

# Clerk's Newsletter

Lehigh Presbytery

10/15/2015

Edition 1 Volume 2

## *Fall Workshops*

### Plan to Attend

It is almost time for the Clerks of Session to get together for the Fall Workshops. The scheduled dates are October 24, 2015 and October 31, 2015. If you are unable to join us on your area's date or time, please feel free to choose from one of the other times and locations. If you are unable to join us on either dates please let me know so I may make other arrangements with you.

The Clerk's Manual is ready and waiting for distribution. We will spend the first hour working through the Manual, Handbook, Templates and much more. This



information will be a valuable tool as you work with your Session. The second hour will be for questions, review, and problem solving. For those who will be going off Session or your term as Clerk is ending please plan to bring your "replacement clerk" with you to the workshop. All this information might be overwhelming for them to hear but will sound familiar as they begin their new adventure as Clerk. I am looking forward to seeing all of you again. Please remember to bring your timeline to the workshop, a checklist of all your Clerk of Session responsibilities. Use your bylaws, your Standing Rules,

### **OCTOBER 24, 2015**

**10:00 a.m. – 12:00 noon**

White Haven, Freeland, First Hazelton, First Mahanoy City, First United Ashland, United Pottsville, First St. Clair, Hope of Christ Summit Hill, First Lehighton and First Weatherly.

First United Presbyterian Church

105 E. Main Street

Weatherly, PA

570-427-4264

Contact Rev. Glen Hueholt

[glenrh@pa.metrocast.net](mailto:glenrh@pa.metrocast.net)

### **OCTOBER 24, 2015**

**2:00 p.m. – 4:00 p.m.**

First Reading, Pennside Reading, Washington Reading, Faith Emmaus, First Allentown, Korean Church of the Lehigh Valley, First Hokendauqua, Catasauqua, and United Slatington.

Presbyterian Church of Catasauqua

210 Pine Street

Catasauqua, PA

610-264-2595

Contact David W. Hohe

[wayfarerdwh@aol.com](mailto:wayfarerdwh@aol.com)

your Policies and Procedures, your former minutes to determine what your church requires and when. Everyone's will be different, there is no right or wrong because churches do these tasks at different times of the year but there are standards that are always due. I look forward to answering your questions and helping if needed.

***Remember to mark you Calendars for the Reading of the Minutes***

**May 14, 2016** 10:00 a.m. – 12:00 noon  
2:00 p.m. – 4:00 p.m.

**May 21, 2016** 10:00 a.m. – 12:00 noon  
2:00 p.m. – 4:00 p.m.

More information about Location after the first of the year.

During this past summer the Presbytery Office had **The Big Dig**. We cleaned out decades of documents from files, boxes in storage, closets and cabinets. We were able to send a tremendous amount to the Presbyterian Historical Society and a tremendous amount through the shredder. Robin and I discovered that our churches files in the Presbytery office are terribly outdated and we would like you to help us bring them up to date by bringing the following documents to the workshop you attend. Photo copies please, not the originals.

- Current Copy of your Directory
- Current Copy of your Standing Rules
- Current Copy of your By-Laws
- Current Copy of your Sexual Misconduct Policy

If you have any questions please don't hesitate to contact me.

**OCTOBER 31, 2015**

**10:00 a.m. – 12:00 noon**

Shawnee, East Stroudsburg,  
First Stroudsburg, Pleasant  
Valley Brodheadsville,  
Community Mt. Bethel, Church  
of the Mountain.

Church of the Mountain  
Main Street (Route 611)  
Delaware Water Gap, PA  
570-476-0345

Contact Dawn Kendall  
[dawnduncankendall@msn.com](mailto:dawnduncankendall@msn.com)

**OCTOBER 31, 2015**

**2:00 p.m. – 4:00 p.m.**

First Easton, College Hill  
Easton, First Bethlehem, Zion  
Wind Gap, Faith United Pen  
Argyl, and Parish of Bangor-  
Roseto

Zion Presbyterian Church  
Water Street  
Wind Gap, PA

Contact Ruth VanBuskirk  
[nain868@yahoo.com](mailto:nain868@yahoo.com)

I am writing this newsletter while on the plane heading to the PC (USA) Polity Conference and the Association of Stated Clerks Annual Meetings. I am looking forward to garnering lots of new information to carry back to you and to have solutions to some of the problems facing the Presbytery right now. We continue to move forward and transform the Presbytery to be a New Beginning with many Opportunities and Possibilities for your churches. I need your suggestions, I need you to tell me what will help your church, your congregation. You are my visionaries. Please forward your suggestions and your ideas for me to take to the Lead Team and those who are making changes.

### *Looking for a Few Good*

*People* ----- I am reaching out to my Clerks for recommendations to fill several vacancies within the Presbytery. Please give consideration to filling these roles yourself or look around at those members you know are dedicated and interested in jumping in. We need to fill vacancies on the Committee on Ministry, Committee on Shared Gifts, and the Permanent Judicial Commission. The Committee

on Shared Gifts puts together the slate for these committee members. There are openings for both Teaching Elders and Ruling Elders. They do not need to be currently sitting on Session. Anyone who is interested is welcome to contact me for more information.

I am looking for a Registrar for the 2016 Youth Triennium. This needs to be someone who will accept the applications, manage the paperwork, arrange for chaperones and buses, and work alongside the Lackawanna Presbytery as we travel together/share a bus. This person would not be required to attend the Triennium but if they want to that will certainly be welcome. It is a short term opportunity.

Please share names of those you know would do an outstanding job and I will be more than happy to contact them.

I want to give my warmest thanks to those who have served as Journal Writers for the last two Presbytery

Meetings. This is a tremendous help to me. It provides me the opportunity to pay attention to the meeting, and offers an extra set of two ears to make sure we are getting the information accurately. Thank you to Kathie Epler, Kevin Correll and Martha Cox, I appreciate your support. I look forward to working with more of you in the months to come. Please let me know if you see a time on the Presbytery schedule that you can join us at the Presbytery meeting, dinner is on me!

I will see you soon and I have much information to share with you in the new Clerks of Session manual and from Portland Oregon as we prepare for the 222<sup>nd</sup> General Assembly 2016. Enjoy the Fall weather and feel the spirit among you.

*Marsha Heimann*

Lehigh Presbytery  
Stated Clerk  
484-201-1218

[lehighstatedclerk@gmail.com](mailto:lehighstatedclerk@gmail.com)

*2015 -2017 Book of Orders for Sale at workshops for \$8.50.  
If you have already ordered your books through Robin,  
they will be delivered at the workshop.*