ORDERLY
MEETINGS

Decently and in Order

A Better Way to Manage Agendas, Minutes, and Review & Control

Software.
Built for clerks.

As a clerk of session with a day job, I was spending too much time managing the minutiae of agendas, minutes, review of records and the various file sharing, PDF combining, word documenting tools to keep up with all of it – and share with the members of my Session.

We built Orderly Meetings to help church and presbytery clerks, review committees, and other committees and commissions manage meeting agendas, minutes, review processes, and bring order to their records.

Elliott Wood
CO-FOUNDER

Phil Hunt
CO-FOUNDER

🌐 www.orderlymeetings.com

📒 **Agenda prep and distribution**
Create and distribute agendas

📝 **Keep compliant, review-ready minutes**
Take accurate, concise, and compliant minutes
Self-review prior to submitting for review

📋 **Review and Control, anyone?**
Submit records for review in just a few clicks.

Review submissions with
standardized checklists.

Meeting Information

📅 **Stated Session Meeting**
Monday, October 21, 2024 2:00 PM
Zoom

Sections

Opening

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Call to order
- Open in Prayer

📎 August Stated Session Meeting_20240812_Minutes_2024...

Browse... Or drop files here

It's not just notes

Agenda Builder

Create meeting agendas with ease. Build your agenda packets with attachments.

Securely distribute to assembly (Session, Presbytery, committee, commission, etc.) members.

No more "final-final-no-really-final.pdf " emails.

Minutes Builder

Convert your agenda to "meeting mode" with a single click.

Prepare main meeting minutes, executive session minutes, and "informal notes" in one screen.

Review and Control

Self-review prior to submitting to Review Teams, using their checklists means they get better submissions with less exceptions.

Single click submission for review saves time, eliminates the paper chase

Secure Storage

Everything in one place. No lost files. No "wrong version." No thumb drives.

Shared Access

Staff, teaching and ruling elders, reviewers – securely access what they need, when they need it.

Assemblies

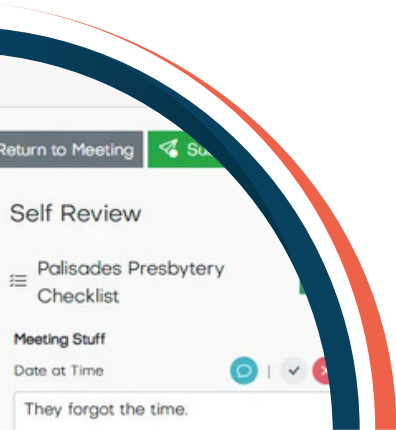| ☒ Excel Export		
Name		
Finance Committee		
Paradise Deacons		
Preschool Board		
...ssion		

View a brief demo of
Orderly Meetings

🌐 www.orderlymeetings.com

Review & Control

For Clerks

Quickly self-check your records prior to submitting to reviewing assemblies with ease. Orderly Meetings allows you to subscribe to the checklists that the reviewers will use and check your work before turning it in, so you'll have less citations!

Self-Review Pre-check your work	**Upload Prior Records** Simply submit PDFs
One-click submit	**Receive findings** from review teams in OM
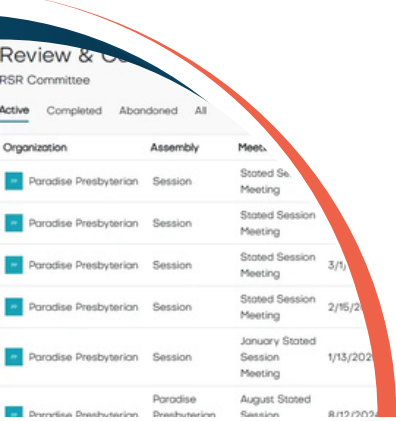
For Review Teams

Create checklists for stated meetings, congregational meetings, called meetings, officer ordinations/installations, and more. Publish them to reporting assemblies.

End the paper chase. Clerks can submit their minutes as soon as they are approved. Once submitted, they'll be in the review team queue, ready for review.

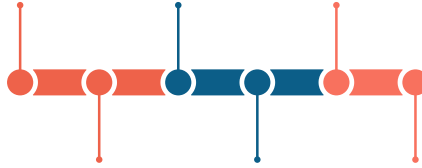|	
Publish checklists for submitting clerks	**Receive submissions** in your queue
Queue for review whenever you are ready	**Send findings back** automatically

See how Orderly Meetings simplifies the review process for clerks and review teams. Open the QR code to watch a brief demo of Orderly Meetings Review & Control Steps.

Shorten the Review Cycle

The old way

- **Jan 2026** - First meeting minutes

    ... Meetings through the year

- **Q1 - 2027** - Request 2026 minutes from clerks
- **Q1-Q2** - Chase clerks for minutes

- **Q2** - Receive *hundreds of minutes* via email, paper, and *carrier pigeon*

- **Q2-Q3** - Sort, review, and prepare report for Presbytery

- **Q3-Q4** - Present report to Presbytery for approval

- **Q4 2027** - Q1 2028 - Return findings to Session clerks

- **Q1 2028** - Chase responses to findings from Session clerks via email

- **Q1 2028** - Start review of 2027

The Orderly way

- **Jan 2026** - First meeting minutes
- **Feb 2026** - Session approves January minutes. Clerk submits for review with **one click.**

    ... Repeat for meetings through the year

- **Quarterly**
  - Review small batches
  - Submit to Presbytery in near real time
  - Return findings to Session clerks within 4-6 months of the original meeting

Reduce the review cycle from **22-26 months** to **3-6 months.**

- **Self-review** means less exceptions.
- **Shorter cycle** means corrections can be made while Sessions and clerks remember the meeting

Implementation Timeline

How can you implement **Orderly Meetings** in your Presbytery? Here's a proposed timeline:

Q3 2025

Trial and Evaluation

Evaluate Orderly Meetings for your Presbytery and Review of Records Committee.
Start a **35-day Free Trial**.

Q4 2025

Presbytery and Budget Approval

Present Orderly Meetings to your Presbytery to for approval to adopt for Review of Session Records in 2026.

Q1 2026

Invite Session Clerks to sign up

Invite Session Clerks to enroll their church in Orderly Meetings.

Free to sign up with basic features.

Q2 2026

Review 2025 records in Orderly Meetings

It's easy for clerks or review teams to upload existing 2025 records.

Review teams can begin reviews as soon as submissions are received.

Q1-Q4 2026

Submit 2026 Minutes Monthly/Quarterly

Shorten your cycle - encourage clerks to submit minutes as soon as their Session approves them.

An Orderly Structure

Organization: Presbytery

Presbytery Assembly

Admin Committee

Review Committee

Mission Committee

Judicial Commission
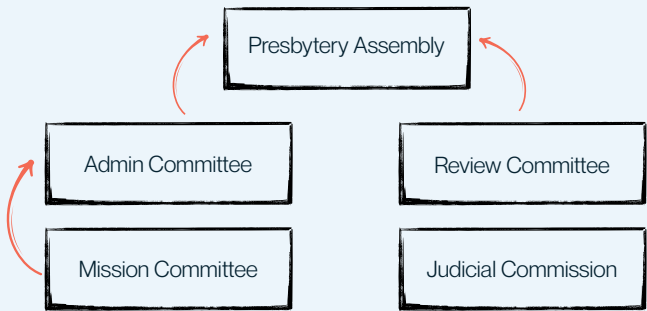
Review & Control reporting relationships are established by invitation of a reviewing assembly to a submitting assembly. Any Assembly with R&C may invite another assembly into a reporting relationship.

Checklists are shared to submitting Assemblies by the reviewing assembly. Submitting clerks can self-review their and know the standards for success, leading to more compliant submissions.

Organization: Church

Session

Deacons

Finance Committee

Missions Committee

Organization: Church

Session

Deacons

School Board

Finance Committee

Organization: Agency

Board

Finance Committee

Subcomittee
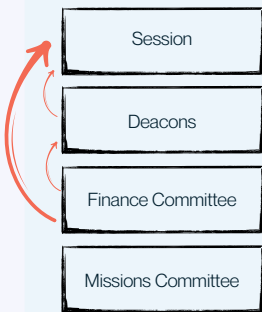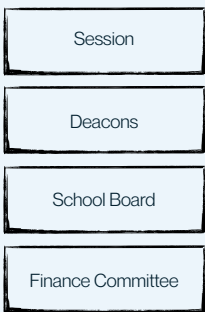
The **Orderly Meetings structure** starts with **Organizations**, which contain **Assemblies**, which hold meetings. Assemblies may enter a reporting relationship with any other Assembly that is in an Organization that is licensed for Review and Control features.

Submitting Assemblies may submit to more than one reviewing Assembly, such as a finance committee the reports to both the Session and Deacons.

FAQs

Q: Do churches have to pay to submit their minutes?
A: No. Churches can use the **free** version of Orderly Meetings to upload existing minutes or create agendas, record minutes, self-check them, and submit them to presbytery.

Churches benefit from additional features in the paid plans, such as unlimited users, agenda attachments, multiple assembly access, output tags, and access to new features as they arrive.

Q: What does the presbytery have to pay for?
A: A Presbytery will pay for its Organization and first Assembly ($38/month), and any additional Assemblies (committees and commissions) that will use Orderly Meetings ($20/month). If the Presbytery wants to manage Review of Records inside OM (and we think you'll want to), purchase one External Review & Control license, which includes:
- One additional Assembly for the review assembly.
- Unlimited Reporting Relationships for the Org
- Unlimited submissions from external Assemblies

Q: Do we have to switch everything right away?
A: Not at all. Most presbyteries **start** with a trial in their review or admin committee — uploading last year's submissions or a few sample minutes to test the process. You can evaluate it with your admin committee before adopting for 2025 submissions. Then, you can **adopt** Orderly Meetings for the Presbytery Assembly itself, other committees and commissions.

Q: Can we try it before we decide?
A: Yes. You get a **35-day free trial** — no credit card required. Test it with your committee or upload sample records and see how it feels.

Q: Does this replace our review process?
A: No — it strengthens it. Orderly Meetings doesn't change what you review or the standards you uphold. It simply helps your team do the work faster, more consistently, and with fewer emails and PDF headaches.

Q: What if not every church participates?
A: That's **okay**. You can upload records on behalf of a church and use Orderly Meetings to **simplify** the review process in your committee. But once churches experience the submission flow, we think most will prefer it. It's clearer, cleaner, and sets them up for success.

Q: How do we get started?
1. Visit **app.orderlymeetings.com** to **start** your free trial
2. **Invite** your **admin committee** to test the review tools
3. If you move to **adopt Orderly Meetings,** we'll help you roll it out presbytery-wide
4. **Churches can join the free tier at any time**

Q: Do you offer bulk pricing if the Presbytery wishes to provide Orderly Meetings for all of its churches?
A: We're glad you asked! Yes, we offer bulk pricing options for Presbyteries or Associations that wish to provide Orderly Meetings to all of its member churches.

Q: What about smaller churches? Do you have any discounts?
A: We offer a 36% discount for churches under 150 members.
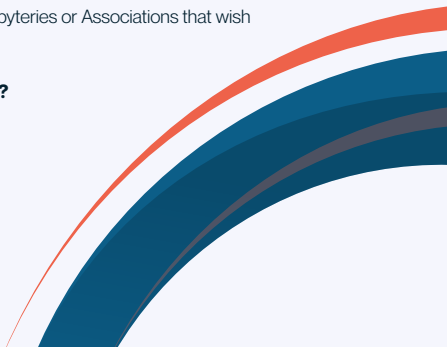
Pricing

Silver (Recommended)

$38/Month

$380/yr (2 months free)

- ✓ All "Free" features
- ✓ **Unlimited** Users
- ✓ Add'l Assemblies @ $20/month
- ✓ Agenda Attachments
- ✓ Output/print section groupings
- ✓ Member Portal
- ✓ Motion Entry (Coming Soon)
- ✓ Templates (Coming Soon)
- ✓ Unlimited Retention

*Churches under 150 members $24/month

Free Basic

$0

- ✓ 2 Users
- ✓ 1 Assembly Limit
- ✓ Basic Agenda Builder - no attachments
- ✓ Minutes Builder - including attachments
- ✓ Download PDF packets
- ✓ 2-year retention
- ✓ Self-check records
- ✓ Submit records to review committees
- ✓ View review findings

Free for 2025

External Review & Control Add-on

~~$38/~~month

$380/yr (2 months free)

Internal Review & Control Add-on

~~$23/~~month

$230/yr (2 months free)

- ✓ 1 Free Assembly for the review committee
- ✓ Receive submissions from assemblies in external organizations
- ✓ Create and publish compliance checklists
- ✓ Review submitted records
- ✓ Review multiple checklists per meeting
- ✓ Created per meeting findings / exceptions reports
- ✓ Create aggregated meeting findings reports (coming soon)
- ✓ Export findings report (coming soon)
- ✓ Assign reviews to team members

Bulk Pricing Available

Interested in bulk pricing options for you entire Presbytery? We have several options available. Please contact us for more information.
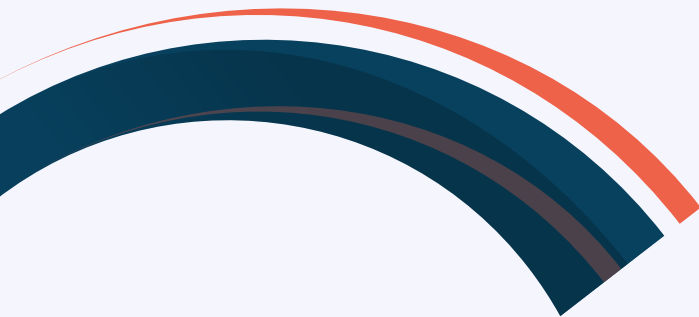
Meetings Manager - Meeting List

Meeting Mode - Enter Minutes

Self-Review - Review pane with checklist

Review and Control - Review Queue

Review and Control - Review Pane with Checklist

Review and Control - Detailed Meeting Findings Report

ORDERLY
MEETINGS

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