



**NATIONAL CAPITAL
PRESBYTERY**

August 26, 2026

Subject: 2025 Session Records Review: Registration Is Open

Dear Clerk of Session,

This is Rev. Alex Evangelista, National Capital Presbytery's Stated Clerk. For those I haven't yet met, I'm grateful for the chance to serve alongside you, and especially grateful for the faithful, often unseen work you do keeping your session's records. It is a ministry, and I don't take it for granted.

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 the lower councils within their jurisdiction, determining whether the proceedings have been correctly recorded, have been in accordance with the 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 several gatherings where clerks of session come together to review one another's minutes, with the Committee's guidance. The Committee then makes recommendations to the presbytery regarding approval of these records. This year, **we'll review 2025 session records and**, for some sessions, records since your last review, *including 2025*.

Please sign up using the link below for one of the three scheduled review gatherings. Each session has a limit of 35 slots and will take place from 9:30 a.m. to noon on the following Saturdays:

- October 10, 2026 at Lewinsville Presbyterian Church (VA)
- October 24, 2026 at Saint Mark Presbyterian Church (MD)
- November 14, 2026 at National Presbyterian Church (DC)

Please sign up by Thursday, October 1, 2026, using this pre-registration form:

<https://forms.cloud.microsoft/r/yvgD5PmREb>.

Please choose whichever date and location works best for you.

The gathering will look much like it has in years past. Clerks will be paired up and take turns walking through the checklist together, and a member of the Committee will stamp your books once the review is complete.

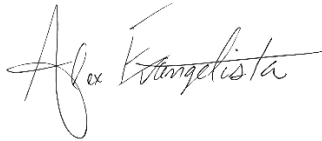
Prior to the gathering, please complete the checklist titled “**Checklist – Review of 2025 Records**” found on the Resource page under Clerk's Corner at [Resources | National Capital Presbytery](#), and bring it with you. This is not an exhaustive list, but it covers the basics of what makes for good minutes and completing it in advance will help the review go smoothly.

As an early note for your 2027 calendars: we'll return to our usual rhythm of four review gatherings that year (two in spring, two in fall) to review 2026 records. That's simply for planning purposes as you look ahead. It is not a make-up opportunity for this fall's gatherings.

Finally, please know that I am a resource to you, not just for this review, but for whatever questions or challenges come up in your work as clerk. Please don't hesitate to reach out. I'm also looking ahead to establishing ongoing clerk training gatherings, both for those new to the role and for those who'd welcome a refresher, and simply as a chance for us to build fellowship as fellow clerks. More on that in the months ahead.

Thank you for your faithful work. I look forward to seeing you this fall.

Grace and peace,

A handwritten signature in cursive script that reads "Alex Evangelista". The signature is written in dark ink and is positioned above the typed name and contact information.

Rev. Alex Evangelista, Stated Clerk, National Capital Presbytery
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