

Stated Clerks Report

November, 2015

For Information:

Since the June meeting of presbytery I have participated in the following meetings and activities:

- Attended and finalized the minutes for the June 2015 presbytery meeting.
- Attended and finalized the minutes for two Pastoral Ministry Team meetings.
- Attended and finalized the minutes for two Leadership Cabinet meeting.
- Continued to work on the presbytery's Manual of Administrative Operations. All materials have been assembled and I am placing them in a notebook so they can be scanned and presented to the Leadership Cabinet for their action.
- Continued to work with our attorney Mark Parker on the sale of the Mildred Church property which was finalized on September 23, 2015.
- Started the process of moving presbytery records from my home to the presbytery office. Parts of the records will be transferred before November 1st.

For Action:

- I hereby request approval, with corrections if need be, of the June 12-3, 2015 presbytery meeting minutes and the presbytery Special meeting minutes of August 16, 2015.

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