



From: Sara Coe

Date: August 26, 2019

Subject: **2019 – 2020 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 2019-2020 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.

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 on line 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.

I want to bring your attention to the requirement that that you include in your session minutes 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)), presumably as part of the clerk’s report. All churches must meet certain compensation standards for their pastors, and the presbytery is given the duty to establish these.

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. Peace and blessings, Sara

**Saturday, October 19, 2019, 9:00 - 11:00 am**  
**Chevy Chase Presbyterian Church-Chadsey Hall**  
**One Chevy Chase Cir NW Washington, DC 20015**

**Arlington**  
**Bush Hill**  
**Capitol Hill**  
**Chevy Chase**  
**Church of the Pilgrims**

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

**Mount Vernon**  
**Sargent Memorial**  
**Trinity, Arlington**  
**Western**  
**Wheaton Community**



**Saturday, November 16, 2019, 9:00-11:00 am**  
**Vienna Presbyterian Church**  
**124 Park Street NE-Vienna VA 22180**

<b>Bealeton</b>	<b>Church, Arlington</b>	<b>Leesburg</b>
<b>Brambleton</b>	<b>Covenant, Woodbridge</b>	<b>Litchfield</b>
<b>Brentsville</b>	<b>Fairfax</b>	<b>Little Falls</b>
<b>Burke</b>	<b>Furnace Mountain</b>	<b>Manassas</b>
<b>Calvary</b>	<b>First, Annandale First</b>	<b>New York Ave</b>
<b>Catoctin</b>	<b>United, Dale City</b>	<b>Providence</b>
<b>Christ</b>	<b>Grace, Springfield</b>	<b>Trinity, Herndon</b>
<b>Clarendon</b>	<b>Greenwich</b>	<b>United Christian Parish</b>
<b>Clifton</b>	<b>Idylwood</b>	<b>Vienna</b>
		<b>Westminster, Alex.</b>

**Saturday, March 28, 2020, 9:00-11:00 am**  
**Immanuel Presbyterian Church-Assembly Hall**  
**1125 Savile Ln- Mclean, VA 22101**

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

**Saturday, April 25, 2020, 9:00-11:00 am**  
**Grace Presbyterian Church**  
**5924 Princess Garden Pkwy-Lanham MD 20706**

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

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