



Minute Review 2026 (for 2025 Minutes)

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

Greetings, Colleagues in Ministry,

Thank you for your faithful labors as the clerk of session of your congregation. Clerks of session are the ones who preserve the story of your congregation for the future. Truly, you are the "treasure-keepers!"

NEW MINUTE REVIEW PROCESS FOR 2025 MINUTES

This year, we are excited to tell you about a new, more streamlined way for us to accomplish Session Minute Review for 2025 minutes. A dedicated team of clerks of session and other presbytery leaders will be collecting and reading the minutes for each of the congregations in our presbytery.

This will simplify your life, as all you need to do is get your completed minutes and policies to the team—you won't be responsible for reading a partner church's minutes. It will help COM be more effective in supporting each of our congregations. And it will enable those in the presbytery who are assisting congregations with their mandatory policies to know which sessions need help to finish this work.

Below you will find three links: (1) a link to register for the fall Minute Review Gatherings, (2) a link to submit your 2025 session minutes and Minute Review Checklist, and (3) a link to submit your required policies. **The deadline to submit your 2025 minutes and adopted policies is August 25, 2026.**

REGISTER FOR CLERK OF SESSION FALL GATHERINGS FOR MINUTE REVIEW AND SUPPORT

Clerks of session are encouraged to attend one of the Fall In-Person Gatherings for minute review and support. Your pastor/moderator of the session is invited as well! These gatherings are a time for fellowship, and support, as well as for minute review. Please bring your official copy of the minutes to the Minute Review so they may be stamped as reviewed. 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 20, 2026, from 3 pm – 5 pm at Central Presbyterian Church, Downingtown, PA
- Sunday, October 4, 2026, from 2 pm – 4 pm: Highland Presbyterian Church, Lancaster, PA
- Sunday, November 15, 2026, from 3 pm – 5 pm at Eastminster Presbyterian Church, York, PA

****[Please click here to register for Minute Review!](#)**

SUBMIT YOUR 2025 SESSION MINUTES AND CHECKLIST

The best way to submit your minutes is as a single PDF that combines all of your minutes. Clerks of Session will upload their minutes using the link below. The Minute Review Team understands that some people will be able to do this, and others will not!

****[Please click here to upload your 2025 Minutes and Completed Checklist!](#)**

If you are unable to upload your minutes, a representative of the Minute Review Team will work with you personally to determine the best way to submit them. We will find a way to make this work for everyone!

SUBMIT YOUR MANDATORY POLICIES

As clerks of session and pastors/moderators know, each session is required to adopt this list of mandatory policies and procedures related to them. It is also required to submit them to the presbytery for review.

- Manual of Administrative Operations, including By-laws (MAO)
- Proof of current Property and Liability Insurance
- Anti-Racism Policy
- Harassment Policy
- Sexual Misconduct Prevention & Response Policy
- Child/Youth/Vulnerable Adult Protection Policy
- Procedures and Evidence of boundary training that includes the topics of sexual misconduct and child/youth/vulnerable adult protection, with recertification every thirty-six months

It is important to understand that the session is responsible for making sure the church has these policies and procedures and follows them. Increasingly, maintaining your church's liability policy depends upon not only having these adopted policies, but also making sure they are followed completely. Clerks of session are responsible for making sure copies of these policies are included with the minutes, along with documentation in the minutes of the dates the policies are adopted, and the dates mandatory trainings are completed for church leaders

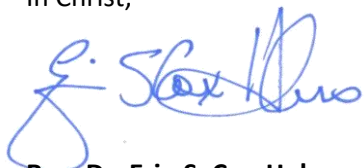
The presbytery is here to help you! Included below is a link to upload your policies. The Administration Committee is responsible for helping with the MAO, bylaws, and insurance. The Connecting Our Ministry Commission (COM) is responsible for the Harassment Policy, Sexual Misconduct Prevention and Response policies and procedures, and Child/Youth/Vulnerable Adult Protection policies and training. The Racial Justice Task Group has a team of people to help with the development and implementation of Anti-Racism policies and training.

****[Please click here to upload your required policies and procedures!](#)**

The presbytery team that will help over the summer with collecting minutes and policies will be headed up by Sarah Kneier, Presbytery Associate/Associate Stated Clerk, Betty Angelini, Chair of the Administration Committee/Acting Head of Presbytery Staff until August 31, and Diane DeSieno, Acting Chair of the Connecting our Ministry Commission (COM). Erin Cox-Holmes, Executive Presbyter/Acting Stated Clerk, will be on a sabbatical leave from July 7 – August 31.

Please direct any questions regarding minute review or how to submit your minutes and policies to the presbytery's Executive Administrative Assistant, Chrissy Wells, christine@donegalpby.org, who will route your concern to the best person/group.

In Christ,



Rev. Dr. Erin S. Cox-Holmes

Executive Presbyter/Transitional Stated Clerk



Rev. Sarah Anne Kneier

Presbytery Associate/Associate Stated Clerk