

The Stated Clerk of the Presbytery of Western North Carolina recommended the following with regard to Session Minutes Reviews for 2011:

The Coordinating Council approved and adopted the following:

1. For the purpose of annual Session Minutes Reviews as required by the Book of Order, the elected Clerk of each session, or a designee duly appointed by the session of each church in the presbytery, shall bring that session's minutes from the previous year to one of five Session Minutes Review meetings annually. Minutes may not be dropped off at the presbytery office for review, and they may not be submitted at a Session Minutes Review in the absence of a representative of the church to whom those minutes belong. The clerk or designee presenting the minutes at a Session Minutes Review shall be responsible for returning them to his or her respective church.
2. In consideration of the value of these records, and of the importance of insuring their security, session minutes will not be accepted for review by mail.
3. Given that the work of the clerks of session is very important to the life of all of our congregations, and of the presbytery, periodic training and education supporting their work is appropriate to insure that session records are maintained consistently and accurately. Accordingly, the stated clerk and members of the presbytery staff will provide training opportunities as follows:
  - a. New Clerk Training / Clerk Update Training – Newly installed clerks and clerks who have not attended a training session within the last two calendar years shall attend one of six scheduled training events. These events will be held between February and June at a variety of churches across the presbytery. At least three of these trainings will be scheduled to coincide with Session Minutes Reviews.
  - b. Clerks who have had training within the last two calendar years will still be required to participate in a Session Minutes Review but will not be required to attend these training programs, though they are welcome to do so.
  - c. The stated clerk will provide written updates affecting the work of the clerks of session throughout the year as appropriate, and when necessary will schedule special training events to address major revisions to the Book of Order (i.e. "New Form of Government").
4. Given that there will likely continue to be a small percentage of churches within the presbytery whose clerks are either unable or unwilling to attend Session Minutes Reviews, the stated clerk will select and coordinate the efforts of a group of clerks of session from across the presbytery who are willing to volunteer to respond to these individual situations by providing support and encouragement.