

# SESSION CLERK WORKSHOP PRESBYTERY OF ST. AUGUSTINE

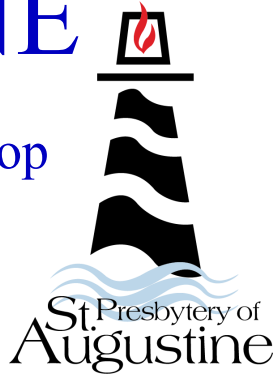
The 2021 Session Clerk Workshop  
will be held via Zoom.

## Two options:

Tuesday, October 12, 2021  
6:00 to 8:00 p.m.

OR

Saturday, October 16, 2021  
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 at First Presbyterian Church of Green Cove Springs. We will cover topics such as:

- Primary Duties of the Clerk
- Tips for Better Minutes
- Technology That Works
- Using Presbytery Connect *Online Directory*
- Adding and Removing Members
- Relationships and Resources
- Congregational Meetings
- Preparing Annual/Special Reports
- Membership Rolls and Registers
- Preservation of Records

## 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/2021scw/>

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

Phone: 904-612-9766

Be sure to indicate the date of  
your choosing.

The Zoom link will be sent a a  
day or two before the session.

Registration closes on  
October 11th for the  
Tuesday session and October  
15 for the Saturday session.

*See you on Zoom!*

## Questions?

Contact Stated Clerk at  
Sandra Hedrick:

904-612-9766 (cell)

