

**ALBANY PRESBYTERY, 1915 FIFTH AVENUE, TROY, NY 12180**

March 23, 2018

RE: Peer Reviews of Meeting Minutes

Dear Clerks of Session,

Together we share a ministry of maintaining and preserving the records and history of a small portion of Christ's Church. While at times it may not feel like "kingdom work" as we record the facts of our proceedings, we are also penning a history of our congregations (and presbytery.) Those who are "veteran" clerks know that we annually gather for what is called a Peer Review reading of session and congregational meeting minutes, wherein clerks of session "read and review" each other's minutes. **This fulfills one of my responsibilities as Presbytery Stated Clerk as required by our Book of Order (G-3.0108.a), and it is essential that every clerk attend one of the sessions listed below at which you will share and read minutes. In none of my 8+ years as Stated Clerk have I achieved participation in this review process by all the clerks of session in Albany Presbytery. Your assistance in helping me achieve 100% participation this year would be greatly appreciated.**

I have arranged for FOUR Peer Review Sessions to take place at the following times and places (directions to each location can be obtained by contacting Jennifer Schoenfisch or me at the Presbytery Office):

**Saturday, April 21, 2018: - Cambridge United Presbyterian Church, 81 E. Main Street, Cambridge, NY, in conjunction with the Presbytery stated meeting:**

**3:00 p.m. to 4:30 p.m. – Peer Review Reading of Minutes**

**(This session will follow the Presbytery meeting and the Bridges Out Of Poverty training session which are scheduled to adjourn at 2:30 p.m. This session will be held in the Gathering Room in Brieman Hall which is handicapped accessible.)**

**Saturday, April 28, 2018: Third Presbyterian Church, 115 Winter Street, Troy, NY:**

**10:00 a.m. to 11:30 a.m. – Peer Review Reading of Minutes**

**(This session will be held in a classroom on the Main Floor. The classroom has a capacity of 12 persons, and access requires two steps up from the handicapped accessible sanctuary.)**

**Tuesday, May 15, 2018: Trinity Presbyterian Church, 185 Swaggertown Road, Scotia, NY:**

**7:00 p.m. to 8:30 p.m. – Peer Review Reading of Minutes**

**Wednesday, May 16, 2018: United Presbyterian Church, 25 Church Street, Amsterdam, NY:**

**3:00 p.m. to 4:30 p.m. – Peer Review Reading of Minutes**

Please review the “**When you receive this letter, please**” list on the next page, with first priority being to let us know at the Presbytery Office that you have received this message and which session you will attend. Please also provide any specific questions you want to have answered during a brief Orientation and Training Time to be made available at the end of each peer review session. I look forward to our time together.

**And if you are unable to make any of the review sessions, please give me a call so we can make alternate arrangements.**

In Christ's Peace,

A handwritten signature in blue ink that reads "Dan". The letter "D" is large and loops around the "an".

H. Daniel Rogers, Stated Clerk

**NOTE: Peer Review Checklist is a separate document available on our website or by contacting the Presbytery office.**

## **WHEN YOU RECEIVE THIS LETTER, PLEASE:**

- **Check your calendar** to determine what Peer Review date and place works best for you.
- **Contact the Stated Clerk's office to "register" for a date.** Please call the Stated Clerk's office (273-3390) and leave a message if necessary, or e-mail me at [drogers@albanypresbytery.org](mailto:drogers@albanypresbytery.org) or Jennifer Schoenfisch at [info@albanypresbytery.org](mailto:info@albanypresbytery.org).
- **Send (email) any questions or issues you would like to have covered during the orientation and training or review time at the end of the Review Session.** Please know that if you have a question, it is probably one that another clerk has as well. I will seek to plan the orientation and training around your requests and needs.
- If you have not yet done so, please bring your minutes books up-to-date, including all Session and Congregational meetings. (You only need to include approved minutes through 2017.) **Only the clerk of session needs to sign the session meeting minutes and the congregational meeting minutes. The Moderator does not have to sign the congregational meeting minutes.**
- **Complete the enclosed checklist, noting the page numbers on which the various items may be found.** Do not fret if some items are missing – this is always a learning experience for the next year. As noted on the bottom of the checklist, you do not need to list every page where a "quorum" is noted as present, but you might instead note any meetings at which you forgot to note that.
  - **[Note:** while the checklist items are essentially the same as in prior years, I have taken the liberty of renumbering them, and rearranging them under headings.]
- **Take a look at your church "register" book/s** – while we will not review register books this year, you may want to bring it/them with you, particularly if you have questions about what is to be included. (The register book is the one in which you list all active members, officers, and note deaths, baptisms, marriages.)

- **Remember that when you come to the review, you are to bring your actual books, not copies of minutes, so that the attestation can be stamped in the book at the end of the last entry.**