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September 6, 2011

TO: Clerks of Session in Lake Huron Presbytery
FROM: Ted McCulloch, Stated Clerk

As you may know, the Constitution of the Presbyterian Church requires that presbyteries conduct a review of session minutes and records each year. We are trying to accomplish this on October 1, 2011.

Please check the schedule on the back of this letter for your assigned location. If you have a conflict on that day, please make arrangements for another elder to bring your books. If it is impossible to make it to your assigned appointment, please call me or Staci Percy to make other arrangements. Our phone number at the Presbytery office is 800-621-6905.

Enclosed is a copy of the form “Annual Presbytery Review of Session Minutes and Church Records”. Please fill this out and bring it with you to the review. The review will cover your minutes and records through August of 2011.

We will be using the same review sheets as we have in years past. New ones based on the new Form of Government will be mailed to you after this year’s reviews are completed.

There are four items that **MUST** be included in your session minutes if they are to be approved. They are: #5, #6, #8, and #9.

Remember, this is a friendly review. Our purpose is to help you do a better job.

Ted McCulloch
Stated Clerk

TBM/smp

Enclosure