

SESSION CLERK WORKSHOP

PRESBYTERY OF ST. AUGUSTINE

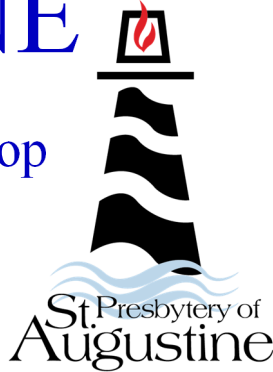
The 2020 Session Clerk Workshop
will be held via Zoom.

Two options:

Monday, November 16, 2020
6:30 to 8:30 p.m.

OR

Saturday, November 21, 2020
9:30 to 11:30 a.m.



CONTINUING EDUCATION AND CHRISTIAN COMMUNITY

All clerks are welcome and encouraged to attend and may bring other interested persons! Ed Kelly, Assistant Stated Clerk, is our co-presenter. He is the Session Clerk of First Green Cove Springs. We will cover topics like:

- The clerk's duties and responsibilities
- What to include (and not include) in your minutes
- How COVID has changed things
- Ideas for using technology
- Statistics and membership rolls
- Book of Order highlights for clerks
- Tips, guidelines and suggested templates
- Basics of Robert's Rules
- Healthy relationships with the pastor and other clerks (colleagues)

Workshop Time:

About two hours

Cost:

Free of charge

Presenters:

Sandra Hedrick,
Stated Clerk
Ed Kelly,
Assistant Stated Clerk

To Register:

Register online:

<https://staugpres.org/2020scw/>

Or email Sandra Hedrick,
Stated Clerk at
sandra@staugpres.org

Phone: 904-612-9766

Be sure to indicate the date of
your choosing.

The Zoom link will be sent a
few days before the session.

Registration closes on
November 12th for the
Monday session and November
19th for the Saturday session.

See you on Zoom!

Questions?

Contact Stated Clerk at
Sandra Hedrick:
904-612-9766 (cell)

