

# SESSION CLERK'S WORKSHOP

## PRESBYTERY OF ST. AUGUSTINE

### WHEN

Saturday, Nov. 18, 2017  
9:30 a.m. to 12:30 p.m.

### WHERE

First Presbyterian  
Church of Starke  
921 E Call St, Starke, FL 32091



## CONTINUING EDUCATION AND CHRISTIAN COMMUNITY

All clerks are welcome and encouraged to attend! Ed Kelly of First Green Cove Springs is our co-presenter. Topics and agenda items will include:

- The clerk's duties and responsibilities
- What to include (and not include) in your minutes
- Tips, guidelines, and suggested templates
- Guidelines for entering annual statistics
- How to update your rolls and registers

Other ruling elders and ministers are also welcome to attend this clerk's workshop which will include a review of the 2017 Amendments to the Book of Order and a preview of the 223rd General Assembly to be held in June 2018.

### Cost:

\$20 per person  
*(includes lunch and  
workshop materials)*  
Scholarships provided  
upon request

### To Register:

Contact Presbytery  
Communications  
Coordinator Kristen  
Magda via email  
at: [kristen@staugpres.org](mailto:kristen@staugpres.org)  
or by phone at:  
904-733-8277 ext. 122

For planning purposes,  
registration will close on  
November 3rd.  
See you there!

### Questions?

Contact Stated Clerk  
Sandra Hedrick at  
[sandra@staugpres.org](mailto:sandra@staugpres.org)

