Dear Clerk of Presbytery,

Managing agendas, minutes, committee memberships, and communication with teaching and ruling elders is a full-time job on top of your other responsibilities.

As a new Clerk of Session, I quickly realized that the role extends far beyond taking notes. When I was asked to submit the previous year's minutes for review, I discovered that our presbytery had a 30-point checklist for each church, amounting to over 300 meetings or 9,000 checkboxes.

To streamline this process, we developed the **Orderly Meetings** online platform. It helps clerks and secretaries of church and denominational boards manage meetings, governance, and review functions with less stress and more consistency.

Orderly Meetings offers:

- Simple preparation and secure distribution of agendas *without sending PDFs back and forth.*
- Efficient minute-taking, distribution, and preservation.
- Self-check and submission of minutes for review.
- Easy review of submitted minutes and return of findings to lower courts.

With upcoming presbytery meetings and 2025 submissions just a few months away, now is a great time to see how Orderly Meetings can serve your presbytery and its churches.

Get Started Today:

- Start a free 35-day trial (no credit card needed).
- Try it with your Admin Committee or Records Review Committee using last year's minutes.
- Explore our plan for presbytery-wide adoption for Review of Records in the attached booklet.
- Share **Orderly Meetings** with your session clerks.
- Find resources for adopting **Orderly Meetings** at **www.orderlymeetings.com/presbytery-adoption**

If you'd like a demo or a quick call, I'd be happy to connect. We have a standing "meet the software" session at 10 AM CT on the 2nd and 4th Tuesdays of every month. Learn more and register at **www.orderlymeetings.com**.

Gratefully,

Elliott Wood Co-Founder, Orderly Meetings

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