



## Dear Review Committee Chair,

Reviewing church records shouldn't feel like assembling IKEA furniture without instructions—but let's be honest, sometimes it does. Every Presbytery has a duty to review Session records for the churches in their care. But the process to do so is often cumbersome and time-consuming:

- Most review committees start reaching out to the Session clerks in the first quarter of the year following their review period.
- Then comes chasing clerks for records, which you may receive in various ways - including email, paper, and even carrier pigeon.
- Once you have the records, you have to track your review, often in various spreadsheets, shared with the members of your committee.
- You'll manually prepare a report and submit it to the Presbytery for approval.
- Finally, you return your findings to Session clerks and wait for responses. All distributed manually.

The whole process, starting in January of the previous year when the first meeting happens, to the closeout of that year's review, can take 22-26 months!

**Orderly Meetings** was built to fix that. My co-founder, Phil Hunt, and I are both ruling elders who've experienced the Review of Records process firsthand. We built Orderly Meetings to make this process more consistent, collaborative, and less time-consuming.

With **Orderly Meetings**, your committee can:

- Collect all church submissions in a consistent, structured format.
- Annotate submissions and assign comments collaboratively.
- Package your findings into a clean report for presbytery.
- Return findings to Session clerks with one click.

We understand the Presbyterian process. It takes time to implement a new method, so we've included a suggested evaluation and adoption timeline that aligns with the quarterly Presbytery cycle—starting with a trial this fall and preparing for implementation in time for the 2025 review cycle.

## Get started today:

- Start a free 35-day trial (no credit card needed).
- Test it out using last year's submissions or see a quick demo.
- Explore our plan for presbytery-wide adoption for Review of Records.
- Get resources for adopting Orderly Meetings at **[www.orderlymeetings.com/presbytery-adoption](https://www.orderlymeetings.com/presbytery-adoption)**

We built Orderly Meetings to make your work easier, more accurate, and more consistent—without needing to reinvent your process from scratch. Sign up for one of our “meet the software” sessions at **[www.orderlymeetings.com](https://www.orderlymeetings.com)**.

Gratefully,

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