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May 18, 2020

Dear Clerks of Session,

It will come as no surprise to you that our normal peer-to-peer session minutes review sessions will not be taking place in May and June as they would have in previous years. The Office of the General Assembly of the Presbyterian Church (USA) has canceled all in-person meetings, events, and trainings for the rest of the year, and Albany Presbytery has decided to follow suit and also cancel all in-person events for the rest of the year. Sadly, that means that our peer-to-peer minutes reviews can't happen as they normally would. I am particularly sad that I don't get to take the opportunity to connect with you all, as I am still very new to being the Stated Clerk and am looking forward to getting to know you.

Michael Burkley
Moderator

Judy Hartley
Vice-Moderator

Bill Henderson
Temporary Presbyter

Rebecca Lawson Putman
Stated Clerk

Beth Illingworth
Chaplain

Jennifer Schoenfisch
Office Administrator

In order to avoid creating more work for you, but to make this review happen as best we can under the circumstances, **I am asking all of you to perform a self-assessment by filling out the checklist we have used in previous years.** The link to the checklist can be found [here](#). You can then send the completed form to me by email or snail mail, whichever is easier for you. You can use your own self-assessment to figure out what you might need to speak to your moderator about and change for this year.

In addition, I am also offering you the following *optional* modes of support:

- If you are a newer clerk of session, something unusual happened in 2019, or you are in anyway hoping for more input or help with your minutes review, you are welcome to send them to me for me to look at, review, and offer guidance. You can do this either electronically or through the mail, whichever is easier for you.
- If you are a newer clerk of session and would like a more experienced clerk "buddy" to check in with you and offer guidance or support, I can arrange that connection.

Both of the above listed things are completely optional, and their goal is to support you and not create more work for you. If I can help you at all in anyway, do not hesitate to contact me, either by phone (973-479-2638) or [email](#). I am sorry that I don't get to meet with you all this year, but I look forward to getting together with you next year. Stay well, and know that you're in my prayers.

Peace,

[Rev. Rebecca Lawson Putman, Albany Presbytery Stated Clerk](#)