INSTRUCTIONS FOR VIRTUAL or PAIRED IN-PERSON MINUTES REVIEW

Thank you for being part of this new option for completing the annual review of minutes. Please follow these steps and don't hesitate to contact Mary Gaut (mgaut@baltimorepresbytery.org) if you need help.

DEADLINE FOR THE COMPLETION OF THE MINUTES REVIEW IS OCT. 15.

1. Make contact with your partner clerk. Confirm whether you will conduct the review virtually or if you will meet in person at a place and time of your choosing.

2. Prepare you minutes. If exchanging virtually it is best to convert them to PDF format if possible. Nevertheless, the official copy still resides on YOUR computer. You are only sending a copy.

3. Complete the checklist as you have in the past. It is a fillable form so you don't have to print it unless you want to. If you fill it out online be sure to save the completed form. If you fill out by hand you will need to scan it for sending by email for a virtual review.

4. At the completion of the review, email your checklists to me attesting that you have completed the review noting whether they are approved with or without exception or not approved.

5. I will send back an attestation of completion with the "stamp" and you may print and insert into your minutes book/binder/digital file.

6. DON'T FORGET TO DELETE ANY FILES THAT YOU MAY HAVE DOWNLOADED FROM YOUR CLERK PARTNER.

Good Luck !