

Session Minutes Review is upon us. This is for the review of the **2024** Session Minutes.

DIGITAL REVIEW

If you would like to have your minutes reviewed digitally, please scan your minutes and the completed worksheet, and email them to office@highlandspresbytery.org.

- Your minutes must have **page numbers** that correspond to your worksheet. The idea is to be able to look quickly from your worksheet to your minutes to confirm the content.
- Without a **completed worksheet**, your minutes cannot be reviewed. This worksheet must be filled out before you submit it.

By May 1: You must email your church's minutes and worksheet to office@highlandspresbytery.org. You will then be emailed another clerk's minutes and worksheet for you to review.

June 1: This is the deadline to review and return another clerk's minutes by email to office@highlandspresbytery.org

Include a scan of the completed worksheet with your comments, exceptions, and your signature.

Once a completed worksheet is received, it will be reviewed by the Stated Clerk and you will receive a page for your minutes book with the approval stamp.

PARTNERING REVIEW

If you would like to **partner with another clerk**, you are responsible for making that happen. Once you have completed reviewing each other's minutes, please submit your completed worksheets to office@highlandspresbytery.org.

June 1 is the deadline for submitting your **completed** worksheets

Once a completed worksheet is received, it will be reviewed by the Stated Clerk and you will receive a page for your minutes book with the approval stamp.

IN PERSON REVIEW

If you want to gather in person at a regional hub, that will take place on **May 10, 2025 at 3pm at the First Presbyterian Church of Hackettstown.**

- To be fair to everyone, you must RSVP that you will be attending, and it is important to arrive by 3pm. Otherwise people may have to stay later to review your minutes. Once you RSVP you'll get the information for the meeting.
- Bring your minutes book and church register along with your **completed** worksheet. Upon completion of the minute review, you will receive an approval stamp in your minutes book.

Our goal is to have everyone's minutes into the Presbytery by June 1

then everyone can enjoy their summer without having to remember to work on session minutes.

Attached for your convenience, please find the Session Minutes Worksheet in word and pdf format as well as the minutes manual. All things Clerk of Session related can be found on the Presbytery website under Clerks of Session. You can click [HERE](#) to check it out. And you can always call Steve Shussett at 610.295.2930 if you have any questions.