



# Presbytery of Great Rivers

## Bringing Hope: Every Hour, Every Day

1230 W. Candletree Dr., Suite D, Peoria, Illinois 61614  
In Peoria, (309) 683-6980 or (800) 537-8592 Fax: (309) 683-6983  
[www.greatriverspby.org](http://www.greatriverspby.org)

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To: Clerks **and** Moderators of Session  
Re: Session Records Review  
Date: February 24, 2017

Every other year, every session is required to submit their session minutes for review. Please bring your session's minutes from the last time they were reviewed up to the most current minutes. The following page will assist the review process.

Purpose: Our goal is simple: we want your church records to be helpful and informative historical records for your congregation. Our review of your records is intended to help you assure that they are comprehensive and accurate.

Background: The Form of Government (G-3.0108a) empowers the presbytery to require the submission of minutes.

### Agenda:

- 9:00 Open with prayer
- 9:05 Review the process
- 9:15 Shop Talk  
This will permit training to "happen" as part of the process.
- 11:00 Exchange and review session minutes.

You may attend any one of the Saturday meetings (9 am - noon). Note: We encourage all moderators to attend with the Clerk of Session.

### SATURDAY, MARCH 4

First United Presbyterian Church  
170 W Hurst St  
**BUSHNELL**, IL 61422

### SATURDAY, MAY 20

Third Presbyterian Church  
1030 N 7th St  
**SPRINGFIELD**, IL 62702

### SATURDAY, MARCH 11

First Presbyterian Church  
2431 First Street  
**COAL VALLEY**, IL 61240

### SATURDAY, JUNE 10

First Presbyterian Church  
2000 E College Ave  
**NORMAL**, IL 61761-2294

### **Please RSVP!**

Call (309-683-6980) or e-mail me ([pparrish@greatriverspby.org](mailto:pparrish@greatriverspby.org)) with your RSVP. Remember, this is a requirement of the Book of Order. Equally important is the credibility and accuracy of these components of your church history. So please clear your calendar for one of these dates. Our hope is to make the review process painless and helpful for each clerk, while helping the Presbytery stay aware of the ministry of each congregation. The Handbook for Clerks of Session is available on-line at [www.greatriverspby.org/session-record-review.html](http://www.greatriverspby.org/session-record-review.html)

**Remember to bring the following:**

Current Session Minute Book  
Articles of incorporation  
Bylaws  
Annual report

Audit report or financial review  
Session Annual Statistical Report  
Book of Order 2015-2017

You can download the pdf version of the Book of Order on the PCUSA website: <http://store.pcusa.org/OGA15010>

Most important, **PRIOR TO THE MEETING**, complete the new Session Records Report Form AND the Session Records Review Cover Sheet. If these steps are not completed PRIOR to the meeting, your records cannot be reviewed. And if you have questions as you work on completing the form, call Rev. Elissa Baily, Stated Clerk, 309-371-2511 or email: [pastorebailey@gmail.com](mailto:pastorebailey@gmail.com)

God's Blessings

Patti Parrish  
Executive Administrative Assistant