

Technology & Recordkeeping for Clerks

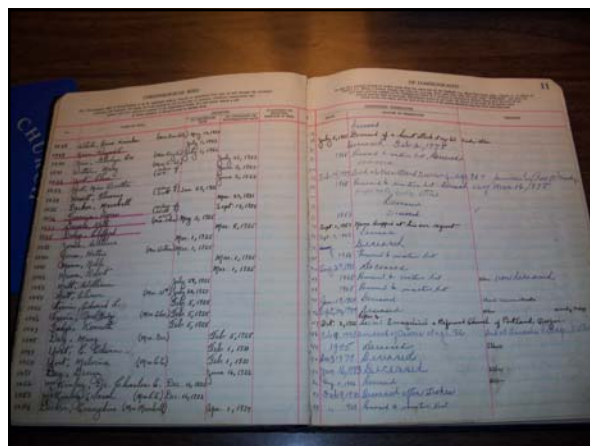
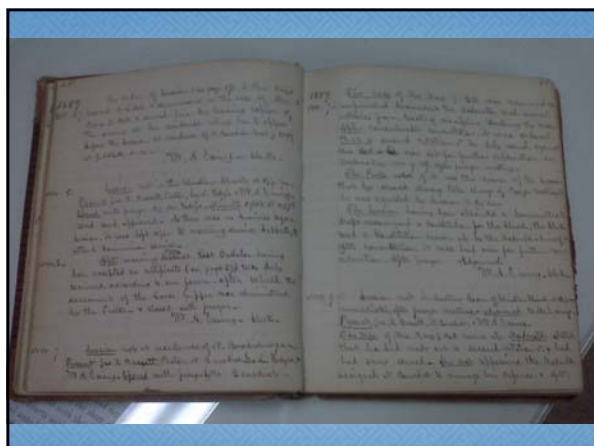
Value of church records...

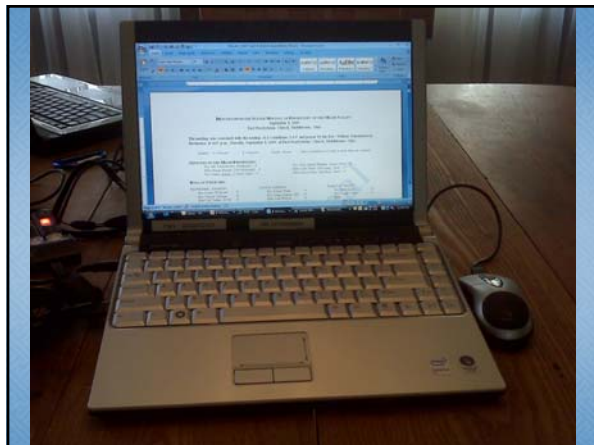
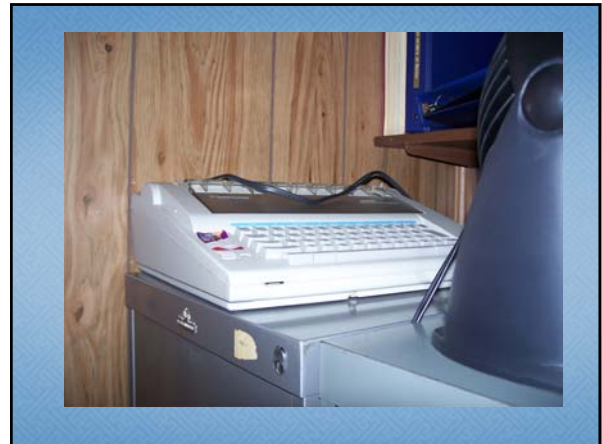
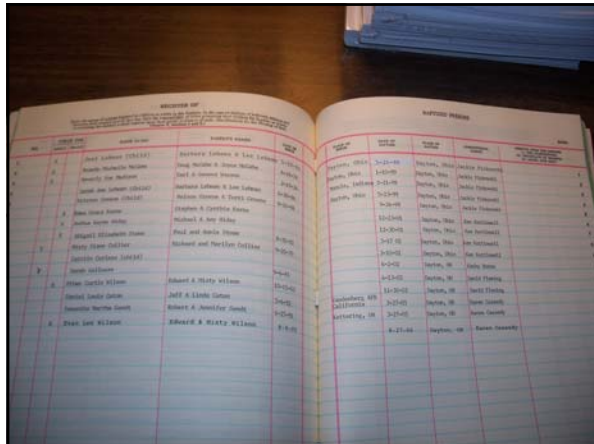
- Document the mission and ministry of a particular congregation
- Document aspects of the presbytery's mission and ministry not found in other records
- Document life history of members
 - Records baptisms, marriages, deaths, and service to the church as ordained officers
 - Proof of birth for passports or Social Security

Therefore,
it is vital that these records
be preserved
for future generations

Best practices...

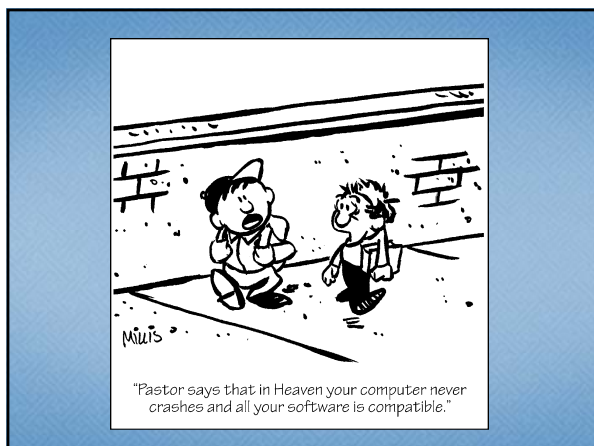
- Use of acid-free paper
- Maintenance of environment
 - Temperature
 - Safe from water or fire
 - Limited exposure to sunlight
- Limited handling
 - Oil on hands
- No staples, paper clips, post-it notes, etc.
- Secure, safe storage





Limitations of electronic forms...

- Storage can be easily damaged or corrupted
 - Physical damage to computer or storage disks
 - Virus contamination
 - Exposure to magnets
- Software changes rapidly and not compatible with older forms



So how can we use technology?

- Microfilm
- Word processing
 - Maintains routine format
 - Adds page numbers
- Spreadsheets
- Membership databases

MINUTES FROM THE STATED MEETING OF PRESBYTERY OF THE MIAMI VALLEY
November 8, 2008
Westwood Presbyterian Church, Hamilton, Ohio

The meeting was convened with prayer and call to worship by the Rev. Denise Ingram, Moderator, at 9:00 a.m., Saturday, November 8, 2008, at Westwood Presbyterian Church, Hamilton, Ohio.

LEGEND: P = Present E = Excused Blank = Absent *Italic* = attendance recorded in more than one category

OFFICERS OF THE MIAMI PRESBYTERY:

Rev. Denise Ingram (Moderator) - P Rev. Doris Arnett Whitaker (Stated Clerk) - P
Rev. Bill Rasmussen (Vice Moderator) - P Elder Marge Morgan (Recording Clerk) - P
Elder Tom Milligan (Consent Clerk) - P Elder Pam Collins (Flowing Clerk) - P

ROLL OF CHURCHES

BEAVERCREEK KENDAMONT	DAYTON FAIRMONT	HAMILTON TWP P. C.
Rev. David RV Brown - P	Rev. Robert Wade	Rev. John Lewis - P
Rev. Carlton Carigan - P	Rev. Denise Ingram - P	Rev. David Cappel - P
Elder Pat Truittler (Clerk) - P	Elder Jan Wilkins - P	Elder Sandy Simpson - P
	Elder Charlie Chamberlain - P	
BELLAMONT	DAYTON GROSS STATION	HAMILTON WESTWOOD
Rev. Stan Goshal (St) - P	Rev. Richard Walker III	Rev. Joshua Long - P
Elder Sam Kader	Elder	Elder Jane Cusick - P
		HUNTS FOUNTAIN FARM
BELLE CENTER	DAYTON HERITAGE	Rev. Norman Godfrey
Rev. Kathy Clark (St) - P	Rev. Karen Casady	Elder P
Elder Howard Ludwig - P	Elder Larry Hodge - P	
	DAYTON MEMORIAL	HUNTSVILLE
BELLEVIEW	Rev. David Foubert (St)	Jerome Wacey
Rev. Rob Fuhon	Elder	Elder
Elder	DAYTON SOUTHWEST	JAMESTOWN
Rev. Robert E. Clark (St)	Rev. Eric Paschalis	Rev. Michael Helling
	Rev. Aaron Collins	Elder
		LAWSON

- o Dayton: Corinth
- o Authorized the dissolution of Pastoral relationship with Rev. Megan Moody Collins effective Sept. 30, 2008, request from the pastor approved by the congregation at a duly called meeting on September 28, 2008.
- o Approved a change in the terms of call for the Rev. David Collins to a full time call, approved by the congregation at a duly called meeting on September 28, 2008. Terms: Cash salary \$25,200; housing allowance \$17,000; medical supplement \$1,200; SICA offset \$3,225; continuing education \$500; professional expense allowance \$2,400; full medical and pension estimated at \$14,310; four weeks vacation and two weeks continuing education leave annually.
- o Dayton: Heritage
- o Approved the dissolution of the pastoral relationship with the Rev. Karen Casady effective November 23, 2008 pending an affirmative vote of the congregation at a duly called meeting.
- o Appointed the Rev. Bill Walbour as Moderator of Session beginning November 23, 2008.

November 8, 2008

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Presbytery of Miami Valley

Rev. John Persons
Rev. Janine Wilson
Elder Laurie Elder (Dayton: Sugar Creek)

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May 13, 2008

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Presbytery of the Miami Valley

No.	Place of Birth	Date of Baptism	Place of Baptism	Administering Minister	Remarks
1	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
2	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
3	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
4	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
5	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
6	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
7	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
8	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
9	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
10	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
11	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
12	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
13	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
14	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
15	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
16	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
17	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
18	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
19	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	
20	Dayton, Ohio	10-21-08	Dayton, Ohio	Doris Arnett Whitaker	

Register of Baptisms - page 1

No.	Check One	Name	Parent's Names	Date of Birth
	Adult	Infant		
1		X	Lydia Phoebe Knox	25-Oct-09
2				
3				
4				
5				
6				
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9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Register of Baptisms - page 2

No.	Place of Birth	Date of Baptism	Place of Baptism	Administering Minister	Remarks
1	Dayton, Ohio	15-Nov-09	Dayton, Ohio	Doris Arnett Whitaker	
2					
3					
4					
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19					
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Register of Baptisms - page 1					Register of Baptisms - page 2				
No.	Check One Adult Infant	Name	Parent's Names	Date of Birth	No.	Place of Birth	Date of Baptism	Place of Baptism	Administering Minister
1					1	Dayton, Ohio	15-Nov-08	Dayton, Ohio	Clark Rowett (Initiator)
2	X	Lydia Phoebe Knox	John and Louise Knox	25-Oct-09	2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
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17					17				
18					18				
19					19				
20					20				

Don't forget...

- Regular and frequent back-up
- Print to acid-free paper and put in Westminster binders

