

Clerks' Tip of the Month Happy New Year!!



And welcome to new Clerks of Session! You are reading a monthly column by me, the Stated Clerk of National Capital Presbytery. If you've never been a clerk before, there are a lot of things to learn, and I will cover some of them in my Tips of the Month. My assistant, Jan Moody (jmoody@thepresbytery.org), and I are also here to help you when you have questions.

First, some presbytery resources. The presbytery has a webpage, www.thepresbytery.org, which is chock full of information. If your personnel committee needs a sample terms of call, you can find it under Committee on Ministry Documents. If you need a sample Child Protection Policy, you can find it under Documents. If you want to connect with other churches doing refugee ministry or earth care, look under Work of the Presbytery, National Capital Mission. If ministries in your church might benefit from a grant, webinars on communications, or stewardship resources, look under the "Resources for Congregations" tab.

And importantly for clerks, there is an Office of the Stated Clerk page, which can be accessed from the Home Page, under "Presbytery Meetings." The Stated Clerk page has information on the [required] session records reviews and on the [required] annual reports. It also has a copy of a "Manual for Stated Clerks" outlining the duties of stated clerks and providing some helps. All my previous Tips for Clerks are archived there. And there is a downloadable copy of the Book of Order.

Another website you might find useful is www.pcusa.org, the website of the Presbyterian Church (U.S.A.). Frankly, although it has a lot of information, the search engine leaves something to be desired. It is worth your time poking around on, but if you are interested in a particular topic, you would probably have greater success Googling it than using the inhouse search engine, a tip I learned from an employee of the Office of General Assembly. Of particular interest to clerks of session is a page concerning ruling elders—that has training resources and through which you can access (and provide to your session) "Regarding Ruling Elders," a monthly series for ruling elders: <http://oga.pcusa.org/section/mid-council-ministries/ruling-elders/>. Another useful PCUSA website for clerks is the Presbyterian Historical Society site that has information on managing records: <https://www.history.pcusa.org/services/records-management/records-congregations>.

One of the most important things a clerk does, although it isn't mentioned specifically in the Book of Order, is to communicate things that are useful. This column is my attempt to communicate to you things that will help you as clerks. I hope you find things to communicate that will be useful to your sessions and congregations.

If you have a tip you think others could use or a topic you would like information on, please let me know at scoe@thepresbytery.org.

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