

**Presbytery of St. Augustine**  
**Session Clerk Workshop**  
October 2021

Welcome and Opening Prayer

Participant Introductions

What Clerks Do\* (*see note below*)

Session Agendas and Minutes

Tips for Better Minutes

Minute Reading Checklist\*

Members - Types, Adding, Removing\*

Officers - Records of Names, Dates, Offices

Statistical Reporting\*

Robert's Rules in Ten Minutes\*

Dates to Remember\*

2022 Presbytery Pledge\*

Necrology Report\*

2022 Terms of Call Report\*

New: 225th General Assembly

Articles of Incorporation, Bylaws and Manuals of Operations

The Tools of Technology

Presbytery Resources

Structure and Staff Pages

New: Online Directory\*

New: Preparation for Ministry\*

New: Separation Ethics Policy\*

Records Retention and Storage\*

Roundtable Time

Closing Prayer

\* *Means that a handout/document is associated with this item.*