



1915 Fifth Avenue
Troy, New York 12180
T 518.273.4991
info@albanypresbytery.org
<http://albanypresbytery.org>

April 10, 2017

RE: Peer Reviews of Meeting Minutes

Dear Clerks of Session,

Together we share a ministry of maintaining and preserving the records and history of a small portion of Christ's Church. While at times it may not feel like "kingdom work" as we record the facts of our proceedings, we are also penning a history of our congregations (and presbytery.) Those who are "veteran" clerks know that we annually gather for what is called a Peer Review reading of session and congregational meeting minutes, wherein clerks of session "read and review" each other's minutes. This fulfills one of my responsibilities as Presbytery Stated Clerk as required by our Book of Order (G-3.0108.a), and it is essential that every clerk attend one of the sessions listed below at which you will share and read minutes. In none of my 7+ years as Stated Clerk have I achieved participation in this review process by all the clerks of session in Albany Presbytery. Your assistance in helping me achieve 100% participation this year would be greatly appreciated.

I have arranged for FIVE Peer Review Sessions to take place at the following times and places (directions to each location can be obtained by contacting Jennifer Schoenfisch or me at the Presbytery Office):

Cara Molyneaux
Moderator

Arthur Fullerton
Vice-Moderator

H. Daniel Rogers
Stated Clerk

Rev. Shannan Vance-Ocampo
Transitional Presbyter

Carlie D'Annunzio
Financial Manager

Rev. Timothy Coombs
Associate for Congregations

Kim Deal
Communications Manager

Jennifer Schoenfisch
Office Administrator

Saturday, May 6, 2017: Third Presbyterian Church, 115 Winter Street, Troy, NY:

10:00 a.m. to 12:00 p.m. – Peer Review Reading of Minutes
(This session will be held in the Fellowship Hall in the basement of the church to which there is handicapped access around the back of the building. One may drive to that entrance also, but there is limited parking there.)

Saturday, May 20, 2017: First Presbyterian Church, 9 River Street, Hudson Falls, NY:

10:00 a.m. to 12:00 p.m. – Peer Review Reading of Minutes
(This session will be held in the Fellowship Hall in the basement of the church building. There is some parking behind the church. Parking will also be available beside the Church House a short walk away.)

Wednesday, May 31, 2017: United Presbyterian Church, 25 Church Street, Amsterdam, NY:

3:00 p.m. to 5:00 p.m. – Peer Review Reading of Minutes

Wednesday, May 31, 2017: Trinity Presbyterian Church, 185 Swaggertown Road, Scotia, NY:

7:00 p.m. to 8:30 p.m. – Peer Review Reading of Minutes

Tuesday, June 6, 2017: United Presbyterian Church, 161 Reed Street, Northville, NY, in conjunction with the Presbytery stated meeting:

4:00 p.m. to 5:30 p.m. – Peer Review Reading of Minutes



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Please review the “When you receive this letter, please” list on the next page, with first priority being to let us know at the Presbytery Office which session you will attend, especially if you have specific questions to be answered during a brief Orientation and Training Time to be made available at the end of each peer review session. I look forward to our time together.

And if you are unable to make any of the review sessions, please give me a call so we can make alternate arrangements.

In Christ’s Peace,

A handwritten signature in black ink that reads "H. Daniel Rogers". The signature is written in a cursive, flowing style.

H. Daniel Rogers, Stated Clerk

NOTE: Peer Review Checklist is attached as a Separate Document

WHEN YOU RECEIVE THIS LETTER, PLEASE:

1. Check your calendar to determine what Peer Review date and place works best for you.
2. Contact the Stated Clerk's office to "register" for a date. Please call the Stated Clerk's office (273-3390) and leave a message if necessary, or e-mail me at drogers@albanypresbytery.org or Jennifer Schoenfisch at info@albanypresbytery.org.
3. Send (email) any questions or issues you would like to have covered during the orientation and training or review time at the end of the Review Session. Please know that if you have a question, it is probably one that another clerk has as well. I will seek to plan the orientation and training around your requests and needs.
4. If you have not yet done so, please bring your minutes books up-to-date, including all Session and Congregational meetings. (You only need to include approved minutes through 2016.) Only the clerk of session needs to sign the session meeting minutes and the congregational meeting minutes. The Moderator does not have to sign the congregational meeting minutes.
5. Complete the accompanying checklist, noting the page numbers on which the various items may be found. Do not fret if some items are missing – this is always a learning experience for the next year. As noted on the bottom of the checklist, you do not need to list every page where a "quorum" is noted as present, but you might instead note any meetings at which you forgot to note that.
[Note: while the checklist items are essentially the same as in prior years, I have taken the liberty of renumbering them, and rearranging them under headings.]
6. Take a look at your church "register" book/s – while we will not review register books this year, you may want to bring it/them with you, particularly if you have questions about what is to be included. (The register book is the one in which you list all active members, officers, and note deaths, baptisms, marriages.)
7. Remember that when you come to the review, you are to bring your actual books, not copies of minutes, so that the attestation can be stamped in the book at the end of the last entry.