

SESSION CLERK'S WORKSHOP

PRESBYTERY OF ST. AUGUSTINE

WHEN

Saturday, November 16, 2019
9:30 a.m. to 12:30 p.m.



WHERE

First Presbyterian
Church of Starke

921 East Call Street, Starke, FL 32091



*We thank our brothers and sisters at First Starke
for their hospitality in providing this space.*

CONTINUING EDUCATION AND CHRISTIAN COMMUNITY

All clerks, assistant clerks, moderators, and session members are welcome to attend! Ed Kelly, Assistant Stated Clerk, is our co-presenter. He is the Session Clerk of First Green Cove Springs. We will cover topics such as:

- The clerk's duties and responsibilities
- What to include (and not include) in your minutes
- Statistics and membership rolls
- Book of Order recent amendments/highlights
- Ideas for using technology
- Tips, guidelines and suggested templates
- Building relationships with other clerks

We will also include a preview of the 224th General Assembly of the Presbyterian Church (U.S.A.) to be held in Baltimore in June 2020.

Presenters:

Sandra Hedrick, *Stated Clerk*
Ed Kelly, *Assistant Stated Clerk*

Special Guest:

Diane Wilson
Presbytery Moderator

To Register:

Email Sandra Hedrick at
sandra@staugpres.org
Phone: 904-612-9766 (cell)

For planning purposes,
registration will close on
Friday, November 8.

Cost:

\$15 per person

*(includes lunch and
workshop materials)*

Scholarships provided upon request

After registering, please send
registration fee to Nancy Brown,
1937 University Blvd. W.,
Jacksonville, FL 32217

Questions?

Contact Sandra Hedrick:
904-612-9766 (cell)

See you there!

