



The Presbytery of Tampa Bay

4704 Kelly Road, Tampa, Florida 33615

FOR CLERKS OF SESSION

Saturday, 19 July 2014

Instructions and Comments

If you prefer a large print copy of the checklist and reviewer's form, you may download one from the Presbytery [website](#).

By reviewing last year's checklist, I was able to reduce the overall number of checkpoints.

The first page is for **you** to complete; the second, the reviewer. In the Y/N column, treat all line items like the first one, namely, as a question. For each line, write Y if the answer is Yes; N if the answer is No. For lines 2 – 14, write each page number where the action or activity is reported in your 2013 minutes. For some lines, e.g., 8 and 9, there should be a single number. For others, e.g., 2-4, there may be as many as twelve.

Charles

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