



P.O. Box 6129
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September 11, 2024

Dear Clerks of Session,

It is that time of year again – that fall tradition known as Minutes Review. For 2024, 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: This is a revised checklist from previous years to reflect new Book of Order requirements that took effect in 2023. Items affected are questions 14c and 28.*)

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 7	See Below	Presbytery Office ***
Saturday, October 19	10:00 am	Marlette-First
Saturday, November 2	10:00 am	Midland-Memorial

*** If you plan to have your books read at the Presbytery Office on October 7th **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 3rd 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 19th reading at Marlette-First or the November 2nd reading at Midland-Memorial. Both events begin at 10:00am and will be a group event.

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

Yours in Christ,

A handwritten signature in black ink that reads "Ted McCulloch".

Ted McCulloch, Stated Clerk