



# PRESBYTERY OF NORTHERN KANSAS

Mail Address: PO Box 3287, Salina, Kansas 67402-3287

785- 825-1654

E-mail: [office@pnks.org](mailto:office@pnks.org)

Resource Center

785- 825-1655

E-mail: [alittell@pnks.org](mailto:alittell@pnks.org)

WebSite: [www.pnks.org](http://www.pnks.org)

*Robert Frasier, Stated Clerk*

[bfrasier@pnks.org](mailto:bfrasier@pnks.org) / 785-497-6308

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## MEMORANDUM

**Date:** February 27, 2025  
**From:** Robert Frasier, Stated Clerk  
**To:** Clerks of Session, Moderators  
**Subject:** Session Records Review and Clerk Training Events

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2024 session records will be reviewed at four area meetings across the Presbytery in March and April. If you are serving as a clerk of session, you are asked to come with your Session minutes and church register on the Saturday that is most convenient for you. If you are not able to attend yourself, we ask that you arrange to send your records to one of these meetings so that they may be reviewed. (You could send them with another session member, with your pastor or the moderator of your session, or the clerk of a nearby church.) All meetings will begin at 10:00 a.m. and end by noon.

Register by clicking the link below or typing this link in your browser:

<https://www.cognitoforms.com/PresbyteryOfNorthernKansas/2025SessionRecordsReview>

If you are unable to complete the registration process by using this link, please email [office@pnks.org](mailto:office@pnks.org) or call the Presbytery Office at 785-825-1654 and Gail will help you register.

**Please register by no later than the Tuesday prior to the event you will be attending.**

Saturday, March 8th	Delphos -- First Presbyterian Church 4 <sup>th</sup> and Main, Delphos, KS 67436
Saturday, March 15th	Junction City -- First Presbyterian Church 113 W 5th, Junction City, KS 66441
Saturday, April 5th	Wakarusa -- Wakarusa Presbyterian Church 10135 SW Jordan Rd, Wakarusa, KS 66546
Saturday, April 12th	WaKeeney -- WaKeeney Presbyterian Church 332 N 6th St., WaKeeney, KS 67672

If you will not be able to attend any of the above SRR/CT events and you are not able to enlist someone else to bring your records to one of the events, please contact me so we can discuss other ways to fulfill this requirement. Email me [bfrasier@pnks.org](mailto:bfrasier@pnks.org) or call 785.479.6308.

The Clerks' Reports and Records Review Committee (CR&RC) has reviewed the checklists used in reviewing session minutes and church registers. The checklists were revised and now have one section (part I) reviewing the work of the session and a second section (part II) reviews the work of the clerk of session. Only the review of the session's work will be considered when noting exceptions to the approval of the review. The 2025 checklist for the review of the 2024 minutes and registers have been posted on the presbytery website [www.pnks.org](http://www.pnks.org). Click on "Clerk of Session Page" under the "Our Presbytery" tab and scroll down the dropdown menu. Select either the Word document or the PDF version of **2025 SRR Checklist for 2024 Records**.

As you work through the Minutes checklist, please mark a page number where each of the items listed can be easily found. Completing this task prior to the review will make it easier for the person reviewing your minutes to find each item. NOTE: You only need to list ONE page number to serve as an example for each item.

We are also asking each clerk to provide some additional information on the fifth page of the Clerk's Minutes Checklist.

- 1.) Please provide the name of your insurance provider, your policy number and confirm (by checking the areas) that your policy covers the four areas required in the congregation's insurance coverage by the Book of Order (G-3.0112) that need to be insured.
- 2.) Confirm that your congregation's incorporation filing with the office of the Kansas Secretary of State is current.
- 3.) Provide information on your practices for the safekeeping of your Session Minutes, Church Register and other records.

Bring this page to the SRR event along with your checklist.

Page 7 will be retained for presbytery records. The Checklist will be returned with your records with any comments by the person who reviewed your records.

**Please bring your completed checklist, your Session minutes, and your church register when you come. If you are unable to attend and must send your books with someone else, it is especially important to have a prepared checklist accompanying your books.**

The annual review of session records is in part a way in which we together fulfill the vision of the various councils of the Presbyterian Church (U.S.A.) [Sessions, Presbyteries, Synods and the General Assembly] to help congregations and the church as a whole to be more faithful participants in the mission of Christ. This vision is addressed in Chapter three of our Form of Government in the Book of Order. In particular, the annual review of session records is a component of Administrative Review as mandated in G-3.0108.

Thank you.  
Bob Frasier, Stated Clerk