

Assisting the Clerk & Assistant Clerk of Session

Shantel Mullin (Clerk) &

Jackie Solon (Assistant Clerk)

Clerk Roles

- Clerk
 - Secretary of Session & congregation (& corp.)
 - Create docket with moderator/SAC & minutes
 - Provide records
 - Prepare annual statistical report for PCUSA
 - Assist with member rolls
- Assistant Clerk
 - Keep the rolls of members, baptisms, weddings, deaths, ordained leaders
 - Manage membership change requests
 - Take minutes if Clerk absent

Member
Events –
Notify the
Clerks

Births

Weddings

Deaths

Funerals

New
Addresses

**Help us keep the rolls up to date!

Session Meeting Preparation

- Session dates
 - Jan-Oct: 4th Wednesday at 7 PM
 - Nov, Dec: 3rd Wed (+ budget)
- Email to Shantel by Saturday before Session:
 - Your committee's minutes
 - Motions from committee
 - Discussion items for Session
 - RSVP regrets
 - Notification if committee did NOT meet

Committee Minutes Format



Committee name



Date, time & place



Members present & absent



Topics with discussions & decisions



Next meeting date & "Submitted by:"

Anatomy of a Session Docket

- Attendance – 16 Session members
- Clerks' report
- Special reports
- Committee reports (separate document)
- Consent agenda
- Decisions (motions from committee)
- Discussions
- Next meeting
- Filed reports

After Session Meetings

- Read & edit Session minutes
- Action item follow up
- Update your committee

Contacting the Clerks

- Questions? Please contact us!
- Shantel Mullin
 - 801-706-8818
 - Shantel.Mullin@hsc.utah.edu
- Jackie Solon
 - 801-631-6437
 - JackieSolon2@gmail.com

Questions?

