



Minute Review 2025 (for 2024 Minutes)

And Jesus said to them, “Therefore every scribe who has become a disciple in the kingdom of heaven is like the master of a household who brings out of his treasure what is new and what is old.” Matthew 13:52

Greetings Colleagues in Ministry,

Each year, we check in on each other’s recordings of our congregation’s story, look for treasures, and support one another. These gatherings are not just a “hoop to jump through.” They are a way to connect and support each other in ministry. **This year, we will have Fall Minute Reviews as in-person gatherings. We will also be inviting your session moderator to attend again this year.** We look forward to continuing to learn (with you) as we do this together.

Many of us are continuing to work on the major policies that are now required by insurance companies and the PC(USA). Some of us are new and still trying to wrap our heads around the basic duties of a Clerk of Session.

Included with this is your Minute Review checklist. You will once again be paired with a clerk partner. You will each send your minutes (or hand deliver them/snail mail them if not available electronically) to your partner. You should also review your minutes using the Minute Review checklist and complete it to help the other person locate your information. Then, you will review your partner’s minutes and return the checklist.

Please bring your official copy of your minutes to the Minute Review, so that your minutes may be officially stamped as reviewed. These gatherings are for fellowship and support! Come even if your minute review is not complete! We’ll help with plans to finish it up.

The Dates for the Minute Review Gatherings are:

- **Sunday, September 28**, from 2 pm – 4 pm at Central Presbyterian Church, Downingtown, PA
- **Sunday, September 28**, from 5 pm – 7 pm at Presbytery of Donegal Office, Lancaster, PA (supper provided)
- **Sunday, October 19**, from 2 pm - 4 pm – Location TBD

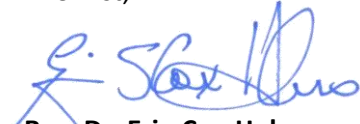
You may attend any of these and only need to attend one. We recommend attending the same one as your partner. Please have both the session moderator and clerk of session attend, as the learning time will cover matters that everyone needs to understand.

As a reminder, we are reviewing the minutes from 2024. We will also review rolls and registers, check for a Manual of Administrative Operations (Including By-laws), Sexual Misconduct Prevention & Response Policy, Child and Youth Protection Policy, and proof of current Property and Liability Insurance. Newer requirements are for each session (and presbytery) to adopt an Anti-Racism Policy, an Anti-Harassment Policy, and to add protection for vulnerable adults to Child and Youth Protection policies. Please bring ANYTHING you have completed, or plans

to get there. A big part of our discussion will be on ways to support sessions to complete all of these mandatory policies.

Call or email Erin or Sarah at 717-392-4035, erinch@donegalpby.org, or sarah@donegalpby.org with questions or concerns. Below is a synopsis of the Minute Review process.

In Christ,



Rev. Dr. Erin Cox-Holmes
Executive Presbyter/Transitional Stated Clerk



Rev. Sarah Anne Kneier
Presbytery Associate/Associate Stated Clerk

Minute Review Process:

- Receive the checklist (attached to this email).
- Prepare your minutes. You can make one file or a file for each month. Please add page numbers. These page numbers may not match the ones you print. That is OK – they just need to match the checklist.
- Go through your minutes and evaluate them according to the checklist. (If you have multiple files, please indicate which file.) **Note: On the checklist, please fill in the page number. Do not check yes or no. That is the reviewer's job.**
- Be assigned a Minute Review partner in early August.
- Send your minutes and checklist to your partner. Copy Sarah on this so that she knows it has been sent. You may send the files via email, Dropbox if too large for email, or physical mail with a thumb drive.
- Review the minutes you have received and make notes about what you think is a 1) question you have, 2) delinquency, or 3) exception.
- Return your partner's checklist to them with your notes and review the feedback you receive.
- Attend the Minute Review to learn and talk with your partner if necessary. You will not be asked to disclose your decisions publicly.
- Send completed checklists to Sarah to review and record actions to report to the presbytery.
- Reach out to Sarah with any problems contacting your partner or questions about the process

Minute Review Timeline:

- By Friday, September 5 – Send minutes and self-completed checklist to partner
- By Friday, September 19 – Return the checklist and notes to your partner
- Sunday, September 28, or October 19 – Attend Minute Review Gathering with partner and session moderator
- By Friday, October 24 – Send the completed checklist to Sarah