



P.O. Box 6129
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September 13, 2023

Dear Clerks of Session,

It is that time of year again – that fall tradition known as Minutes Review. For 2023, I will provide three different dates and times that you can bring your minutes and registers to be reviewed.

Attached is the Minutes Review Checklist: Please use **the attached version for your review!**

Thank you! (*Note: The checklist remains the same this year, but there will be an additional question or two next year to reflect new Book of Order requirements taking effect in 2023.*) A copy of this letter and the checklist may also be found on our website at:

<http://www.presbylh.org/records-review/>

Dates and Locations:

Monday, October 16	See Below	Presbytery Office ***
Saturday, October 21	10:00 am	Bay City-Westminster
Saturday, October 28	10:00 am	Lapeer-First

*** If you plan to have your books read at the Presbytery Office on October 16th **you MUST pre-register on our website.** These are being done in 20-minute blocks of individual time with the Stated Clerk. You will select your top three preferred times. Time slots will be assigned on a first come, first served basis and you may not get one of your choices. ***You will be notified via email no later than October 12th of what your assigned time is.*** If the time slots are full, you will need to either attend one of the other Records Review events or make arrangements with Ted McCulloch at tmcculloch@presbylh.org or 989-799-7481 extension 4 to have them read at another time.

Registration is not required for the October 21st reading at Bay City-Westminster or the October 28th reading at Lapeer-First. Both events begin at 10:00am and will be a group event.

If you are not yet comfortable being in-person or those dates and times don't work, please let me know. I will still review minutes electronically. In addition to Session minutes, I would also ask that you copy the most recent page from your chronological list of members, your funeral list, and your baptism records that are found in the church register. This will at least let me see that they are up to date.

Thank you and appreciate your continued understanding and patience going forward.

Yours in Christ,

A handwritten signature in cursive script that reads "Ted McCulloch".

Ted McCulloch, Stated Clerk