, this will help you answer questions from your session about these issues.

It is very important that you fill out the minutes review checklist (enclosed) before the meeting and bring it with you to the meeting. It takes too long to review minutes without this completed checklist.

One of the reasons this process is so important is that we don't just look to see that minutes are in good form, but use the minutes to examine the church's operations and procedures to be sure they comply with our polity. We don't nit pick the minutes. We're more interested that things are done right in the future rather than dwell on past mistakes.

Please let me know which of these meetings you will attend by September 18. It's very important that you attend one of these meetings. If you cannot attend, please send a substitute, such as another session member or former clerk.

I look forward to seeing each of you at one of these meetings. If you have any questions, please let me know.

Yours in Christ,

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