*(Information provided used within presbytery only.)*

*To fill out forms digitally visit the MVP website Clerk’s Corner at* [maumeevp.org/resources/clerk-s-corner](https://maumeevp.org/resources/clerk-s-corner)

|  |  |
| --- | --- |
| **CHURCH**: | **CITY**: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**CLERK OF SESSION (for 2025) ADDRESS ZIP+4 PHONE/CELL E-MAIL**

Please complete the following list of contact persons for each position. If there isn’t anyone with a certain responsibility, list the person who would be the contact person.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **NAME** | **HOME ADDRESS** | **CITY / ZIP+4** | **PHONE/Cell** | **E-MAIL** |
| Treasurer |  |  |  |  |  |
| Mission/Evangelism |  |  |  |  |  |
| Stewardship |  |  |  |  |  |
| Communications |  |  |  |  |  |
| Nominating |  |  |  |  |  |
| Youth |  |  |  |  |  |
| Christian Education |  |  |  |  |  |
| Worship |  |  |  |  |  |

***Please place an asterisk (\*) next to names of staff members.***

|  |  |
| --- | --- |
| Church Secretary / Administrative Assistant: |  |
| Office hours: | Office e-mail: |

**2025 COMMISSIONERS TO PRESBYTERY**

When presbytery meets, each church shall be represented by elders who are commissioned by the session. Using the chart below, calculate the number of commissioners to be elected by the session based on ***church membership as of December 31, 2023***(not 12/31/24).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Number of Active Members |  | Number of Commissioners |  |
|  | 0 – 299 |  | 1 |  |
|  | 300 – 599 |  | 2 |  |
|  | 600 – 899 |  | 3 |  |
|  | 900 – 1199 |  | 4 |  |

**Please provide the following information for 2025 commissioners, and notify the presbytery office of changes during the year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRINCIPAL COMMISSIONER(S) TO MAUMEE VALLEY PRESBYTERY MEETINGS** | | | | |
| **Name of commissioner** | **Address** | **City, State, Zip Code + 4** | **Phone/Cell** | **E-Mail** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | | |
| **ALTERNATE COMMISSIONER(S) TO MAUMEE VALLEY PRESBYTERY MEETINGS** | | | | |
| **Name of commissioner** | **Address** | **City, State, Zip Code + 4** | **Phone/Cell** | **E-Mail** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |