

**Presbytery of St. Augustine**  
**Session Clerk Workshop**  
November 2022

Welcome and Opening Prayer

Participant Introductions

Clerk Duties and Responsibilities\* (*see note below*)

Session Agendas and Minutes

Minute Reading Checklist\*

(New Format) Statistical Reporting\*

Members - Types, Adding, Removing\*

Officers - Records of Names, Dates, Offices

(New) Proof of Insurance Reporting\*

(New) Four Ways to Correct Four Types of Mistakes!

Dates to Remember\*

(New Format) 2023 Presbytery Pledge

Necrology Report\*

2023 Terms of Call Report\*

Technology Updates

Presbytery Resources

Structure and Staff Pages\*

Online Directory

Separation Ethics Policy\*

(New) Pastor Transition Process Updates\*

Records Retention and Storage\*

Articles of Incorporation, Bylaws and Manuals of Operations

Roundtable Time

Closing Prayer

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