

As we move into 2011 there are a few items our Clerks of Session need to check off their lists in order to close down the 2010 year. Take a couple hours to track this all down and you will be prepared “decently and in order” to begin 2011.

Annual Statistical Report:

We have posted a copy of the instruction booklet on our website and it will not be mailed out this year since the denomination did not send them to us. You MUST file this report online by February 15, 2011. We sent your User Name and Password in a letter in November, so keep those on file. Print and save a copy of every annual report.

Clerk’s Questionnaire:

This is the other annual report you must make to the denomination. It is also filed online. You need not send a copy to the presbytery since the denomination sends a copy by email once you file it online. Print out and keep a copy at your church!

Minutes:

Make sure all your 2010 Session minutes are printed out, signed properly and captured in some type of notebook. Remember that it is not necessary to purchase a new post binder book if your old one is full! A secure notebook works fine too and is quite a bit more economical. I am planning the three regional review gatherings for April and May of 2011 – see note below.

Registers:

Whether it is the Clerk or someone in the church office, make sure that member records are updated, with weddings, baptisms, deaths and new elders and deacons all recorded from 2010. This is your church history record. Also, make sure member records are up to date so your per capita assessment in 2012 is based upon correct membership figures from the end of 2010.

Download:

The Checklist for Minutes and Registers is on the www.lakemichiganpresbytery.org website on the Clerk’s page. Fill it out BEFORE you bring your books for review by the Stated Clerk. This completed checklist MUST accompany the review of books.

Offer to Host the Regional Review!

I will begin setting up the regional review gatherings for April and May. If your church can be the location of one of the three regional gatherings, please email me at jmagennis@lakemichiganpresbytery.org so we can find the date that works the best for your region. The regions are: Southwest, Northern and Eastern.