

September 7, 2011

Dear Clerks of Session and Pastors/Moderators,

The Records Section of the Presbytery's Policy and Polity Committee has scheduled the annual records reviews for our churches. There are four opportunities for the clerk and the pastor or another ruling elder to attend one of these reviews. These are meant to be a learning experience, not just another clerk "chore." If you do not attend one of these review sessions, the Chair of the Records Section will be contacting the clerk and/or the pastor.

In addition to our usual review of minutes, the Stated Clerk of our Presbytery will be leading us in an overview of changes to the *Book of Order* with the adoption of the new Form of Government and Foundations of Presbyterian Polity. This will have implications for how sessions carry out their mission and ministry, as well as for how we keep session minutes in the future.

The scheduling of churches for a particular session is not mandatory; feel free to attend a different session if that is preferable.

Please check the enclosures: 1) Examination Schedule that lists your church and what records will be reviewed. 2) Review sheets for you to complete. Please fill in page numbers where appropriate, to assist the reviewer who will be looking at your books. Additional review sheets will be available to make a copy for your church. Please *bring the sheet(s) with you to the review session.*

Thursday, October 20, 7:00 – 9:00 p.m.

Central Presbyterian Church, 726 S. 55th Street, Omaha

Anderson Grove, Benson, Castelar, Central, Dundee, Faith, Florence, Mosher Pilgrim, Murray, New Life, Underwood Hills, West Hills, Wheeler

Thursday, October 27, 7:00 – 9:00 p.m.

New Horizon Presbyterian Church, 30 Valley View Dr., Council Bluffs

Avery, Avoca, Bethany, Carter Lake, Gethsemane, Glendale, Council Bluffs Westminster, New Horizon, Missouri Valley, Neola, Plattsmouth, Shelby, Walnut, Woodbine

Saturday, October 29, 10:00.m. - Noon.

First Presbyterian Church, 200 W. Clarinda Ave., Shenandoah

Carson, Center Ridge, Clarinda Trinity, Clarinda Westminster, College Springs, Essex, Hamburg United Trinity, Oakland Sharon, Red Oak, Shenandoah, Sidney, Villisca, Wales

Monday, October 31, 7:00 – 9:00 p.m.

Church of the Cross, 1517 S. 114th Street, Omaha

Church of the Cross, Church of the Master, Faithful Shepherd, First Bellevue, Fort Calhoun, Hope, Korean, Mount View, Peace, Omaha First, Omaha Westminster, United Faith Community-Valley

If you have any questions regarding this Records Review, please call me at 402-341-0430 or the Presbytery office 402-553-8300 or 800-603-8980.

Sincerely,

Carol Dworak, Chair, Records Section

Copy: Pastor/Moderator of Church (Will be sent an email copy of letter and schedule)