

## Schedule of Communications

Session Meeting Dates 2022			Session communication between Board and Committee Leaders		
Date	Time	Location	Notification from Clerk of Session to relevant chair of approved action items from unapproved minutes	Draft unapproved Session Highlights from Clerk to Session	Revised unapproved Session Highlights from Clerk of Session to: Board Committee Leaders & <i>Chimes</i> editor
Sunday, March 13, 2022	Noon	Parlor	before end of day after Session meeting	Monday, March 14, 2022	Tuesday, March 15, 2022
Sunday, April 10, 2022	Noon	Parlor	before end of day after Session meeting	Monday, April 11, 2022	Tuesday, April 12, 2022
Sunday, May 15, 2022	Noon	Boardroom	before end of day after Session meeting	Monday, May 16, 2022	Tuesday, May 17, 2022
Sunday, June 12, 2022	Noon	Parlor	before end of day after Session meeting	Monday, June 13, 2022	Tuesday, June 14, 2022
Sunday, July 10, 2022	Noon	Parlor	before end of day after Session meeting	Monday, July 11, 2022	Tuesday, July 12, 2022
Sunday, August 14, 2022	Noon	Parlor	before end of day after Session meeting	Monday, August 15, 2022	Tuesday, August 16, 2022
Sunday, September 11, 2022	Noon	Parlor	before end of day after Session meeting	Monday, September 12, 2022	Tuesday, September 13, 2022
Sunday, October 9, 2022	Noon	Parlor	before end of day after Session meeting	Monday, October 10, 2022	Tuesday, October 11, 2022
Sunday, November 13, 2022	Noon	Parlor	before end of day after Session meeting	Monday, November 14, 2022	Tuesday, November 15, 2022
Sunday, December 11, 2022	Noon	Parlor	before end of day after Session meeting	Monday, December 12, 2022	Tuesday, December 13, 2022

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Board & Committee Communication to Session		Other important Communication	
Boards & Committees that conduct business any time <u>after Session meeting that month and before the last Friday of that month;</u> <b>communication to Clerk of Session is due by 10PM the 1st Wednesday of the month Session meets.</b>	Boards & Committees that conduct business any time <u>after the last Friday of that month and up to the 1st Wednesday of the month,</u> <b>communication to Clerk of Session is due by 11am the Thursday prior to Session meeting.</b>	Pastoral Review of Docket, <b>Thursday NOON</b> prior to Session meeting.	Clerk of Session distributes Docket to Staff, Pastors, Session, and other participants by <b>5pm on the Friday before Session meeting.</b>
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Wednesday, April 6, 2022	Thursday, April 7, 2022	Thursday, April 7, 2022	Friday, April 8, 2022
Wednesday, May 4, 2022	Thursday, May 12, 2022	Thursday, May 12, 2022	Friday, May 13, 2022
Wednesday, June 1, 2022	Thursday, June 9, 2022	Thursday, June 9, 2022	Friday, June 10, 2022
Wednesday, July 6, 2022	Thursday, July 7, 2022	Thursday, July 7, 2022	Friday, July 8, 2022
Wednesday, August 3, 2022	Thursday, August 11, 2022	Thursday, August 11, 2022	Friday, August 12, 2022
Wednesday, September 7, 2022	Thursday, September 8, 2022	Thursday, September 8, 2022	Friday, September 9, 2022
Wednesday, October 5, 2022	Thursday, October 6, 2022	Thursday, October 6, 2022	Friday, October 7, 2022
Wednesday, November 2, 2022	Thursday, November 10, 2022	Thursday, November 10, 2022	Friday, November 11, 2022
Wednesday, December 7, 2022	Thursday, December 8, 2022	Thursday, December 8, 2022	Friday, December 9, 2022

1. Communication of any changes to meeting date, time, or location will be made via Session Highlights or email.
2. Communication includes all reports, requests for time on docket, action items for Session approval, handouts, pp presentations, and the like.
3. Communication2Session Word Form should be used for reporting meeting information, including highlights and minutes to Clerk of Session.
4. Each month, Boards & Committees must submit a Communcation2Session form to indicate 1) you met; 2) you did not meet; or 3) you conducted business electronically