



From: Sara Coe

Date: August 1, 2018

Subject: **2018 – 2019 Session Records Review Meetings**

I hope you got to enjoy the beach or the lake or the mountains this summer and come back refreshed and ready for the fall. The schedule for the 2018-2019 annual session records reviews is listed below. Please put these dates on your calendar. As always, if you are unable to attend the review meeting you are scheduled for, you must attend one of the remaining meetings. Please contact the Assistant to the Stated Clerk, Jan Moody at [jmoody@thepresbytery.org](mailto:jmoody@thepresbytery.org) if you need to reschedule your review. Jan can also be reached by telephone at 240-514-5353. I can be reached at [scoe@thepresbytery.org](mailto:scoe@thepresbytery.org) and 240-514-5352.

We've made a few revisions this year. The most significant is to add a requirement that confirmation that a copy of the pastor's terms of call/contract has been sent to the COM Administrator, Colette Ramm ([cramm@thepresbytery.org](mailto:cramm@thepresbytery.org)) be included in your session minutes, presumably as part of the clerk's report. We will not be finding an exception this year if this doesn't appear in your minutes, but it should be on your to-do list. To get ready for the review, you should download the Session Records Review Guidelines and the Checklist for the Annual Review of Session Records. These are available online at [www.thepresbytery.org](http://www.thepresbytery.org). Under "Presbytery Meeting," click on "Office of the Stated Clerk" to find the materials. Bring your completed checklist, your minutes, and your rolls and registers to the review.

Finally, the hours for the review will remain 9:00 to 11:00 a.m. You should plan to arrive no later than 10:30 a.m. I am planning to do a brief clerk's training at about 10:00—if you want to be part of that, please try to come early to get your records reviewed first.

**Saturday, October 27, 2018, 9:00 - 11:00 am**  
**Chevy Chase Presbyterian Church-Chadsey Hall**  
**One Chevy Chase Cir NW Washington, DC 20015**

**Arlington**  
**Bush Hill**  
**Calvary**  
**Capitol Hill**  
**Chevy Chase**  
**Church of the Covenant**  
**Church of the Pilgrims**  
**Community\***

**Fairlington**  
**Falls Church**  
**Georgetown**  
**Heritage**  
**John Calvin**  
**Kirkwood**  
**Knox\***  
**Lewinsville**

**Little Falls**  
**Mount Vernon**  
**New York Avenue**  
**Sargent Memorial\***  
**Trinity, Arlington**  
**Western**  
**Westminster, Alexandria**  
**Wheaton Community**

\* Not Reviewed 2017-2018



**Saturday, November 17, 2018 9:00-11:00 am  
Vienna Presbyterian Church  
124 Park Street NE-Vienna VA 22180**

<b>Bealeton</b>	<b>Covenant, Woodbridge</b>	<b>Leesburg</b>
<b>Brambleton</b>	<b>Fairfax</b>	<b>Litchfield</b>
<b>Brentsville</b>	<b>Furnace Mountain</b>	<b>Manassas</b>
<b>Burke</b>	<b>First, Annandale</b>	<b>Providence</b>
<b>Catoctin</b>	<b>First United, Dale City</b>	<b>Trinity, Herndon</b>
<b>Christ</b>	<b>Grace, Springfield</b>	<b>United Christian Parish</b>
<b>Clarendon</b>	<b>Greenwich</b>	<b>Reston</b>
<b>Clifton</b>	<b>Idylwood</b>	<b>Vienna</b>

**Saturday, March 9, 2019, 9:00-11:00 am  
Immanuel Presbyterian Church-Assembly Hall  
1125 Savile Ln- Mclean, VA 22101**

<b>Aldie</b>	<b>Geneva*</b>	<b>Rockville United*</b>
<b>Ashburn</b>	<b>Hermon</b>	<b>Saint Mark</b>
<b>Bethesda</b>	<b>Immanuel</b>	<b>St. Andrew</b>
<b>Boyds</b>	<b>Korean, Rockville*</b>	<b>St. Matthew</b>
<b>Bradley Hills</b>	<b>Mizo</b>	<b>Taiwanese of Washington</b>
<b>Chesterbrook</b>	<b>New Hope</b>	<b>The Rock*</b>
<b>Taiwanese</b>	<b>Northern VA Korean*</b>	<b>Unity</b>
<b>Falls Church</b>	<b>Old Meeting House</b>	<b>Warner Memorial</b>
<b>Fifteenth Street*</b>	<b>Potomac</b>	
<b>First, Arlington</b>	<b>Riverside*</b>	
<b>Gaithersburg</b>	<b>Rockville</b>	

**Saturday, April 13, 2019, 9:00-11:00 am  
Grace Presbyterian Church  
5924 Princess Garden Pkwy-Lanham MD 20706**

<b>Adelphi</b>	<b>Garden Memorial</b>	<b>Patuxent</b>
<b>Berwyn</b>	<b>Grace, Lanham</b>	<b>Prince George's</b>
<b>Christ the King</b>	<b>Hope</b>	<b>Community</b>
<b>Christian Community</b>	<b>Laurel</b>	<b>Riverdale*</b>
<b>Church of the Redeemer</b>	<b>National</b>	<b>Silver Spring</b>
<b>Colesville</b>	<b>Northeastern</b>	<b>Southminster</b>
<b>Darnestown</b>	<b>Northminster</b>	<b>Takoma Park</b>
<b>Eastminster*</b>	<b>Northwood</b>	<b>United Parish Bowie</b>
<b>Ebenezer</b>	<b>Oaklands</b>	<b>Westminster, DC</b>
<b>Faith</b>	<b>Poolsville</b>	
<b>Good Samaritan</b>	<b>Sixth</b>	

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