

November 6, 2025

Dear Clerk of Session,

The time has come for the annual review of session records! The Book of Order requires councils of the church to “review... the proceedings and actions of ... lower councils within its jurisdiction... [determining] whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church” (G-3.0108a).

In National Capital Presbytery, the Committee on Session Records organizes a number of meetings where clerks of session gather to review one another’s minutes, with the Committee’s guidance. The Committee then makes recommendations to the presbytery regarding the approval of these minutes. In this way, the review process becomes an opportunity for learning and fellowship.

Please sign up using the link below for one of the three scheduled review meetings. Each meeting will take place from 9:30 a.m. to noon on the following Saturdays:

- Nov. 22nd at Lewinsville Presbyterian Church (VA)
- Dec. 13th at Warner Memorial Presbyterian Church (MD)
- Jan. 17th TBD

Please sign up by clicking on the link here - [Session Records Review Form](#)

We can accommodate up to 35 clerks at each of these meetings, and you are encouraged to choose the one that is most convenient for you—there is no geographic restriction. Once your minutes have been reviewed, you are free to leave—you do not need to stay for the whole three hours.

Prior to the review, please complete the checklist titled, “**CHECKLIST – Review of 2024 Records (in 2025/26)**” found on the **Resource page under Clerk’s Corner** - [Resources | National Capital Presbytery](#) and bring it with you. This is not an exhaustive list, but it does cover the basics of what makes for good minutes, and so checking for these items will help to expedite the process of review.

Thank you for your faithful work as fellow clerks. I look forward to seeing you soon!

Grace and Peace,

Kris Obom Maldarelli, Assistant to the Stated Clerk