



Cliff Creel  
Stated Clerk

July 26, 2011

Clerks of Session,

As most of you know, each fall all the clerks get together for training, fellowship and review of records. 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.

Barre, VT	October 8 at 10:00 am
North Turner, ME	October 29 at 10:00 am
Bedford, NH	November 12 at 10:00 am

The meeting will start at 10:00 am, but 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**.

For our training this year, I will present information on the new form of government (nFOG). Every session has to adapt to this new section of the Book of Order and I'll give you information to help guide your session through these changes. If you do not have a new Book of Order (2011 / 2013), please have your church order you one, or you can download a copy at [www.pnne.org](http://www.pnne.org). Click on "Documents".

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 just 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 we 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 as soon as possible, but no later than September 16. You can just email me at the address below, or phone. It's very important that you attend one of these meetings. If there's no way you can 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,

A handwritten signature in cursive script, appearing to read "Cliff Creel".

Cliff Creel  
Stated Clerk

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## Directions to Churches Clerks of Session Meetings, 2011

### -----Barre, VT-----

*First Presbyterian Church*  
78 Summer St.  
Barre, VT 05641  
802-476-3966

**North or South on I-89:** Take exit 7 (Berlin-Barre) and continue through three sets of traffic lights. At the third set, continue straight on the Barre (not toward Montpelier) beltline and through two sets of lights. At the second light, at the intersection of Main and Maple Ave. (next to the Pierre Motel), take a right and then take the second left at Seminary Street.

**South from the St. Johnsbury area:** Take Rt. 2 to East Montpelier where there is the junction of Rt. 2 and 14. Take a left up over the bridge on Rt. 14. Continue on Rt. 14 past the Hope Cemetery. After the entrance to the cemetery, bear right (not using a left fork) and then take the left at the next fork. Continue on Maple Ave. and take the third left onto Summer Street. Two blocks along Summer St., the green church building is on the right far corner.

**If you are approaching Barre on Rt. 302:** Continue on this route straight through the intersection in East Barre and past the Dugout Restaurant. This route leads right into Barre, down Washington St. At the park (with the Aldrich Library on your right), continue through the lights (North on Rt. 302) through the main part of Barre and just past the Dunkin Donuts, turn right on Seminary Street (at the sign for the Barre Civic Center). The church is on the corner of Summer and Seminary Streets

### -----North Turner, ME-----

*North Turner Union Presbyterian Church*  
58 Howes Corner Rd.  
North Turner, ME 04266

Take Maine Turnpike North to Exit 75 in Auburn. Turn left onto Route 4 North. Continue on Route 4 through Auburn and most of Turner, to Route 219. At the intersection of Route 4 and Route 219 (2<sup>nd</sup> blinking yellow light), turn right. Church is approximately 1/4 mile on the left.

### -----Bedford, NH-----

*Bedford Presbyterian Church*  
4 Church Rd.  
Bedford, NH 03110  
603-472-5841

Bedford borders the southwest side of Manchester. Make your way to Manchester and Route 101 West to Bedford. About one mile west of the Merrimack River, you will come to a traffic light at the junction of 101 and 114. Turn left to stay on Route 101. Go about one more mile to the second traffic light. Turn right onto Meetinghouse Road. Go up the hill and turn right onto Church Road. The Bedford Church is on your left.

**Docket**  
**Clerks of Session Meetings 2011**

October 8, 2011 at Barre, VT  
October 29, 2011 at North Turner, ME  
November 12, 2011 at Bedford, NH

10:00 AM	Convene with prayer
10:05 AM	Introductions
10:15 AM	Training: How to Review Session Minutes and Roll Book
10:45 AM	Records Review
12:00 PM	Working Lunch
12:30 PM	Discuss Review Results
1:30 PM	New Form of Government
3:00 PM	Adjourn with prayer

Smaller meetings, as normal for Vermont and Maine, may take less time, while the normally larger meeting in New Hampshire / Massachusetts may take a little more.

# Session Records Checklist

Presbytery of Northern New England

Name of Church: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

## Clerk of Session Contact Information

Name:	Home Phone:	
Home Address:		
City:	State:	Zip:
Email:		

**Leave the remainder of this page blank. Continue on next page.**

Exceptions (to be filled in by reviewer)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Name of reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this checklist **BEFORE** the meeting and bring it with you to the meeting. Fill in the page number from your minutes book of one or more instances where the item can be found. Leave the "Yes" and "No" columns blank, they will be filled in by the reviewer. You may add comments to an item if desired. The information in the parentheses is references to where the requirement is specified. See the end of this table for the definition of terms. Note that these references are for the previous form of government in the 2009 / 2011 Book of Order since that was the governing authority for these minutes.

If you have any questions about any part of this process, contact the Stated Clerk for help.

Item	Page	Comments	Yes	No
Opening and closing prayer (G-9.0301b)				
Date, time and place of meeting (RRO §48-p451)				
Record of attendance: elders present / excused / absent, ministers, guests (G-10.0202)				
Record of who is moderator. (G-10.0103, G-9.0202b)				
Attestation of quorum present (G-10.0202)				
Approval of docket recorded (RRO §48-p451)				
Previous minutes approved as written or corrected (RRO §48-p452)				
Communications received (RRO §3-p27)				
Motions fully and properly stated with outcome (RRO §4)				
Administration of Lord's Supper authorization (W-2.4012)				
Administration of Lord's Supper date and presiding minister (W-2.4012)				
Baptism authorization, name of child & parents or full name of adult being baptized, name of pastor presiding, place of birth. (W-2.3011, W-2.3012)				

Item	Page	Comments	Yes	No
Marriage authorization, names, date and pastor presiding. (W-4.9003)				
Reception and recording of new members:  a. full name b. certificate, reaffirmation, profession of faith, baptism c. preparation for membership recorded  (G-10.0102s)				
Transfer of membership: full name and name of church transferred to. (G-10.0102s, G-10.0302b(1))				
Annual review of membership: names moved to inactive status, names removed from rolls. (G-5.0602)				
Election of commissioners to Presbytery (G-10.0102p)				
Report of commissioners to Presbytery (G-10.0102p(1))				
Officer (Elder, Deacon) election, examination, ordination, installation (G-10.0102L)				
Review of Deacon's minutes (if applicable) (G-10.0102m)				
Review of Trustee's minutes (if applicable) (G-10.0102m)				
Review of Committee minutes (G-10.0102m)				
Minutes of congregational meetings: date, time, place, purpose (RRO §48-p451)				

Item	Page	Comments	Yes	No
Session minutes address representation & composition of Session. (G-10.0301)				
Budget approved by Session (G-10.0102i)				
Review of pastor terms of call (G-10.0102n)				
Review of staff salaries (G-10.0102n)				
Election of clerk of session (G-0903a)				
Election of treasurer (G-10.0401)				
Hiring based on equal opportunity and fair employment practices (G-10.0102n)				
Annual statistical report present (G-10.0102p(7))				
Approval of use of property by outside groups (G-10.0102o)				
Annual review of insurance coverage (g-10.0201o)				
If discipline exercised, then minutes included in detail (D-7.0701)				
Annual meeting with Session and Deacons where no binding decisions are made. (G-6.0405)				
Minutes written legibly (GP)				
Pages numbered consecutively (GP)				
Line drawn through any substantial blank space and initialed by clerk. (GP)				
Any erasures or corrections initialed by clerk. (GP)				

Item	Page	Comments	Yes	No
Session minutes signed and attested by clerk (RRO §48-p454)				
Congregational minutes signed and attested by clerk and moderator. (G-7.0307)				
Minutes submitted approximately one year ago for review and have stamp of approval from Stated Clerk (G-10.0301, G-9-0406b)				
Financial review reported (G-10.0401d)				
Minutes on acid free paper (GP)				
Minutes in secure binder (GP)				
No information taped in place (GP)				
No footnotes (GP)				
No insertions of pages (GP)				
<b>For the items below, crosscheck the Minutes with the Roll Book to be sure they match.</b>				
Baptisms				
Members received				
Members transferred				
Members deceased				
Members transferred to inactive				
Weddings				
Ordinations				

The information in parentheses after each item is the citation that explains that requirement. These are interpreted as:

**G-, W-, D-** are Book of Order citations.

**RRO p** is a citation from Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition.

**GP** indicates Good Practice with no particular citation.