



Dear Clerks of Session,

We understand that managing agendas, minutes, and records can be a daunting task. That's why we're excited to introduce Orderly Meetings, an online tool designed specifically for session and presbytery clerks. Our goal is to make your job easier and more efficient, so you can focus on what truly matters.

What Is Orderly Meetings?

Orderly Meetings is a simple online tool created *by Presbyterian clerks, for Presbyterian clerks*. It helps you:

- ✓ Build and share meeting agendas
- ✓ Record and organize minutes
- ✓ Submit your records to presbytery in a clean, consistent format
- ✓ Store everything securely for easy access

Why Are We Using It?

Your presbytery is adopting Orderly Meetings to streamline the Review of Records process. That means:

- You'll submit records in a standard, accepted format
- You'll know exactly what's expected (no guesswork!)
- You'll receive feedback and exceptions directly in the app
- Everyone's job—yours and theirs—gets easier

What's Included (for Free)?

Every church can start with the Free Tier, which includes:

- ✓ 1 Assembly (e.g. Session)
- ✓ 2 users
- ✓ Basic Agenda + Minutes editor
- ✓ Built-in self-review tool to pre-check your minutes prior to submission
- ✓ Ability to submit directly to presbytery

That's all you need for Review of Records.

Ready to Manage Your Session Records More Effectively?

For churches who want to use Orderly Meetings for to share and collaborate with session members, and staff, and manage or additional assemblies (deacons, committees, commissions), we offer:

- Full Version: \$38/month
- Discounted Rate for Churches under 150 members: \$24/month
- Unlimited users
- Unlimited assemblies
- Team collaboration
- Full document storage and export features

Get Started

Start for FREE today: www.orderlymeetings.com

Take a self-guided tour of
Orderly Meetings and
learn how to accept your
meeting invite code.



Questions?

Contact your Presbytery Clerk or:

Your Invite Code: _____

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