

Clerks Newsletter

Lehigh Presbytery

8/14/2015

Edition 1 Volume 1

Clerks of Session Reading of the Minutes

May 2016

May 14 10:00 to 12:00

Northeast District

2:00 to 4:00

Northwest District

May 21 10:00 to 12:00

Southwest District

2:00 to 4:00

Southwest District

Locations to be determined. Please plan to attend one of the scheduled Clerks of Session Reading of the Minutes. Two different dates and four different locations have been chosen for your convenience. Locations to be announced early next year. May 29th will be used for any make-up sessions needed. The Reading of the Minutes is required by the Synod of the Trinity and General Assembly and must take place during the month of May. Please mark your calendars now to save your districts (see page 2 for district breakdowns) date and time. And remember to use the Review Form each month as you write your Sessions minutes to record the information required. This will save you time next May as you fill out the form used for examining the minutes.



**The Lehigh Presbytery is
experiencing New
Beginnings with Possibilities
and Opportunities.**

**We continue to move
forward as we discern who
we are, what we need to
change, what we want to
change and how to make it
happen. As these changes
occur we will continue to
keep you informed. We look
to you as Clerks to tell us
what your churches need us
to be, what you want us to be
for you.**

**We need you to be
visionaries and forward
thinkers.**

FALL WORKSHOPS•••

OCTOBER

This fall the Clerks of Session will have the opportunity to get together to learn more

Lehigh Presbytery
Stated Meeting Schedule

For 2016

February 23 1:00

East Stroudsburg

April 26 4:00

College Hill Easton

June 28 4:00

Pennside Reading

September 27 4:00

First Presbyterian Church
Allentown

November 15 1:00

Community Church

Mt. Bethel

I am asking you to please plan to volunteer to serve as my Journal Clerk at one of these meetings. I need two Clerks for each meeting. Please email me to let me know which meeting works best for you. Thank you.

about their responsibilities as Clerks. I am excited to share information with you that will be valuable tools for you as Clerk. You will receive a new Manual for Clerks of Session, new guidelines, how to navigate the New Form of Government and the Development of the Policies and Procedures that are recommended to create your Sessions Administrative Operating Manual and provide a template for you to use. For those of you going off Session at the end of the year and being replaced 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.

The dates for the Fall Workshops are:

Northwest

October 24th for White Haven, Freeland, Hazelton, Mahanoy City, Ashland Pottsville, St. Clair, Summit Hill, Lehighon and Weatherly.

10:00 to 12:00 at First United Presbyterian Church, 105 East Main Street, Weatherly, PA

570-427-4264

Contact Rev. Glen Hueholt
gglenrh@pa.metrocast.net

Southwest

October 24th for Reading First, Reading Pennside, Reading Washington, Emmaus, Allentown, KCLV, Hokendauqua, Catasauqua, and Slatington.

2:00 to 4:00 at Catasauqua Presbyterian Church, 210 Pine Street, Catasauqua, PA
610-264-2595

Contact David W. Hohe
wayfarerdwh@aol.com

Northeast

October 31st for Shawnee, East Stroudsburg, Stroudsburg First, Brodheadsville, Mt. Bethel, Delaware Water Gap.

10:00 to 12:00 at Church of the Mountain, Main Street Delaware Water Gap, PA
570-476-0345

Contact Dawn Kendall
dawnducankendall@msn.com

Southeast

October 31st for Easton First,
Easton College Hill,
Bethlehem, Wind Gap, Pen
Argyl, and Bangor.

2:00 – 4:00 at Zion
Presbyterian Church, Water
Street, Wind Gap, PA

Contact Ruth Van Buskirk
nain868@yahoo.com

Thank you to these Hosts for
making the arrangements to
use their church for our
workshops.

ASSIGNMENT FOR FALL WORKSHOPS

One of our tasks for this Fall is
to complete a Timeline /
Schedule / Checklist for all of
YOUR Clerk of Session
responsibilities that must be
accomplished on a Monthly
Basis. So I would like for you
to take some time between
now and your scheduled
workshop to create YOUR
timeline – by month. Use
your bylaws, your Standing
Rules, your Policies and
Procedures, your Reading of
the Minutes Review Form,
and 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 at
different times of the year but
there are standards that are
always due. If you have
questions please let me know
and I can help. Take your
time and plan to bring this
Timeline with you to the
workshop. Your church may
already have a timeline for the
Clerks job, please review and
refresh it as necessary.

If your term on Session is
ending at the end of this year
(2015) and you are not
continuing as Clerk please let
me know
lehighstatedclerk@gmail.com
and when you learn who your
replacement will be, please
forward that name to me. I
eventually will receive this
information but if you can let
me know I will gladly contact
them and offer any support I
can help ease them into this
new adventure. For those of
you going off thank you so
very much for your
dedication, your commitment
and your skills. You have all
handled this responsibility
with grace and it has been a
blessing for me to have the
opportunity to work with you.
I look forward to our time
together this Fall at the
Workshops and again in the
Spring. Please do not hesitate

to contact me if you have any
questions or concerns.

Enjoy the remaining days of
summer. Take a few
moments to get organized for
busy schedules to begin again
and please, take a few
moments for yourself, you
deserve it.

Marsha Heimann

Lehigh Presbytery
Stated Clerk
484-201-1218 cell