

**MINUTES**  
**of the**  
**PRESBYTERY of WEST VIRGINIA**  
**Presbyterian Church (U.S.A.) -- Synod of the Trinity**



**STATED MEETING**  
**FIRST PRESBYTERIAN CHURCH**  
**Clarksburg, West Virginia**  
**August 20, 2016**



**PRESBYTERY OF WEST VIRGINIA**  
Presbyterian Church (U.S.A.)  
Synod of the Trinity

First Presbyterian Church  
Clarksburg, WV  
**August 20, 2016**

**ONE HUNDRED THIRTY THIRD STATED MEETING**

**CALL TO ORDER**

The meeting was called to order with prayer at 10:02 a.m. by Moderator Peter Vial.

**GREETINGS FROM CHURCHES**

John Koerner, Pastor of First Presbyterian Church, Clarksburg, greeted and extended a warm welcome to the Presbytery on behalf of the Session and on behalf of Church of the Covenant, Grafton; Presbyterian Church of Bridgeport and Church of our Savior, Clarksburg.

**ELECTION OF STATED CLERK PRO TEM**

The Moderator recognized Randy Fife, Chair of Leadership Team, who moved that Ed Thompson serve as Stated Clerk Pro Tem for the meeting. The motion was seconded and **approved** after determining there were no nominations from the floor.

**INTRODUCTIONS AND GREETINGS**

The Moderator called on the Stated Clerk Pro Tem who welcomed Christina Tutterow, new Teaching Elder serving as the Interim Pastor at Bream Memorial Presbyterian Church and asked her to sign the Book of Obligations. He recognized Jim Garrison from Presbyterian Disaster Assistance and Steve Lightner, Temporary Supply at Community Presbyterian Church of Arthurdale and moved that they be seated as Corresponding Members for the duration of the meeting. The motion was seconded and **adopted**. Ruling Elders attending Presbytery for the first time were recognized.

**STATEMENT OF QUORUM**

Stated Clerk Pro Tem Thompson stated there was a quorum present of 50 teaching elders and 54 ruling elder commissioners from churches. (The attendance record of specific attendees was lost in a server crash. The attendance record shows this in Appendix A, pages 134-139.)

**DOCKET**

Stated Clerk Pro Tem Thompson presented the docket with two additions – an announcement from Bluestone Committee and a report from the Board of Trustees - and moved its adoption as amended. After receiving a second, Presbytery **adopted** the docket as amended. (Appendix B, pages 140-141.)

## **CONSENT AGENDA**

The Moderator presented the Consent Agenda. It was moved and seconded to adopt the consent agenda. The motion was **adopted**.

1. From the Stated Clerk
  - a. Recommend that the requests for Excused Absences be approved.
2. From the Mission Committee
  - a. Recommend that the worship offering received at the August 20, 2016 meeting of Presbytery of West Virginia to be used for food banks in West Virginia.
3. From the Ministry Committee
  - a. Approval of Session Moderators (page 126)
  - b. Approval of Terms of Call (page 126)
  - c. Approval of Interim Pastor Covenants (page 127)
  - d. Approval of a Commissioned Ruling Elder covenant (page 127)
  - e. Approval of Interim Associate Pastor Covenant (page 127)
  - f. Approval of Temporary Supply Covenant (pages 127-128)
  - g. Approval of renewal of an Interim Pastor Covenant (page 128)
  - h. Approval of an Authorized Lay Preacher (ALP) to serve communion (page 128)
  - i. Approval of Requests for Waiver of Rotation of Officers (page 128)
  - j. Approval of Request for Honorable Retirement (page 128)
4. From the Leadership Team
  - a. Recommend approval of the celebration of the Lord's Supper at the Older Youth Retreat, November 18-20, 2016 at Bluestone Camp & Conference Center, with Teaching Elder Dana Sutton as officiant.
  - b. The recommendation of sites and dates for 2017 Presbytery meetings: February 25<sup>th</sup> (First Charleston); May 18<sup>th</sup> (Bridgeport); August 19<sup>th</sup> (Davis Memorial, Elkins), and November 16<sup>th</sup> (Old Stone, Lewisburg).

## **MODERATORIAL APPOINTMENTS**

Moderator Vial appointed Sue Hollandsworth, RE, Oak Grove; George Lilley, RE, First, Morgantown; David Richards, TE, Second, Huntington; Julie Sterling, TE, First, Buckhannon as Temporary Clerks.

He appointed the Leadership Team members present as the Committee on Bills and Overtures.

## **ANNOUNCEMENTS**

The Moderator recognized Nellie Howard, Director of the Resource Center who highlighted new resources in the Center. She also offered and explained special opportunities to volunteer in the Resource Center. Kari Preslar, Chair of the Nurture Committee was recognized. Ms. Preslar highlighted dates in the committee report with special attention to the Child Protection Policy

Workshop and the “Nones” Workshop. The moderator recognized Rick Wilson from the Stewardship of Creation Ministry Team who highlighted the survey, which will be present at the lunch table. The purpose of the survey is to gather information and to educate about the stewardship of creation. Bluestone Committee representative Sarah Specht was recognized. Ms. Specht highlighted the Elementary Youth Retreat in September. She and Nellie Howard provided statistics on the usage of Bluestone Camp and Retreat, which included 241 total campers, an increase of seven for this year.

### **EDUCATIONAL FOCUS**

The Moderator called on Randy Fife who introduced James Rowe, a “Drug Court” Judge, who served on the 221st GA Task Force on Drug Policy Reform. He cited the report from the Task Force, entitled *Healing Before Punishment*. He provided statistics on drug abuse in WV and the effects of this on individuals, families and communities. He provided the National Institute of Mental Health definition of drug addiction and treatment approaches. Solomon Perry shared his life story, his struggle with addiction, and his spiritual journey, which included participation in a Celebrate Recovery program and in Drug Court. Bob Hansen, former CEO of Prestara Center, shared some of the positives related to changing the drug culture in the Huntington area. Healing Place, a peer recovery group, was the model for the development of the community program, Recovery Point, in Huntington. Other facilities are being opened throughout the state. He stressed that treatment works and there is no one treatment program as the solution. Access to treatment is very important. He stressed the need to figure out how to tap into the resource of people in recovery who can help others. He urged to church members to support programs in their communities; learn about the disease of addiction; become active and advocate for change, for example: pass legislation that supports treatment and recovery programs and prevent addiction by working with youth.

### **MORNING WORSHIP**

Morning worship was led by Kathryn McCrary, Liturgist, Stephen Baldwin, Skip Seibel and Barbara Chalfant offered reflections. Communion Celebrants were Robin Ray and Bruce Stevens. Music was provided by Kay Devono, Organist and the First Presbyterian Church Clarksburg Bell Choir directed by Marj Faris, Minister of Music.

### **PRAYER AND HYMN**

Following a lunch break, the Moderator reconvened Presbytery with a hymn sing. Nancy Didway led the Presbytery in prayer.

The Moderator announced the morning offering was \$1298.38 which will go to food banks in WV.

### **STATED CLERK’S REPORT**

Stated Clerk Pro Tem Thompson presented the Stated Clerk’s report.

CORRESPONDENCE (received through 8/6/16):

1. 2/21/16 The minutes of the Administrative Commission to Install Rev. Dr. Edward J. Thompson as General Presbyter of the Presbytery of West Virginia.  
ACTION: Referred to be included in the minutes of this Presbytery Meeting. (Appendix C, page 142.)
2. 5/9/16 The minutes of the Administrative Commission to Install Rev. Rebecca Mihm as the pastor of the Fleming Memorial Presbyterian Church, Fairmont, WV.  
ACTION: Referred to be included in the minutes of this Presbytery Meeting. (Appendix D, page 143.)
3. 5/13/16 A letter from Thomas Hastie, Ruling Elder, First Presbyterian Church, Huntington, and Commissioned Ruling Elder, Milton, sharing concerns regarding the proposed Administrative Commission at First, Huntington as found in the presbytery packet for the May 19, 2016 Stated Meeting.  
ACTION: Shared with the Administrative Commission.
4. 5/16/16 The minutes of the Administrative Commission to Install Rev. Kyle Key as the pastor of the Teays Valley Presbyterian Church, Scott Depot, WV.  
ACTION: Referred to be included in the minutes of this Presbytery Meeting. (Appendix E, page 144.)
5. 5/16/16 A letter from Wayne Yost, Stated Clerk, Synod of the Trinity, and Chantal Atnip, Treasurer, Synod of the Trinity, notifying presbytery that the Per Capita for 2017 will remain at \$2.30.  
ACTION: Referred to the Stewardship Committee for information.
6. 5/23/16 The minutes of the Administrative Commission to Install Rev. Rachel Shepherd as the pastor of the Marlinton Presbyterian Church, Marlinton, WV.  
ACTION: Referred to be included in the minutes of this Presbytery Meeting. (Appendix F, page 145.)
7. 6/4/16 A letter from Fred Tambling, member, First Presbyterian Church, Huntington, sharing concerns regarding the Administrative Commission at First, Huntington.  
ACTION: Referred to the Administrative Commission.
8. 6/4/16 A letter from Vicki Tambling, member, First Presbyterian Church, Huntington, sharing concerns regarding the Administrative Commission at First, Huntington.  
ACTION: Referred to the Administrative Commission.
9. 6/16/16 A copy of a letter from Mr. Forrest A. Norman of Dicke McCamey & Chilcote, Attorneys at Law, representing First Presbyterian Church, Huntington, to Wayne Yost, Stated Clerk, Synod of the Trinity, requesting a (Partial) Stay of

Enforcement of the Presbytery of West Virginia's action to appoint an Administrative Commission to inquire into reported difficulties at First Presbyterian Church, Huntington.

ACTION: Referred to the Administrative Commission.

10. 6/30/16 A letter from James E. Speedy, Acting Stated Clerk, Synod of the Trinity, notifying the Presbytery of West Virginia that the Permanent Judicial Commission of the Synod of the Trinity voted 6 to 1 not to issue a Stay of Enforcement regarding the request from First Presbyterian Church, Huntington.

ACTION: Referred to the Administrative Commission.

11. 6/16 A letter from the Board of Pensions outlining median and average effective salaries for 2017 for teaching elders.

ACTION: Referred to the Ministry and Stewardship Committees for information.

#### RECOMMENDATIONS:

1. (CA) That the requests for Excused Absences be approved.

#### INFORMATION:

- A. The minutes of the May 19, 2016 Presbytery meeting have been approved in accordance with the Manual of Presbytery.

### PROCEDURAL MATTERS

Stated Clerk Pro Tem presented Procedural Matters and moved the adoption of Item C3, limiting debate to 30 minutes per main motion, with each individual limited to 3 minutes per speech. After receiving a second, Presbytery **adopted** the motion by a two-thirds vote. (Appendix G, page 146.)

### REPORT OF THE GENERAL PRESBYTER

The Moderator recognized The General Presbyter. He thanked Barbara Chalfant, Presbytery Associate for Mission and Joan Stewart of West Virginia Ministry of Advocacy and Workcamps (WVMAW) who have worked so hard on flood recovery; the GA commissioners for their contribution; and the Administrative Commission for First Presbyterian Church, Huntington, and Skip Seibel. He recognized James Roberts who is retiring from ministry and moving to Alabama, Jim and Karen Robinson who will be moving to Ecuador and Kathryn McCrary moving to North Carolina. He recognized the extra efforts of staff that have filled in while another staff person Mark Parsons Justice is on sick leave. He explained changes in the Board of Pensions. He offered his services to churches that would like to study the book Unbinding the Gospel.

## MISSION COMMITTEE

The Moderator recognized Larryetta Ellis, Chair of the Mission Committee, who called attention to the Missions Fair in November and the Presbytery Mission Trip October 16 - 20 to help with flood relief. Barbara Chalfant recognized individuals who have helped with flood recovery in very specific ways. Joan Stewart, West Virginia Ministry of Advocacy and Workcamps (WVMAW), thanked presbytery members for all they have done for flood relief.

### RECOMMENDATION:

1. **(CA)** To approve the offering received at the August 20, 2016 meeting of Presbytery of West Virginia to be used for food banks in West Virginia.

## STEWARDSHIP COMMITTEE

The Moderator recognized Rockland Poole, Treasurer, who reported on the Financial Reports through the second quarter. (Appendix H, pages 147-163.) Mr. Poole reported that \$20,000 has been received from individuals and churches within the Presbytery, \$78,000 from individuals and churches outside the Presbytery and \$9,500 from grants, all of which was forwarded to West Virginia Ministry of Advocacy and Workcamps (WVMAW) for flood relief.

David Lee, Chair of Stewardship Committee, was recognized. He presented the proposed 2017 budget.

### RECOMMENDATION:

1. The committee recommends approval of the proposed 2017 budget. The motion was **approved.**

### INFORMATION:

1. The bottom line is \$783,675 – a decrease of \$53,749 (about 6.4%) from 2016. The membership of the presbytery has decreased approximately 5.5% in 2015 (the last year for which we have data.)
2. Per Capita is proposed to remain at \$29, as it was in 2016. Of this, the General Assembly portion has increased to \$7.55 while the Synod portion remains at \$2.30, leaving the presbytery portion at \$19.15.
3. The budget presented is outlined by committee, which is very convenient for bookkeeping, but can be confusing for readers. For example, if one looks under the budget for Bluestone Camp, the only items listed are support for the Counselor-in-Training program and the committee meetings – a total of \$6,000 for the year. But the more complete picture is that the Administration Committee budget has the salary and support for our presbytery staff, including approximately \$100,000 in support of the salary and benefits for the Director of Bluestone and the portion of our presbytery



treasurer's time which is committed to Bluestone. There are also further incidentals, like property insurance, which are not listed under Bluestone Committee but which are paid by the Presbytery of West Virginia (and you!). Our Mission Committee budget includes a number of partnerships and grants, but does not include the support of our Associate for Mission. The Nurture Committee budget includes a number of line items for the Resource Center, but does not include the support for the Resource Center Director. And so on, and so forth; you get the idea.

4. A few highlights: our nationally acclaimed program for preparing Commissioned Ruling Elders to help serve smaller congregations (as well as others) is listed at zero dollars for 2017. We are NOT abandoning the program! It is simply on hiatus, probably until 2018. While it is "fallow", we are committing to a Leadership Development Program for those already serving the Church. You will find those numbers under the Leadership Team portion of the budget, and a more complete description will be presented during the Leadership Team report. Also, please note that our use of Restricted Fund Support is decreased, bringing us closer to a sustainable level. It is still not ideal for the long run, but seems an excellent compromise between immediate need and long-term service.

#### **BLUESTONE COMMITTEE**

The Committee yielded its time.

#### **GENERAL ASSEMBLY COMMISSIONERS**

The Moderator recognized Ed Thompson, who explained how business is accomplished at the General Assembly. Commissioners Todd Wright, Barbara Accord, Chet Parsons, Tina Vial and Maddie DeGuilian reported electronically or in person on their personal experiences, the committees they served on and the actions taken.

#### **GOOD NEWS FROM THE PEWS**

The Moderator invited Ruling Elder Commissioners to share the good news of what is happening in their local churches.

#### **ADMINISTRATIVE COMMISSION: FIRST PRESBYTERIAN CHURCH, HUNTINGTON**

Moderator Vial recognized John Holland, Chair of the Administrative Commission for First Presbyterian Church, Huntington. He shared the history of the concerns at the church, as well as the timeline of activities that have occurred since the Administrative Commission was formed. The Administrative Commission assumed original jurisdiction as is serving as the Session of the church and reportedly, there is much hope and joy in the church.

#### **NOMINATING COMMITTEE**

Moderator Vial recognized Richard Thomas, member of the Nominating Committee, who presented the report of the committee.

## RECOMMENDATIONS:

1. For the Moderator Elect - Amy Parker, Teaching Elder

There were no nominations from the floor. The motion was **approved**.

2. For the Presbytery Committee Chairs for 2017:

Administration Committee – Sharon Rowe  
Ministry Committee – Cinda Harkless  
Mission Committee – Larryetta Ellis  
Nurture Committee – Kari Preslar  
Relations Committee – Nancy Tissue  
Representation Committee – Gary McGrew  
Stewardship Committee – Karen Kinney  
Trustees – James Rowe  
Vocations Committee – Janice Fraser

There were no nominations from the floor. The motion was **approved**.

3. For Commissioner to Synod, Class of 2019 – John Bolt

There were no nominations from the floor. The motion was **approved**.

## MINISTRY COMMITTEE

The Moderator recognized Cinda Harkless, Chair of the Ministry Committee.

## RECOMMENDATIONS:

1. **(CA)** Recommend of Approval of Moderators: **Beckley Presbyterian Church** and **Rev. Bob Wood**; **First Presbyterian Church, Huntington** and **Rev. Skip Seibel**; **First Presbyterian Church, Williamson**, and **Rev. Doug Pendleton**; **Lakeview Presbyterian Church** and **Rev. Ron Buckalew**.

2. **(CA)** Approve Terms of Call for **Anna Pinkney Straight** and the **Old Stone Presbyterian Church** beginning September 1, 2016. Terms: salary: \$39,000 per year; housing allowance: \$23,400; utilities: \$2,600 per year; SECA: \$5,382; Board of Pensions medical and pension; vacation: 4 weeks per year (including Sundays); continuing education: 2 weeks per year (including Sundays); auto expenses at the IRS rate up to \$2,000 per year; continuing education: \$1000; 12 days of sick leave per year and two months paid parental leave if applicable; paid Sabbatical Leave of four months after seven years; moving expenses to the field.

3. (CA) Recommend approval the Interim Pastor covenant between **Charla Waters Koerner** and the **Church of Our Covenant, Grafton** through December 31, 2016. Terms: 20 hours per week; salary: \$1848.58 per month, of this amount \$529.17 is designated housing allowance and utilities; includes SECA: \$1,837; continuing education: \$1,000; Board of Pensions medical and pension; auto reimbursement at the IRS rate up to \$2,380; vacation: 4 weeks (including Sundays); continuing education: 2 weeks (including Sundays). Responsibilities: weekly worship and special services; counsel students; assist in the operation of the Campus Christian Center; meet with the local campus ministry committee; participate in outreach programs; attend Westminster Foundation board meetings and provide reports.
4. (CA) Approve the covenant for **Commissioned Ruling Elder** between **Nancy Bulla** and the Presbytery of West Virginia, as Moderator of the **Red Sulphur Springs Church** through December 31, 2016. Terms: 10 hours per month as a volunteer. The church will pay travel expenses at the allowable IRS rate.
5. (CA) Recommend approval of the Interim Pastor covenant between **Christina Baisley Tutterow** and **Bream Memorial Presbyterian Church, Charleston** July 16, 2016 through July 15, 2017. Terms: 40 hours per week; salary: \$3697.17 per month, of this amount \$2,500 is designated housing allowance; includes SECA: \$306.17 per month; continuing education \$2,000; Board of Pensions medical and pension; auto reimbursement at the IRS rate, moving expenses to the field; vacation: 4 weeks (including Sundays); continuing education: 2 weeks (including Sundays). Responsibilities: weekly worship and special services; preside over or attend other church functions including weddings, funerals and Wednesday dinners; help to organize/reorganize session and the congregation into functional committees and groups; organize the congregation to provide consistent congregational care; moderate the session; lead a mission study; supervise staff and help configure best staffing within the available budget; coordinate as needed with preschool and other facility tenants.
6. (CA) Recommend approval of the Interim Associate Pastor covenant between **Douglas Jenkins** and **First Presbyterian Church, Charleston** September 1, 2016 through August 31, 2017. Terms: 40 hours per week; salary: \$5,000 per month, of this amount \$1,500 is designated housing allowance; includes SECA; continuing education; Board of Pensions medical and pension; auto reimbursement at the IRS rate, vacation: 4 weeks (including Sundays); continuing education: 2 weeks (including Sundays). Responsibilities: weekly worship and special services as needed; congregational care, Adult Education, liaison to the Board of Deacons, participate in the confirmation class with the Leadership Team; share pastoral concerns and prayer support with the session; moderate the session as appointed by the Head of Staff; participate in Program Leadership meetings and events, other duties as directed by the Head of Staff or session.
7. (CA) Approve the Temporary Supply covenant between **Steven E. Lightner** and the **Community Presbyterian Church, Arthurdale** through December 31, 2016. Terms: 15 hours per week; salary \$1,000 per month; auto reimbursement at the IRS rate; vacation: 4 weeks (including Sundays); continuing education: 2 weeks (including

Sundays). Responsibilities: sermon preparation and leadership of weekly worship and special services including weddings and funerals; home, hospital and nursing home visitations as needed.

8. **(CA)** Recommend approval of the renewal of covenant as Interim Pastor between the **First Presbyterian Church Morgantown**, and **Rev. Monica Styron**. Terms: salary: \$45,000; housing allowance: \$20,000; SECA: \$5,382; professional allowance (travel, continuing education, etc.): \$4,500; Board of Pensions/Medical; medical reimbursement: \$2,500; vacation 5 weeks (including Sundays); continuing education 2 weeks (including Sundays); upon completion of the covenant or termination by the session, a three month severance based on the above salary and housing. Responsibilities: conduct worship including special services; presence in the congregation and community, teaching pastoral care, participate in Christian education, oversight of church staff, leadership of the completion of the five developmental tasks of interim ministry; moderate the session, assist in a visioning process, resourcing committees as mutually agreed; create and implement with the session an effective administrative model; assist the session with engaging the congregation in worship and increasing attendance; assist the congregation in becoming the presence of God in our community and beyond; be an active participant in the Presbytery of West Virginia.
9. **(CA)** Recommend approval for Authorized Lay Preacher (ALP) **Sue Hollandsworth** to administer the Sacrament of Communion.
10. **(CA)** Recommend approval of waiver for the rotation of officers for the **McKinnon Presbyterian Church, Charleston** and the **Smithers Presbyterian Churches**.
11. **(CA)** Approve the request for Honorable Retirement for Rev. **James Roberts**, effective August 31, 2016 and to hold an appropriate celebration of his ministry at the August 20 Stated Meeting of Presbytery.

Cinda Harkless and Moderator Vial led the Presbytery in honoring James Roberts and he was conferred the status of Honorably Retired. He expressed gratitude for his time of ministry in the Presbytery of WV.

12. That Presbytery appoint an administrative commission for the purpose of dissolving the **McLean Presbyterian Church, Ronceverte**. This commission is empowered pursuant to Presbytery policy, to do the following:
  - a. Assist the Session to wind up the affairs of the church, transfer members and plan worship;
  - b. Receive Session records, retain records to wind up the affairs and deposit the records with the Stated Clerk, who will forward them to the Presbyterian Historical Society;
  - c. Grant letters of dismissal to members of the church within one year of the effective

date of dissolution;

- d. With the aid of the Trustees, take possession of all real and personal property, financial records, inventories of equipment or other property and arrange for transfer of title to the Presbytery of all accounts and property.
- e. Consult with the Session regarding requests of the congregation with regard to the disposition of the property and arrange for the disposition of the property or arrange for its retention and storage;
- f. Assert claim of the Presbytery to any property of the church not known at this time or property which may come to the church as the beneficiary of a will or trust.
- g. This church shall be dissolved effective the date on which this commission reports completion of its work to the Stated Clerk.

It was moved to appoint the following to serve on the McClean Administrative Commission: Susan Sharp Campbell, Teaching Elder; Cam Harkness – Teaching Elder, Chair of Commission; Sam Masters, Ruling Elder; Carolyn Napier, Ruling Elder; Jim Rowe, Ruling Elder. The motion was **approved**.

13. That Presbytery appoint the following administrative commission for the purpose of dissolving the **Montgomery Presbyterian Church, Montgomery**: Robert Newman, Nancy Martin, Kari Preslar, Sandy Singleton and Douglas Jenkins, who will chair the commission. This commission is empowered pursuant to Presbytery policy, to do the following:

- a. Assist the Session to wind up the affairs of the church, transfer members and plan worship;
- b. Receive Session records, retain records to wind up the affairs and deposit the records with the Stated Clerk, who will forward them to the Presbyterian Historical Society;
- c. Grant letters of dismissal to members of the church within one year of the effective date of dissolution;
- d. With the aid of the Trustees, take possession of all real and personal property, financial records, inventories of equipment or other property and arrange for transfer of title to the Presbytery of all accounts and property.
- e. Consult with the Session regarding requests of the congregation with regard to the disposition of the property and arrange for the disposition of the property or arrange for its retention and storage;
- f. Assert claim of the Presbytery to any property of the church not known at this time or property which may come to the church as the beneficiary of a will or trust. This church shall be dissolved effective the date on which this commission reports completion of its work to the Stated Clerk.
- g. This church shall be dissolved effective the date on which this commission reports

the completion of its work to the Stated Clerk.

It was moved to appoint the following to serve on the Montgomery Administrative Commission: Doug Jenkins, Teaching Elder, Chair of Commission; Nancy Martin, Ruling Elder; Bob Newman, Teaching Elder; Kari Preslar, Ruling Elder; Sandy Singleton, Ruling Elder. The motion was **approved**

14. That Presbytery appoint an administrative commission for the purpose of dissolving **First Presbyterian Church, Terra Alta**. This commission is empowered pursuant to Presbytery policy, to do the following:

- a. Assist the Session to wind up the affairs of the church, transfer members and plan worship;
- b. Receive Session records, retain records to wind up the affairs and deposit the records with the Stated Clerk, who will forward them to the Presbyterian Historical Society;
- c. Grant letters of dismissal to members of the church within one year of the effective date of dissolution;
- d. With the aid of the Trustees, take possession of all real and personal property, financial records, inventories of equipment or other property and arrange for transfer of title to the Presbytery of all accounts and property.
- e. Consult with the Session regarding requests of the congregation with regard to the disposition of the property and arrange for the disposition of the property or arrange for its retention and storage;
- f. Assert claim of the Presbytery to any property of the church not known at this time or property which may come to the church as the beneficiary of a will or trust.
- g. This church shall be dissolved effective the date on which this commission reports the completion of its work to the Stated Clerk.

It was moved to appoint the following to serve on the Terra Alta Administrative Commission: John Bolt, Ruling Elder, Chair of the Commission; Bruce Stevens, Teaching Elder; Bill Riley, Ruling Elder; Luther Parrack Jr., Ruling Elder; Rebecca Mihm, Teaching Elder. The motion was **approved**.

15. Recommend approval of 2017 Minimum Compensation for Teaching Elders and Certified Christian Educators.

Cash salary	\$ 32,800
Housing	\$ 9,900
Utilities	<u>\$ 3,300</u>
TOTAL	<u>\$ 46,000</u>

(Note: the effect on total compensation package will be SECA \$3,809, Board of Pensions dues \$16,790, and Continuing Education \$1,000 for a total of \$67,599 which does not include travel expenses at the IRS allowable rate.)

The motion was **approved**.

16. Recommend approval of the *Presbytery of West Virginia Dissolution Policy*. (Appendix I, pages 164-172.)

The motion was **approved**.

17. Recommend approval of the *Presbytery of West Virginia Ethics for Departing Pastors*. (Appendix J, pages 173-176.)

The motion was **approved**.

#### INFORMATION:

1. Moved **Rev. John Minihan** to **Member at Large** status effective July 15, 2016.
2. Approved the transfer of membership for **Rev. Joanne Glaser** to **Western Carolina Presbytery**.
3. Approved the membership of **Rev. Christina Tutterow** to the Presbytery of West Virginia.
4. Approved the membership of **Rev. Anna Pinkney Straight** to the Presbytery of West Virginia.

#### LEADERSHIP TEAM

The Moderator recognized Randy Fife, Chair of the Leadership Team who highlighted information about the Expanding Your Ministry Toolbox, a 5-week course to be held in 2017.

The Leadership team met on June 8 in Beckley and July 6 in Charleston. The June meeting included a time of visioning and review of the progress on the Presbytery's Strategic Plan.

#### RECOMMENDATION:

1. **(CA)** Recommend approval of the celebration of the Lord's Supper at the Older Youth Retreat, November 18-20, 2016 at Bluestone Camp & Conference Center, with Teaching Elder Dana Sutton as officiant.
2. **(CA)** The recommendation of sites and dates for 2017 Presbytery meetings: February 25<sup>th</sup> (First Charleston); May 18th (Bridgeport); August 19<sup>th</sup> (Davis Memorial, Elkins), and November 16<sup>th</sup> (Old Stone, Lewisburg).

3. The nomination of Terry Cunningham to continue to serve through 2017 as Chair of the Nominating Committee.

There were no nominations from the floor. The motion was **approved**.

4. The nomination of Marcia Leitch (Ruling Elder, Old Stone, Lewisburg) as a member of the Nominating Committee's Class of 2017.

There were no nominations from the floor. The motion was **approved**.

5. Policy on Overtures to the General Assembly and Requests for Concurrences from Other Presbyteries is presented immediately following this report for a "first reading" as an addition to the manual (line 364) and will be voted on at the November 17, 2016 Stated Presbytery Meeting. (Appendix K, pages 177-179.)
6. Recommend approval of the celebration of the Lord's Supper at the Fall Getaway Retreat, October 9, 2016 at Bluestone Camp & Conference Center, with Teaching Elder Larryetta Ellis as officiant.

The motion was **approved**.

#### INFORMATION:

1. Approved changing the name of the Logan Cluster to Rivers Cluster.
2. Approved sending undesignated "flood relief" funds, sent to the Presbytery, to West Virginia Ministry of Advocacy and Workcamps (WVMAW).
3. Approved this meeting's placemats, as proposed by the Stewardship of Creation Ministry Team (SCMT).
4. Heard reports (1) from the General Presbyter, Ed Thompson, about the proceedings at the General Assembly; (2) from the Synod Commissioner, David Lee, about the Synod's inquiry of Presbytery leaders; (3) from the Leadership Development Coordinating Team (report to be made at this meeting); (4) from the Huntington First Administrative Commission.
5. Considered next steps in follow-up to the Prayer Vision Initiative, and began study of the book Unbinding the Gospel: Real Life Evangelism, by Martha Grace Reece.

#### TRUSTEES

Moderator Vial recognized James Rowe, Chair of the Trustees. He reported on land that was not previously known to be held by the Presbytery.

#### RECOMMENDATION:



1. Recommend approval of an Oil and Gas lease to the Antero Resources Corporation of the cemetery of the former Highland Presbyterian Church in Pennsboro, WV effective immediately for the sum of \$2,000 plus a production royalty of 15 percent if the property is included in a well unit

Robin Blakeman spoke against the motion and requested that her remarks be entered into the minutes of the meeting. (Appendix L, page 180.)

Nancy Didway moved that the motion be referred back to the Trustees and the Committee on Stewardship of Creation for consideration. James Rowe moved to amend the motion, that the item be referred to the Committee on Stewardship of Creation for its consideration after which they will advise the Trustees for recommended action. The amendment to the motion was seconded and **approved**. This became the main motion and was **approved**.

### **NEW BUSINESS**

The Moderator stated that there was no new business.

### **ADJOURNMENT**

Presbytery was adjourned at 4:47 p.m. with a charge and benediction by the Moderator.

Next Stated Meeting: November 17 at First Presbyterian Church, St. Albans

Mavis Grant-Lilley, Recording Clerk



Ed Thompson, Stated Clerk Pro Tem

Peter Vial, Moderator

## APPENDIX A

### ATTENDANCE

**GENERAL PRESBYTER:** Ed Thompson.

**OFFICERS OF PRESBYTERY:** Peter Vial, Moderator; Ed Thompson, Stated Clerk Pro Tem; Rockland Poole, Treasurer; Mavis Grant Lilley, Recording Clerk; Susan Perry, Moderator Elect.

**MEMBERS OF LEADERSHIP TEAM (who are not Ministers or Elder Commissioners):** Randy Fife.

**STAFF:** Susan Sharp Campbell, Barbara Chalfant, Nellie Howard, Mark Miller.

**Note:** All attendance records for this meeting of presbytery were lost in a server crash. This is noted in the table below by \*\*.

#### ATTENDANCE OF MINISTERS

P=Present E=Excused A=Absent AE=Automatically Excused (Honorably Retired)

Name of Minister	12/3/15	2/20/16	5/19/16	8/20/16
Accord, Barbara A.	P	P	P	**
Alford, Ralph Judson, II	AE	AE	AE	**
Atkins, Ken	AE	AE	AE	**
Baldwin, Stephen	P	E	P	**
Blakeman, Robin	P	P	E	**
Bondurant, Robert K.	P	AE	AE	**
Bowen, Ed	P	E	E	**
Bower, David	AE	AE	AE	**
Boyce, Bonnie	P	A	P	**
Buckalew, Ronald W.	P	AE	AE	**
Butler, Claire	P	A	E	**
Butler, Craig	P	P	AE	**
Calebaugh, Kenneth B.	AE	AE	AE	**
Campbell-Malake, Elizabeth	P	P	P	**
Campbell, Jacqueline	P	E	E	**
Campbell, Susan Sharp	P	E	P	**
Carroll, R. Leon, Jr.	AE	AE	AE	**
Case, Walter A.	AE	AE	AE	**
Clark, Thomas F.	AE	AE	AE	**
Craven, Doug	AE	AE	AE	**
Dawson, Ellen	P	E	E	**
Didway, Nancy	P	P	P	**
Deaderick, David S.	AE	AE	AE	**
Debnam, Robert W.	AE	AE	AE	**
Dodson, E. Denison	E	A	A	**
Dreyer, Charles B.	AE	AE	AE	**
Ducheneau, Mike	A	A	A	**
Ellis, Larryetta	P	P	P	**
Fraser, Janice	P	P	P	**
Gamble, Larry	A	A	A	**
Gentry, Calvin P.	AE	AE	AE	**
Glaser, Joanne	A	A	A	**

Name of Minister	12/3/15	2/20/16	5/19/16	8/20/16
Glaser, Robert H.	AE	AE	AE	**
Goehner, Paul E.	AE	AE	AE	**
Graham, Leonard E.	AE	AE	AE	**
Gurley, Ben E.	AE	AE	AE	**
Haig, Kristine	AE	AE	AE	**
Harkless, Cinda	P	P	P	**
Harkness, Cameron	AE	AE	AE	**
Harrah, Jerry D.	AE	AE	AE	**
Heidt, Paul Douglas	P	AE	P	**
Holland, John	E	P	P	**
Hollis, Virginia Kay	AE	AE	AE	**
Hood, Leonard L.	AE	AE	AE	**
Howe, Lanny	AE	AE	AE	**
Jenkins, Doug	P	P	P	**
Jenkins, Janet	AE	AE	AE	**
Johnson, Rick	P	P	A	**
Johnston, Thomas M., Jr.	AE	AE	AE	**
Kyle Key	*	P	P	**
Kilbert, Chris	P	P	P	**
Karen R. Kinney	P	P	E	**
Koerner, Charla Waters	P	P	P	**
Koerner, John F.	P	P	P	**
Krum, David P.	AE	AE	AE	**
Kupar, Greg	P	P	A	**
Lamb, Richard C.	P	P	AE	**
Laukoter, Rob S.	P	P	P	**
Lee, David A.	P	P	P	**
Leitch, James O.	AE	AE	P	**
Locke, Kenneth	P	P	A	**
Lyles, W. Patterson	P	P	P	**
Mansell, Wm. Franklin, Jr.	P	P	P	**
Maynard, Arvie L.	AE	AE	AE	**
McChesney, Charles S.	AE	AE	AE	**
McCoy, William	P	P	P	**
McGrew, Gary S.	AE	AE	AE	**
McGuire, Richard W.	A	E	A	**
McKinnon, John	P	P	P	**
McMorran, William G., Jr.	AE	AE	AE	**
McMurray, Stewart M.	AE	AE	AE	**
Rebecca Mihm	*	*	P	**
Minihan, John	A	E	P	**
Minnerly, Douglas A.	P	P	A	**
Mobayed, Richard S.	AE	AE	AE	**
Mohrman, James A.	AE	AE	AE	**
Monschke, Alice	AE	AE	AE	**
Morgan, Norman K.	AE	AE	AE	**
Morley, James E.	E	A	A	**
Neal, Elise	P	P	P	**
Newman, Robert G.	P	P	AE	**
Palmer, Harry W.	AE	AE	AE	**
Parker, Amy S.W.	P	P	E	**

Name of Minister	12/3/15	2/20/16	5/19/16	8/20/16
Parsons, Shelly Barrick	E	E	A	**
Pendleton, P. Douglas, Jr.	P	E	A	**
Perkins, Chris	P	P	P	**
Posey, Lawton W.	AE	AE	AE	**
Purcell, Boyd C.	AE	AE	AE	**
Ray, Robin	P	E	P	**
Rice, Andrew "Andy"	P	E	P	**
Richards, David P.	P	E	P	**
Riley, John A.	AE	AE	AE	**
Ringe, Charles	AE	AE	AE	**
Roberts, Jim	P	P	A	**
Robertson, M. Bruce	AE	AE	AE	**
Robinson, James E.	P	P	P	**
Romine, Paul D.	P	P	P	**
Ryan, Patrick "Pat"	A	P	A	**
Seely, Mike	P	A	A	**
Seibel, Frank L. "Skip"	P	P	P	**
Shaffer, David	AE	AE	AE	**
Shepherd, Rachel J.	*	*	P	**
Shogren, Donna Lee	AE	AE	AE	**
Snyder, Richard J. Daly	AE	AE	AE	**
Sonnenday, John	AE	AE	AE	**
Spencer, Donald L.	AE	AE	AE	**
Spransy, George B. Jr.	P	P	P	**
Spring, Charles M.	AE	AE	AE	**
Starcher, Kevin	A	P	P	**
Sterling, Julie	P	P	A	**
Stevens, Bruce	AE	P	AE	**
Stewart, Joan W.	P	P	P	**
Stone, Greg	A	A	A	**
Styron, Monica	E	A	E	**
Sutton, Dana W.	A	A	A	**
Sutton, Jean C.	A	A	A	**
Taylor, J. Dexter	AE	AE	AE	**
Thompson, Dean K.	AE	AE	AE	**
Edward J. Thompson	*	P	P	**
Vial, Peter	P	P	P	**
Walker, Gary C.	AE	AE	AE	**
Walther, James A., Jr.	A	P	A	**
Washburn, Francis T.	AE	AE	AE	**
Willoughby Weed, Kathryn A.	A	A	E	**
Wilson, Richard B.	P	P	P	**
Wood, Robert M.	P	E	P	**
Woodard, Sara G. (Sally)	AE	P	P	**
Wright, Todd	P	P	P	**
Youngblood, Lucy	AE	AE	AE	**

# ATTENDANCE OF CHURCHES

E=Excused N=No Representation, did not request excuse

Name of Church	12/3/15	2/20/16	5/19/16	8/20/16
Alderson	N	N	N	**
Alexander Memorial, Stony Bottom	Agnes Doyle-Kalland	N	N	**
Anderson Memorial, Welch	N	N	N	**
Bates Memorial, Huntington	Jennifer Barton	Sandra Thomas	Sandra Thomas	**
Baxter, Dunmore	N	N	N	**
Beckley	Peggy Debnam	N	N	**
Beechwood, Parkersburg	Cragin Blevins	Cragin Blevins	N	**
Belington	N	N	N	**
Belle	E	N	E	**
Bethlehem, Shinnston,	N	N	N	**
Beulah Humble, Elizabeth	N	N	N	**
Beverly	N	N	N	**
Beverly Hills, Huntington	Peg Somerville	N	N	**
Bradley	Sandra McIntire	N	E	**
Bramwell	N	N	N	**
Bream Memorial, Charleston	Derek Hudson	Derek Hudson	Karen Robinson	**
Bridgeport	N	N	N	**
Brush Creek, Ridgeview	N	N	Delores Cook	**
Buffalo	N	N	Neal Jeffreys	**
Canyon Community, Morgantown	N	N	N	**
Centerville, Greenville	E	N	Dorothy Larew	**
Church of our Saviour, Clarksburg	N	N	N	**
Church of the Covenant, Grafton	N	N	N	**
Church of the Covenant, Hurricane	N	N	N	**
Clear Creek	N	N	N	**
Clifton, Maxwelton	Ryan Blake	Donna Nickell	Ann Davis	**
Clothier	N	N	N	**
Comfort	N	N	Marshall Bowne	**
Community, Arthurdale	E	E	N	**
Davis Memorial, Elkins	Lynn Proudfoot	Mark Armentrout	Lynn Proudfoot	**
Davis Memorial, Gassaway	Rob Robinson	Steve Beane	Rob Robinson	**
Dupont City, Belle	N	N	N	**
Edgewood, Lewisburg	Carolyn Napier	Larry Napier	Julian Arbuckle	**
Eleanor	Jeff Jefferies	Ann Elliott	Beverly Luikart	**
Elk Hills, Charleston	N	Jean Naylor	N	**
Enslow Park, Huntington,	Golden Adkins	Susan Fabry	Michael Bonyak	**
Falls View, Charlton Heights	N	N	N	**
Fayetteville	Mike Burton	N	Charlene Romans	**
First, Bluefield	Rick Lowry	N	N	**
First, Buckhannon	Steve Hornbeck	Steve Hornbeck	N	**
First, Charleston	Jim McCain	Kay Lamb	Karen Scherr	**
	Frankie McCain	N	Payne Warner	**
	Karen Scherr	N	Tish Whitney	**
First, Clarksburg	Connie Leulitte	Denver Atkinson	Bryan Delawder	**
First, Colcord	N	N	N	**
First, Dunbar	N	N	N	**

<b>Name of Church</b>	<b>12/3/15</b>	<b>2/20/16</b>	<b>5/19/16</b>	<b>8/20/16</b>
First, Fairmont	N	Jim DeLong	N	**
First, Hinton	N	N	Elizabeth Reed	**
First, Huntington	N	N	Jane Nicholas	**
First, Kenova	N	N	N	**
First, Kingwood	N	N	N	**
First, Logan	Linda Marsh	N	Roger Perry	**
First, Mannington	N	N	N	**
First, Morgantown	John Bolt	N	N	**
First, Nitro	Larry Harris	N	Jim Westlund	**
First, Oak Hill	Betty Davis	N	N	**
First, Parkersburg	Wayne Sanders	Sarah Townsend	N	**
First, Ravenswood	N	N	N	**
First, Ripley	N	N	N	**
First, St. Albans	Mel Burch	Jack Rogers	Kathryn Maddy	**
First, South Charleston	Bill Kimmons	Bill Kimmons	N	**
First, Terra Alta	E	N	N	**
First, Thomas	N	N	N	**
First, Welch	E	Vesta Larkin	E	**
First, Weston	N	N	N	**
First, White Sulphur Springs	N	N	N	**
First, Whitesville	Mike Lykens	Mike Lykens	N	**
First, Williamson	Susan Conn	Susan Conn	Susan Conn	**
First, Williamstown	Jeff Howard	Peter Thayer	Jeff Howard	**
Fleming Memorial, Fairmont	E	Sally Yost	Mike Yost	**
Frankford	Linda Boone	E	Linda Boone	**
Gilbert	Debra Burgess	N	N	**
Glenville	E	Kathy Gilbert	N	**
Grace Covenant, Charleston	E	E	N	**
Green Bank, Liberty	N	N	N	**
Harman	N	N	N	**
Highlawn, Huntington,	N	Howard Aulick	Paulette Mabry	**
Highlawn, St. Albans	E	N	N	**
Hughes River, Cairo	E	Anne Banks	N	**
Kanawha United, Charleston	Robert Passmore	Roberta Fowlkes	Richard Hartman	**
Keller, Pence Springs	N	N	N	**
Kesler Memorial, Hico	N	N	N	**
Kuhn Memorial, Barboursville	N	N	N	**
Lakeview, Lakebottom	N	N	N	**
Marlinton	E	N	N	**
Marsh Fork, Dry Creek	E	N	N	**
McElhenney, Alderson	N	N	N	**
McKinnon, Charleston	N	N	N	**
McLean, Ronceverte	N	E	E	**
Mill Creek	N	E	N	**
Milton	N	N	N	**
Mingo	N	N	N	**
Montgomery	N	N	N	**
Mount Hope	N	N	N	**
Oak Grove, Hillsboro	N	Sue Hollandsworth	Sue Hollandsworth	**

Name of Church	12/3/15	2/20/16	5/19/16	8/20/16
Old Stone, Lewisburg	N	Nancy Smallenberger	Joe Taylor	**
Orgas	N	N	N	**
Parsons	N	N	N	**
Philippi	N	N	N	**
Pickens	N	N	N	**
Pineville	E	N	N	**
Point Pleasant	N	Pam Heib	Donna Lambert	**
Red Sulphur Springs, Ballard	N	N	N	**
Richwood	N	N	N	**
Riverlawn, St. Albans	N	Sherry Marcum	Jane Lothes	**
Rock Forge, Morgantown	N	N	N	**
Rock Lake, South Charleston	John Solberg	Kay Rotz	John Solberg	**
Rome, Proctorville	N	N	N	**
Ronceverte	Alan Clower	E	Alan Clower	**
Ruffner Memorial, Charleston	N	N	N	**
St. Andrew, Pinch	N	Steve Winkel	N	**
St. Marys	N	N	N	**
Salem, Ronceverte	N	E	E	**
Second, Huntington	Donna Cowley	E	Jack Ferrell	**
Slatyfork, Big Spring	N	N	N	**
Smithers	N	N	N	**
South Park, Charleston	Debra Schultz	Larry Sites	E	**
Spencer	Brenda Wilson	Brenda Wilson	E	**
Spring Creek, Renick	N	N	N	**
Spring Valley, Huntington	N	N	N	**
Sugar Grove, Morgantown	N	N	N	**
Summerlee	N	N	N	**
Summersville	N	N	N	**
Teays Valley, Scott Depot	Cathy Conaway	Reggie Lowe	Bill Hensley	**
Trinity, Shady Spring	E	N	N	**
Tygarts Valley, Huttonsville	N	N	N	**
Union	E	N	N	**
Upperglade	James Gamble	N	James Gamble	**
Valley Bend, Beverly	N	N	N	**
Village Chapel, Charleston	Martha Foster	Kathryn McCrary	Barbara Smith	**
Waverly – Bethel, Waverly	N	Mark Skidmore	Dick Hammat	**
Westminster, Charleston	N	N	N	**
Westminster, Vienna	N	N	N	**
Whittico Memorial, Keystone	N	N	N	**
Winfield	Nancy Baldwin	E	N	**
Zion, Helvetia	N	N	N	**

## APPENDIX B – DOCKET

\*Indicates “Order of the Day” (To be taken up precisely at the time indicated)

9:00 – 10:00 Registration and time for fellowship and refreshments  
 9:15 First Time Commissioner Orientation

\*10:00 Call to Order Peter Vial, Moderator

Greetings from First Presbyterian Church John Koerner, Pastor

- Election of Stated Clerk Pro Tem Randy Fife
  - Welcome of new Teaching Elders Ed Thompson, Stated Clerk Pro Tem
  - Seating of new Corresponding Members
  - Introduction Visiting Teaching Elders
  - Recognition of Ruling Elders attending Presbytery for the first time
  - Statement of Quorum
  - Approval of Docket
  - Consent Agenda
- Moderator
- o A consent agenda groups together routine items and resolutions under one agenda item. Items included in the consent agenda will not be open for discussion and all are approved in one vote. Opportunity will be given prior to the vote for members to remove items from the consent agenda. Items that are removed will be added to the regular agenda for separate discussion.
  - Appointment of Temporary Clerks
  - Appointment of Standing Committees
    - o Committee on Bills and Overtures
      - Leadership Team members present

Announcements: Resource Center, Nurture Committee, Stewardship of Creation

Education Focus *Addiction* James Rowe

\*11:15 Worship  
 \*12:30 Recess for Lunch  
 \*1:30 Prayer & Hymn Moderator

Report of the Stated Clerk Stated Clerk  
 - Presentation of Procedural Matters

Report of the General Presbyter General Presbyter, Ed Thompson

Report of the Mission Committee Larryetta Ellis

Report of the Stewardship Committee David Lee



- Presentation of the 2017 Budget
- Financial Reports

Rocky Poole

Report of the Bluestone Committee

Jim Walther

Report of the General Assembly Commissioners

“Good News from the Pews”

Moderator

This is a time of sharing good news from churches throughout the presbytery  
by Ruling Elder Commissioners only.

Report of the Administrative Commission: First, Huntington

John Holland

Report of the Nominating Committee

Terry Cunningham

Report of the Ministry Committee

Cinda Harkless

Report of the Leadership Team

Randy Fife

Report of the Presbyterian Women

Danna Davis

New Business

Completion of Feedback Forms

4:00

Anticipated Time of Adjournment with Charge and Benediction by the Moderator

Printed Reports for Information Only: Nurture, Relations, and Vocations  
Committees

**NEXT Stated Meeting:**

**November 17 at First Presbyterian Church, St. Albans**

## **APPENDIX C**

### **MINUTES OF THE ADMINISTRATIVE COMMISSION TO ORDAIN AND INSTALL EDWARD J. THOMPSON AS GENERAL PRESBYTER OF THE PRESBYTERY OF WEST VIRGINIA**

The commission, appointed by the Presbytery of West Virginia to ordain and install Edward J. Thompson as General Presbyter of the West Virginia, met at the Beechwood Presbyterian Church on Saturday, February, 20 2016 at 9:30 a.m. The following members of the commission were present:

Ministers: Cinda Harkless, Amy Parker, Peter Vial;  
Elders: George Lilley, Jim Musgrave and Cyndi Taylor.

The commission was called to order by the chair, Peter Vial, who opened with prayer. The commission was organized and Peter Vial was elected clerk. The order of service for the installation was approved. The minutes of the commission as written by the clerk were approved. The commission then joined the Presbytery in the sanctuary of the church where a service of worship was conducted during the Presbytery Meeting.

The sermon, "A New Day" on the text Mark 16: 1-8 was preached by Edward J. Thompson. The constitutional questions were propounded to the minister by Peter Vial and to the Presbytery by George Lilley. All were answered in the affirmative. The prayer of ordination and installation was offered by Peter Vial. The chairperson, Peter Vial, declared that Edward J. Thompson was duly elected and installed as General Presbyter of the Presbytery of West Virginia. A charge was then delivered to the General Presbyter by Amy Parker, and to the congregation by Cinda Harkless. The service was closed with a brief statement and the benediction being pronounced by the newly installed General Presbyter, Edward J. Thompson.

The commission adjourned with the benediction.

Peter Vial  
Clerk of the Commission

## **APPENDIX D**

### **MINUTES OF THE ADMINISTRATIVE COMMISSION TO INSTALL REBECCA MIHM AS PASTOR OF THE FLEMING MEMORIAL PRESBYTERIAN CHURCH FAIRMONT, WEST VIRGINIA**

The commission, appointed by the Presbytery of West Virginia to install Rebecca Mihm as pastor of the Fleming Memorial Presbyterian Church, Fairmont, West Virginia, met at the church on Sunday, May 8, 2016 at 3:30 p.m. The following members of the commission were present:

Ministers: John Koerner, Robin Ray, Peter Vial;  
Elders: Steve Hornbeck, Elizabeth Madison and Patty Snider.

The commission was called to order by the chair, Peter Vial, who opened with prayer. The commission was organized and Peter Vial was elected clerk. The order of service for the installation was approved. The minutes of the commission as written by the clerk were approved. The commission then joined the congregation in the sanctuary of the church where a service of worship was conducted.

The sermon, "Now What?" on the text 1 Kings 19: 9-16 was preached by John Koerner. The constitutional questions were propounded to the minister by Peter Vial and to the congregation by Patty Snider. All were answered in the affirmative. The prayer of installation was offered by Steve Hornbeck. The chairperson, Peter Vial, declared that Rebecca Mihm was duly elected and installed as pastor of the Fleming Memorial Presbyterian Church, Fairmont, West Virginia. A charge was then delivered to the pastor by Robin Ray, and to the congregation by Steve Hornbeck. The service was closed with a brief statement and the benediction being pronounced by the newly installed pastor, Rebecca Mihm.

The commission adjourned with the benediction.

Peter Vial  
Clerk of the Commission

## **APPENDIX E**

### **MINUTES OF THE ADMINISTRATIVE COMMISSION TO INSTALL KYLE W. KEY AS PASTOR OF THE TEAYS VALLEY PRESBYTERIAN CHURCH SCOTT DEPOT, WEST VIRGINIA**

The commission, appointed by the Presbytery of West Virginia to install Kyle W. Key as pastor of the Teays Valley Presbyterian Church, Scott Depot, West Virginia, met at the church on Sunday, May 15, 2016 at 2:30 p.m. The following members of the commission were present:

Ministers: Doug Jenkins, Chris Kilbert, Rob Laukoter, Peter Vial;  
Elders: Pam Ferrell, Pam Johnson and Reggie Lowe.

The commission was called to order by the chair, Peter Vial, who opened with prayer. The commission was organized and Peter Vial was elected clerk. The order of service for the installation was approved. The minutes of the commission as written by the clerk were approved. The commission then joined the congregation in the sanctuary of the church where a service of worship was conducted.

The sermon, "Grasping the Gospel" on the text Ephesians 3: 7-21 was preached by Rob Laukoter. The constitutional questions were propounded to the minister by Peter Vial and to the congregation by Reggie Lowe. All were answered in the affirmative. The prayer of installation was offered by Reggie Lowe. The chairperson, Peter Vial, declared that Kyle W. Key was duly elected and installed as pastor of the Teays Valley Presbyterian Church, Scott Depot, West Virginia. A charge was then delivered to the pastor by Doug Jenkins, and to the congregation by Chris Kilbert. The service was closed with a brief statement and the benediction being pronounced by the newly installed pastor, Kyle W. Key.

The commission adjourned with the benediction.

Peter Vial  
Clerk of the Commission

## **APPENDIX F**

### **MINUTES OF THE ADMINISTRATIVE COMMISSION TO INSTALL RACHEL J. SHEPHERD AS PASTOR OF THE MARLINTON PRESBYTERIAN CHURCH MARLINTON, WEST VIRGINIA**

The commission, appointed by the Presbytery of West Virginia to install Rachel J. Shepherd as pastor of the Marlinton Presbyterian Church, Marlinton, West Virginia, met at the church on Sunday, May 22, 2016 at 5:00 p.m. The following members of the commission were present:

Ministers: Cameron Harkness, Andrew Rice, Peter Vial;  
Elders: Sue Herold, Sue Hollandsworth, Carolyn Napier;  
Guest: Rev. Kerra Becker English, Presbytery of the James.

The commission was called to order by the chair, Peter Vial, who opened with prayer. The commission was organized and Peter Vial was elected clerk. The order of service for the installation was approved. The minutes of the commission as written by the clerk were approved. The commission then joined the congregation in the sanctuary of the church where a service of worship was conducted.

The sermon, "The Mountains are Calling and I Must Go!" on the texts Psalm 69: 29-36 and Revelation 22: 1-5 was preached by Kerra Becker English. The constitutional questions were propounded to the minister by Peter Vial and to the congregation by Sue Herold. All were answered in the affirmative. The prayer of installation was offered by Peter Vial. The chairperson, Peter Vial, declared that Rachel Shepherd was duly elected and installed as pastor of the Marlinton Presbyterian Church, Marlinton, West Virginia. A charge was then delivered to the pastor by Andrew Rice, and to the congregation by Cameron Harkness. The service was closed with a brief statement and the benediction being pronounced by the newly installed pastor, Rachel Shepherd.

The commission adjourned with the benediction.

Peter Vial  
Clerk of the Commission

## **APPENDIX G PROCEDURAL MATTERS**

### **A. Principles of Parliamentary Law**

- Courtesy to all
  - Majority rule
  - Justice for all
  - One Item at a time
  - Respect the rights of the minority
  - Partiality for none
- Usually pro and con speakers will alternate and individual speaking will identify his or her position.
- No one is allowed to speak more than once on a pending question until all wishing to speak have been heard; a person can then speak a second time, but no more than twice (unless the body gives special permission by two-thirds vote for a third speech).

### **B. Relevant Provisions of Presbytery's Manual (Section III of Manual)**

1. "No new business shall be introduced after Presbytery recesses for lunch (unless by two-thirds vote Presbytery sets a different deadline for introduction of new business), and any new business not listed on the docket shall be presented in written form."
2. "...each elder elected an officer, General Presbyter, or a member of Leadership Team shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session."
3. "The privilege of the floor without vote shall be granted to lay members of Presbytery's committees and to laypersons serving on Presbytery's staff, if not enrolled as members of the Presbytery."
4. "The privilege of the floor without vote shall be granted to certified church educators serving the churches of Presbytery, if not enrolled as members of the Presbytery. Certified church educators who are ruling elders and serving churches of Presbytery shall have voice and vote privileges. (G-2.1103b)"

NOTE: The phrase, "privilege of the floor without vote," means that the person has the privilege of speaking on the floor of Presbytery, including debating a motion under consideration, subject to rules and guidelines that govern discussion and debate. However, the person does not have the privilege to make motions or to vote.

Those who have "privilege of the floor without vote" are lay members of committees, lay members of Presbytery staff, church educators, and youth advisory delegates. Those with "voice and vote" privileges are member Teaching Elders, Ruling Elder commissioners, Certified Christian Educators\*, Commissioned Ruling Elders, General Presbyter, Stated Clerk, Recording Clerk, Treasurer, Moderator, Members of Leadership Team and Presbytery Committee chairs.

### **C. Procedural Rules for the meeting of Presbytery (approval by two-thirds vote required to adopt #3).**

1. Persons wishing to speak to the Presbytery - giving a report, debating a motion, raising questions - will do so by using the microphones.
2. Each speaker, after recognition by the Moderator, will give his or her name and church name (or other relationship to the Presbytery if not pastor or elder commissioner from a session).
3. Limitation of Debate - 30 minutes per main motion, with each individual limited to 3 minutes per speech.
4. A recommendation from a committee or other entity elected by the Presbytery, upon being presented to Presbytery by an elected member of that entity, is considered to be on the floor for Presbytery's debate, amendment, and disposition without the necessity of a motion placing the recommendation on the floor.

# APPENDIX H – FINANCIAL REPORTS

## 2017 Budget

	2016 Budget	2017 Budget	Restricted Fund Support
<b><u>ADMINISTRATION COMMITTEE</u></b>			
OFFICE EXPENSES			59,000 Mission Development Fund 12,000 Funds of PWV
SALARY & PERSONNEL EXPENSE			30,800 Small Church Fund
All Salaries (including housing & utilities)			
Pension Expense			
Medical Insurance Expense			
Payroll Taxes			
Workers' Compensation			
Continuing Education & Professional Expense			
Travel & Program Expense			
COMMITTEE EXPENSES			
Consultant Fees			
Staff Development			
Committee Meetings			
	\$ 625,000	\$ 625,000	
<b><u>BLUESTONE COMMITTEE</u></b>			
CIT Support	4,500	4,500	4,500 Rachel McClintic Fund
Committee Meetings	1,500	1,500	
	\$ 6,000	\$ 6,000	
<b><u>LEADERSHIP TEAM</u></b>			
Leadership Development Program		6,000	6,000 Small Church Fund
Leadership Team	5,000	5,000	
	\$ 5,000	\$ 11,000	
<b><u>MINISTRY COMMITTEE</u></b>			
Mission Insite	5,500	0	0 Mission Development Fund
1,001 New Worshipping Comm.	2,500	2,500	2,500 Small Church Fund
Small Church Residency Program	4,000	0	0 Small Church Fund
Small Church Conf.	5,000	5,000	5,000 \$3K Small Church, \$2K PWV Funds
Cong. Develop Comm. travel	1,500	0	
Cong. Develop Comm. meetings	1,500	0	
	20,000	7,500	
CRE Training (Con. Ed.)	500	500	500 Small Church Fund
Ministry Training	500	500	500 PEPS
Kanawha Pastoral Counseling Center	1,500	1,500	
Professional Development	3,500	3,500	3,500 Small Church Fund
Church Professional Orientation	1,000	1,000	
COM Resources	500	500	
Congregational Care Travel	500	500	
Memorials		500	500 Funds of PWV-COM Discretionary
Miscellaneous	500	500	
Emergency Church Assistance	2,000	2,000	2,000 Small Church Fund
Committee Meetings	6,000	6,000	
	\$ 36,500	\$ 24,500	
<b><u>MISSIONS COMMITTEE</u></b>			
INSTITUTIONAL PARTNERSHIPS			
Davis & Elkins	1,500	1,250	
Davis-Stuart	1,500	1,250	
Westminster Foundation	1,500	1,250	
CEPAD	3,000	2,500	

## 2017 Budget

	2016 Budget	2017 Budget	Restricted Fund Support
<b>MISSIONS PARTNERSHIPS</b>			
Kenya Partnership	1,500	1,500	1,500 Kenya Partnership Fund
The Shack NH Support	15,750	15,000	15,000 Mission Development Fund
Tyrand Coop. Ministry Support	2,500	2,500	2,500 Midland Memorial Fund
WV Min. of Advocacy & Workcamps	17,200	15,000	15,000 Mission Development Fund
<b>MISSIONS GRANTS</b>		15,000	
Bradley Backpack	2,794		
Covenant House	3,000		
Leaps & Bounds	2,880		
Gatehouse	3,000		
St. Albans-shower project	2,500		
Davis Mem. Elkins Afterschool	3,000		
Committee Meetings	1,000	1,000	
	\$ 62,624	\$ 56,250	
<b><u>NOMINATING COMMITTEE</u></b>			
Nominating Committee	\$ 200	\$ 200	
<b><u>NURTURE COMMITTEE</u></b>			
Resource Center Acquisitions	1,350	1,800	
Resource Ctr. - Supplies/Equip.	400	400	
Resource Ctr. - Subscriptions	450	0	
Resource Ctr. - Catalog Program	800	800	
Video license	210	225	
Festival of Faith	500	1,000	
Church Educators Support	400	400	
Educator/Clergy/CLP Retreat	1,000	1,200	
Younger Youth Retreat	1,200	1,000	1,000 Rachel McClintic Fund
Older Elementary Event	500	200	200 Rachel McClintic Fund
Older Youth Retreat	1,600	1,600	1,600 Rachel McClintic Fund
HS Youth Conference/Mission Trip	10,000	8,000	8,000 Rachel McClintic Fund
Summer Youth Conferences	500	0	0 Rachel McClintic Fund
Youth Council	400	400	400 Rachel McClintic Fund
Adult Spiritual Development	1,000	1,000	
Scholarships	2,000	2,000	2,000 PEPS
Presbytery Worship	390	300	
Miscellaneous	200	200	
Committee Meetings	600	600	
	\$ 23,500	\$ 21,125	
<b><u>PJC</u></b>			
Permanent Judicial Commission	\$ 300	\$ 300	
<b><u>PRESBYTERIAN WOMEN</u></b>			
Presbyterian Women Support	\$ 6,000	\$ 6,000	
<b><u>RELATIONS COMMITTEE</u></b>			
<b>GOVERNING BODY EXPENSE</b>			
Presbytery Meetings	2,000	2,000	
Moderator Expenses	1,000	1,000	
General Assembly	4,000	0	0 Mission Development Fund
Denomination Resources			
Cluster Shepherds	2,000	2,000	
Relations Committee Expenses	1,000	1,000	
	\$ 10,000	\$ 6,000	



## 2017 Budget

	2016 Budget	2017 Budget	Restricted Fund Support
<b><u>REPRESENTATION COMMITTEE</u></b>			
Committee on Representation	\$ 200	\$ 200	
<b><u>STEWARDSHIP COMMITTEE</u></b>			
Transition Expenses	10,000	0	0 Mission Development Fund
Outside CPA Costs	15,000	15,000	
Brick & Mortar Grants	15,000	0	0 PWV Funds, Small Church
Committee Meetings	1,000	1,000	
	\$ 41,000	\$ 16,000	
<b><u>TRUSTEES</u></b>			
Trustees	2,000	\$ 2,000	
<b><u>VOCATIONS COMMITTEE</u></b>			
<b>PREPARATION FOR MINISTRY</b>			
Care of Candidates	1,200	1,200	
Career Counseling	1,000	1,000	
Scholarships	5,000	5,000	5,000 Bush Fund
Conferences	900	900	
ALP/CRE Preparation Program	10,000	0	0 Small Church Fund
Committee Meetings	1,000	1,000	
	\$ 19,100	\$ 9,100	
<b>TOTAL</b>	<b>\$ 837,424</b>	<b>\$ 783,675</b>	
<b>REVENUE IN SUPPORT of BUDGET</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	
Shared Mission (net of GA & Synod support)	360,000	360,000	PWV/GA/Synod = 80/15/5
Per Capita (net of GA & Synod portions)	184,745	173,323	Per capita rate \$29.00
Previous Year Shared Mission & Per Capita	10,629	10,052	
Outside Funding (Presb. Housing & PHP)	46,300	46,300	
Interest & Gifts	15,000	15,000	
Restricted Fund Support (see below)	220,750	179,000	
	\$ 837,424	\$ 783,675	
Midland Memorial	2,500	2,500	
Rachel McClintic Fund	18,700	15,700	
MDF	105,750	89,000	
Small Church Fund	65,800	48,300	
Funds of PWV	19,000	14,500	
Bush Fund	5,000	5,000	
PEPS	2,500	2,500	
Kenya Partnership	1,500	1,500	
	\$ 220,750	\$ 179,000	

Presbytery of West Virginia  
Budget Snapshot  
January through June 2016

COMPOSITE BY COMMITTEE

	YTD (06/30/16)	Budget	% of Budget	Restricted Fund Support
ADMINISTRATION	266,291.50	625,000.00	42.6%	95,300.00
BLUESTONE	300.00	6,000.00	5.0%	4,500.00
LEADERSHIP	1,992.75	5,000.00	39.9%	
MINISTRY	9,736.57	36,500.00	26.7%	23,500.00
MISSIONS	28,734.74	62,624.00	45.9%	37,250.00
NOMINATING	59.69	200.00	29.8%	
NURTURE	5,298.19	23,500.00	22.5%	16,200.00
PERMANENT JUDICIAL COMMISSION	0.00	300.00	0.0%	
PRESBYTERIAN WOMEN	3,000.00	6,000.00	50.0%	
RELATIONS	4,201.75	10,000.00	42.0%	4,000.00
REPRESENTATIONS	0.00	200.00	0.0%	
STEWARDSHIP	24,182.43	41,000.00	59.0%	25,000.00
TRUSTEES	0.00	2,000.00	0.0%	
VOCATIONS	7,682.33	19,100.00	40.2%	15,000.00
<b>TOTALS</b>	<b>\$ 351,479.95</b>	<b>\$ 837,424.00</b>	<b>42.0%</b>	<b>\$ 220,750.00</b>

Presbytery of West Virginia  
Budget vs. Actual  
YTD June 2016

	As of 06/30/16	Budget	% of Budget		Restricted Fund Support
<b>ADMINISTRATION</b>					
OFFICE EXPENSES					
5105 · Postage	60.23				
5110 · Supplies	2,916.79				
5115 · Publications & Subscriptions	89.88				
5117 · Presbytery Directory	1,750.19				
5120 · Telephone	2,511.46				
5125 · Utilities	2,830.29				
5130 · Cleaning/Bldg Maintenance	2,108.20				
5135 · Equipment	356.18				
5140 · Equipment Maintenance	2,966.60				
5150 · Staff Expenses	3,533.96				
5155 · Insurance - Property	3,897.50				
5160 · Bad Debt Expense	0.00				
5165 · Web Site Maintenance	0.00				
5168 · Internet Service	787.50				
5180 · Bank service fees	436.88				
5185 · Miscellaneous	2,500.00				
	26,745.46				
<b>TOTAL OFFICE EXPENSE</b>					
SALARY & PERSONNEL EXPENSE					
All Salaries (including housing & utilities)	147,568.97				
Pension Expense	17,366.71				
Medical Insurance Expense	42,293.87				
Payroll Taxes	7,775.51				
Workers' Compensation	709.00				
Continuing Education & Professional Expense	6,105.16				
Travel & Program Expense	7,366.43				
Moving Expense	9,593.55				
	238,779.20				
<b>TOTAL SALARY &amp; PERSONNEL EXPENSE</b>					
COMMITTEE EXPENSE					
7030 · Consultant Fees	0.00				
7050 · Staff Development	277.81				
7090 · Committee Meetings	489.03				
	766.84				
<b>TOTAL COMMITTEE EXPENSE</b>					
	<b>\$ 266,291.50</b>	<b>\$ 625,000</b>	<b>42.6%</b>		
<b>BLUESTONE</b>					
CAMP, CONFERENCE, RETREAT MINIST					
7240 · CIT Support	0.00	4,500	0.0%		
7290 · Committee Meetings	300.00	1,500	20.0%		
	<b>\$ 300.00</b>	<b>\$ 6,000</b>	<b>5.0%</b>		

53,000 Mission Development Fund  
12,000 Funds of PWV

65,000

30,300 Small Church Fund

4,500 Rachel McClintic Fund

Presbytery of West Virginia  
Budget vs. Actual  
YTD June 2016

	As of 06/30/16	Budget	% of Budget	Restricted Fund Support
<b>LEADERSHIP TEAM</b>				
5310 - Leadership Team/Council	1,992.75	5,000	39.9%	
<b>MINISTRY</b>				
<b>CONGREGATIONAL DEVELOPMENT</b>				
6008 - Mission Insite	5,400.00	5,500	98.2%	5,500 Mission Development Fund
1,001 New Worshiping Comm.	0.00	2,500	0.0%	2,500 Small Church Fund
Small Church Residency Program	0.00	4,000	0.0%	4,000 Small Church Fund
Small Church Conf.	0.00	5,000	0.0%	5,000 Small Church Fund - \$3K, Funds of PWV - \$2K
Cong. Develop Comm. travel	0.00	1,500	0.0%	
Cong. Develop Comm. meetings	0.00	1,500	0.0%	
<b>COMMITTEE ON MINISTRY</b>				
6130 - CLP Training (cont. ed.)	0.00	500	0.0%	500 Small Church Fund
6140 - Ministry Training	0.00	500	0.0%	500 PEPS
6145 - Kanawha Pastoral Care Center	0.00	1,500	0.0%	
6160 - Professional Development	200.00	3,500	5.7%	3,500 Small Church Fund
6165 - Church Professional Orientation	0.00	1,000	0.0%	
6170 - COM Resources	0.00	500	0.0%	
6175 - Congregational Care Travel	215.29	500	43.1%	
6180 - Consultation & Mediation	0.00			
6185 - Miscellaneous	281.05	500	56.2%	
6189 - Emergency Church Assistance	200.00	2,000	10.0%	2,000 Small Church Fund
6190 - Committee Meetings	3,440.23	6,000	57.3%	
	\$ 9,736.57	\$ 36,500	26.7%	
<b>MISSIONS</b>				
<b>SOCIAL &amp; ECUMENICAL MINISTRIES</b>				
<b>INSTITUTIONAL PARTNERSHIPS</b>				
6732 - Davis & Elkins College	750.00	1,500	50.0%	
6710 - Davis-Stuart	750.00	1,500	50.0%	
6770 - Westminster Foundation	750.00	1,500	50.0%	
7165 - CEPAD	0.00	3,000	0.0%	
<b>MISSIONS PARTNERSHIPS</b>				
7130 - Kenya Partnership	0.00	1,500	0.0%	1,500 Kenya Partnership
6760 - The Shack NH Support	7,875.00	15,750	50.0%	15,750 Mission Development Fund
6765 - Tyrand Coop. Ministry Support	1,250.00	2,500	50.0%	2,500 Midland Memorial
6780 - WV Min. of Advocacy & Workcamps	8,600.00	17,200	50.0%	17,500 Mission Development Fund
<b>MISSIONS GRANTS</b>				
6763 - Gatehouse	1,500.00	3,000	50.0%	
6766 - Bradley PC-Backpacks	1,397.00	2,794	50.0%	
6767 - Covenant House, Inc	1,500.00	3,000	50.0%	
6768 - Leaps & Bounds	1,440.00	2,880	50.0%	
6769 - FPC St Albans-Shower project	1,250.00	2,500	50.0%	

Presbytery of West Virginia  
Budget vs. Actual  
YTD June 2016

As of 06/30/16	Budget	% of Budget	Restricted Fund Support
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6772 - Davis Mem. Elkins Afterschool

1,500.00 3,000 50.0%

6740 - PHEWA Life Membership

0.00 0 0.0%

6790 - Committee Meetings

172.74 1,000 17.3%

\$ 28,734.74 \$ 62,624 45.9%

NOMINATING

5320 - Nominating Committee

59.69 200 29.8%

NURTURE

CHRISTIAN NURTURE & WORSHIP

6320 - Resource Center Acquisitions

1,060.97 1,350 78.6%

6321 - Resource Ctr. - Supplies/Equip.

163.11 400 40.8%

6322 - Resource Ctr. - Subscriptions

154.94 450 34.4%

6323 - Resource Ctr. - Catalog Program

0.00 800 0.0%

6330 - Festival of Faith

(257.05) 500 -51.4%

6332 - Church Educators Support

108.40 400 27.1%

6335 - Educator/Clergy/CLP Retreat

864.86 1,000 86.5%

6345 - Younger Youth Retreat

(1,277.01) 1,200 -106.4%

6348 - Older Elementary Event

0.00 500 0.0%

6350 - Older Youth Retreat

(70.00) 1,600 -4.4%

6355 - HS Youth Conf. Mission Trip

4,000.00 10,000 40.0%

6358 - Summer Youth Conferences

0.00 500 0.0%

6360 - Youth Council

316.38 400 79.1%

6370 - Adult Spiritual Development

0.00 1,000 0.0%

6380 - Scholarships

0.00 2,000 0.0%

6382 - Presbytery Worship

10.60 390 2.7%

\* Video license

0.00 210 0.0%

6385 - Miscellaneous

4.20 200 2.1%

6390 - Committee Meetings

218.79 600 36.5%

\$ 5,298.19 \$ 23,500 22.5%

PJC

5305 - Permanent Judicial Commission

0.00 300 0.0%

PRESBYTERIAN WOMEN

7310 - Presbyterian Women Support

3,000.00 6,000 50.0%

RELATIONS

GOVERNING BODY EXPENSE

5410 - Presbytery Meetings

1,218.22 2,000 60.9%

5415 - Moderator Expenses

170.97 1,000 17.1%

5420 - General Assembly

1,670.46 4,000 41.8%

4,000 Mission Development Fund



Presbytery of West Virginia  
Budget vs. Actual  
YTD June 2016

	As of 06/30/16	Budget	% of Budget	Restricted Fund Support
5430 - Synod	0.00			
5450 - Denomination Resources	250.40			
5460 - Cluster Shepherds	338.85	2,000	16.9%	
5490 - Relations Committee Expenses	553.05	1,000	55.3%	
	<b>\$ 4,201.75</b>	<b>\$ 10,000</b>	<b>42.0%</b>	
<b>REPRESENTATION</b>				
5315 - Committee on Representation	0.00	200.00	0.0%	
<b>STEWARDSHIP</b>				
<b>FINANCE &amp; DEVELOPMENT</b>				
5355 - Transition Expenses	1,535.69	10,000	15.4%	10,000 Mission Development Fund
6545 - Outside CPA Costs	7,500.00	15,000	50.0%	
6550 - Brick & Mortar Grants	15,000.00	15,000	100.0%	15,000 Small Church Fund - \$10K, Funds of PWV - \$5K
6590 - Committee Meetings	148.74	1,000	14.7%	
	<b>\$ 24,182.43</b>	<b>\$ 41,000</b>	<b>59.0%</b>	
<b>TRUSTEES</b>				
5325 - Trustees	0.00	2,000	0.0%	
<b>VOCATIONS</b>				
<b>PREPARATION FOR MINISTRY</b>				
6210 - Care of Candidates	0.00	1,200	0.0%	
6220 - Annual Consultation	0.00			
6230 - Career Counseling	0.00	1,000	0.0%	
6240 - Scholarships	1,980.00	5,000	39.6%	5,000 Bush Fund
6250 - Conferences	0.00	900	0.0%	
6260 - ALP/CLP Preparation Program	5,389.48	10,000	53.9%	10,000 Small Church Fund - \$10K
6280 - Committee Meetings	312.85	1,000	31.3%	
	<b>\$ 7,682.33</b>	<b>\$ 19,100</b>	<b>40.2%</b>	
<b>TOTAL</b>	<b>\$ 351,479.95</b>	<b>\$ 837,424</b>	<b>42.0%</b>	<b>\$220,750</b>

	As of 06/30/16	Budget
<b>REVENUE IN SUPPORT OF BUDGET</b>		
Shared Mission (net of GA & Synod support)	141,945	360,000
Per Capita (net of GA & Synod support)	76,180	184,745
Previous Year Shared Mission & Per Capita	9,288	10,629
Outside Funding (Presby. Housing & PHP)	26,300	46,300
Interest & Gifts	5,646	15,000
Restricted Fund Support	110,462	220,750
<b>TOTAL</b>	<b>\$ 369,822</b>	<b>\$ 837,424</b>

**Presbytery of West Virginia**  
**Statement of Financial Position**  
As of June 30, 2016

	<u>06/30/16</u>	<u>06/30/15</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1005 · Petty Cash	250.00	250.00
1012 · Payroll - WesBanco Bank	100.46	544.87
1020 · Cash - United Bank Checking	157,227.59	26,727.27
1022 · Cash - United Bank Sweep Acct	0.00	128,089.33
1023 · WV Federal Credit Union	227,182.51	226,557.43
1029 · First Community Bank - Fr. Crk.	8,270.82	15,700.36
1030 · Wells Fargo - MDF		
1032 · Equities -- Index Fund	1,023,714.77	1,013,647.83
1035 · Fixed Income	534,982.41	631,300.42
<b>Total 1030 · Wells Fargo - MDF</b>	<u>1,558,697.18</u>	<u>1,644,948.25</u>
1050 · Wells Fargo Money Market		
1051 · Wells Fargo MM - PWV	30,228.10	34,797.84
1052 · Kay Long Memorial Fund	8,477.37	8,427.66
1053 · Molly Gant Scholarship Fund	14,133.74	11,541.87
1054 · Kenya Partnership	9,678.77	11,371.91
1055 · Presbyterian Hunger Program	22,556.38	21,429.36
1056 · Pack Endowment Fund	207,746.33	205,987.28
<b>Total 1050 · Wells Fargo Money Market</b>	<u>292,820.69</u>	<u>293,555.92</u>
<b>INVESTMENTS</b>		
1070 · New Covenant Funds of PWV	239,104.95	260,849.03
1072 · New Covenant New Ch. Devel	120,887.00	121,493.92
1074 · New Covenant PEPS	2,939.65	3,326.93
1075 · New Covenant Slaughter	1,471.62	772.02
1076 · New Covenant Riner	47,768.98	53,206.64
1077 · New Covenant Scholarship	10,224.94	11,774.84
1078 · New Covenant Seminary Student	26,258.01	23,898.80
1079 · New Covenant Dickinson	39,696.63	39,895.95
1080 · New Covenant Bush Fund	164,378.88	171,247.50
1081 · New Covenant Goin Estate	0.00	56.75
1084 · New Covenant Midland Mem.	69,246.45	74,612.52
1086 · New Covenant Lee Beard	0.00	679.12
1087 · New Covenant Small Church	966,778.33	956,425.51
1090 · T Rowe Price - Rachel McClintic	842,563.56	863,140.15
<b>Total INVESTMENTS</b>	<u>2,531,319.00</u>	<u>2,581,379.68</u>
<b>Total Checking/Savings</b>	4,775,868.25	4,917,753.11

**Presbytery of West Virginia**  
**Statement of Financial Position**  
As of June 30, 2016

	<u>06/30/16</u>	<u>06/30/15</u>
<b>Accounts Receivable</b>		
1210 · Accounts Receivable	125.60	125.60
<b>Total Accounts Receivable</b>	125.60	125.60
 <b>Other Current Assets</b>		
1220 · Notes Receivable MDF	16,466.81	19,922.41
1240 · Notes Receivable Riner	29,000.00	28,552.94
1309 · Notes Receivable R. McClintic	141,116.01	135,476.01
1450 · Workers Comp Deposit	247.09	247.09
<b>Total Other Current Assets</b>	186,829.91	184,198.45
 <b>Total Current Assets</b>	4,962,823.76	5,102,077.16
 <b>Fixed Assets</b>		
1510 · Land	58,000.00	58,000.00
1520 · Building & Grounds	299,782.00	299,782.00
1530 · Furniture & Fixtures	18,024.20	12,624.20
1540 · Capital Equipment	27,635.11	27,226.11
1550 · Software	10,022.51	10,022.51
1590 · Accumulated Depreciation	-250,104.73	-237,126.73
<b>Total Fixed Assets</b>	163,359.09	170,528.09
 <b>TOTAL ASSETS</b>	<u><u>5,126,182.85</u></u>	<u><u>5,272,605.25</u></u>
 <b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
2010 · Benevolence Receipts Payable	648.13	129,977.00
Payroll Liabilities	2,888.30	944.23
<b>Total Other Current Liabilities</b>	3,536.43	130,921.23
2200 · Deferred Revenue	0.00	0.00
<b>Total Liabilities</b>	3,536.43	130,921.23
 <b>Equity</b>		
3010 · Fund Balance Funds of PWV	853,510.79	889,395.19
3011 · Fund Balance - MDF	1,587,298.01	1,523,254.89
3012 · Fund Balance New Ch. Devel	119,917.21	111,325.16



**Presbytery of West Virginia**  
**Statement of Financial Position**  
As of June 30, 2016

	<u>06/30/16</u>	<u>06/30/15</u>
3013 · Fund Balance Hunger Prog	12,265.71	15,231.56
3014 · Fund Balance PEPS	2,908.82	3,048.49
3015 · Fund Balance Slaughter	764.18	721.80
3016 · Fund Balance Riner	76,516.16	72,774.37
3017 · Fund Balance Scholarship	10,955.33	11,008.80
3018 · Fund Balance Seminary Student	26,088.67	21,898.49
3019 · Fund Balance Dickinson	39,378.17	36,556.74
3020 · Fund Balance Bush Fund	167,025.19	156,940.69
3021 · Fund Balance Goin Estate	56.03	52.04
3024 · Fund Balance Midland Mem.	71,144.28	68,380.75
3026 · Fund Balance Lee Beard	672.22	634.96
3027 · Fund Balance Small Church	925,572.14	876,375.00
3028 · Fund Balance Kenya Partnership	9,038.17	9,306.11
3029 · Fund Balance Rachel McClintic	978,449.13	941,522.55
3030 · Fund Balance Kay Long Memorial	8,402.20	8,375.33
3031 · Fund Balance Molly Gant Fund	10,892.70	12,786.90
3032 · Fund Balance Pack Endowment	204,160.74	203,751.47
Net Income	<u>17,630.57</u>	<u>178,342.73</u>
Total Equity	<u>5,122,646.42</u>	<u>5,141,684.02</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>5,126,182.85</u></u>	 <u><u>5,272,605.25</u></u>

2016 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
	2016	2016	12/31/14	2016	
Church	PLEDGE	Giving at 6/30/16	Mbrship.	Per Capita (\$29/member)	Per Capita Rec'd at 6/30/16
Alderson			11	319	
Alexander Memorial	240	240	8	232	232
Anderson Memorial	0	300	35	1,015	375
Community-Arthurdale	1,000	500	55	1,595	798
Bates Memorial		1,000	131	3,799	1,900
Baxter	500		12	348	
Beckley	17,000	8,500	254	7,366	3,683
Beechwood			81	2,349	
Belington	600	271	26	754	333
Belle	1,100	550	7	203	102
Bethlehem	110		18	522	
Beulah Humble	0		17	493	
Beverly			28	812	
Beverly Hills			50	1,450	
Big Spring			10	290	
Bluefield First	8,000	3,333	190	5,510	2,290
Bradley	0		20	580	580
Bramwell			18	522	542
Bream Memorial		750	181	5,249	1,315
Bridgeport (all PWV)	2,000	1,000	118	3,422	1,824
Buckhannon First	1,200	600	30	870	435
Buffalo	200	200	4	116	116
Canyon Community	1,000	1,000	10	290	171
Centerville	3,000	1,500	40	1,160	580
Ch. of the Covenant - Grafton	2,302	1,152	24	696	348
Charleston First (all PWV)	55,700	27,850	1,099	31,871	15,935
Church of Our Saviour	1,700	1,700	15	435	435
Clarksburg First	4,500	1,125	223	6,467	1,617
Clear Creek			18	522	
Clifton	1,200	600	107	3,103	1,293
Clothier			9	261	234
Colcord First	0		30	870	435
Comfort			15	435	
Davis Mem. - Elkins	17,650	8,826	202	5,858	2,928
Davis Mem. - Gassaway	700	345	30	870	435
Dunbar First	1,000	500	76	2,204	1,102
DuPont City			10	290	
Edgewood	5,000	2,500	109	3,161	1,581
Eleanor			19	551	
Elk Hills	6,600	3,300	70	2,030	1,015
Enslow Park	4,901		169	4,901	1,634
Fairmont First	4,700	2,603	153	4,437	1,842
Falls View	1,600	840	12	348	200
Fayetteville	6,200	700	99	2,871	1,094
Fleming Memorial	2,500	1,250	40	1,160	580
Frankford	2,000	1,000	25	725	363

2016 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
				2016	
	2016	2016	12/31/14	Per Capita	Per Capita Rec'd
Church	PLEDGE	Giving at 6/30/16	Mbrship.	(\$29/member)	at 6/30/16
Gilbert			50	1,450	
Glenville	3,500	3,500	21	609	609
Grace Covenant		1,302	22	638	314
Harman			27	783	1,553
Highlawn-Huntington	18,500	9,250	178	5,162	2,581
Highlawn-St. Albans	6,400	3,198	77	2,233	1,113
Hinton First	2,100	525	27	783	185
Hughes River-Cairo			18	522	
Huntington First			451	13,079	
Huntington Second			21	609	672
Kanawha United	11,500	5,750	168	4,872	4,872
Keller			7	203	203
Kenova	0		33	957	
Kesler Memorial			38	1,102	
Kingwood First	5,200	2,600	55	1,595	798
Kuhn Memorial	1,000	520	112	3,248	1,624
Lakeview			6	174	
Liberty			17	493	
Logan First	7,300	3,650	84	2,436	2,436
Mannington First			20	580	
Marlinton			92	2,668	1,334
Marsh Fork			10	290	
McElhenney			12	348	348
McKinnon	1,018	332	34	986	701
McLean			30	870	
Mill Creek		2,200	19	551	551
Milton	1,000	500	21	609	300
Mingo	100	125	16	464	114
Montgomery	1,700		10	290	
Morgantown First	14,000	4,655	246	7,134	2,380
Mount Hope			25	725	725
Nitro First	1,200	500	87	2,523	1,262
Oak Grove			71	2,059	
Oak Hill First			30	870	870
Old Stone	24,000	12,000	407	11,803	5,750
Parkersburg First	0		182	5,278	3,294
Parsons			29	841	
Philippi			11	319	280
Pickens			6	174	
Pineville			35	1,015	
Pres. Ch of the Cov	500		94	2,726	
Pt. Pleasant	7,000	2,899	118	3,422	1,438
Ravenswood First	2,750	2,750	31	899	
Red Sulphur Springs	175	175	7	203	203
Richwood	1,850	963	31	899	273
Ripley First	4,800	2,000	54	1,566	653

2016 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
	2016	2016	12/31/14	2016	
Church	PLEDGE	Giving at 6/30/16	Mbrship.	Per Capita (\$29/member)	Per Capita Rec'd at 6/30/16
Riverlawn	3,000	1,500	100	2,900	1,449
Rock Forge	100	100	31	899	884
Rock Lake	11,250	5,625	141	4,089	2,009
Rome	120	50	7	203	85
Ronceverte	2,500	1,250	77	2,233	1,250
Ruffner Memorial			47	1,363	
Salem	3,000	1,500	15	435	285
Smithers	1,000	600	16	464	464
South Charleston			192	5,568	2,784
South Park	1,800	450	26	754	189
Spencer	800	400	13	377	189
Spring Creek	725	725	25	725	725
Spring Valley	560	280	54	1,566	783
St. Albans First	4,300	2,150	219	6,351	3,320
St. Andrew			146	4,234	798
St. Marys			12	348	
Sugar Grove	1,600	1,600	29	841	841
Summerlee		25	12	348	87
Summersville	1,740	725	60	1,740	725
Teays Valley	10,800	6,930	228	6,612	3,780
Terra Alta First			25	725	800
Thomas First	2,400	1,200	30	870	435
Trinity	400	400	21	609	305
Tygarts Valley	3,000	1,500	29	841	841
Union	2,100	1,050	42	1,218	609
Upper Glade	2,400	600	65	1,885	463
Valley Bend	1,700	1,700	29	841	841
Village Chapel	17,000	4,250	253	7,337	3,079
Waverly-Bethel	1,100	550	18	522	522
Welch First	2,100	2,100	22	638	638
Westminster Chas.	7,200		26	754	
Westminster Vienna	4,000	2,611	83	2,407	1,003
Weston First	1,000	500	9	261	261
White Sulphur Springs	2,000		37	1,073	570
Whitesville First	0		15	435	435
Whittico Memorial			7	203	
Williamson First			65	1,885	
Williamstown First	4,500	1,125	88	2,552	638
Winfield		375	20	580	285
Zion			34	986	
TOTALS	363,991	175,300	9,416	273,064	118,148
<i>Presbytery portion 80%</i>	291,193	140,240		184,373	
<i>GA portion 15%</i>	54,599	26,295		67,036	
<i>Synod portion 5%</i>	18,200	8,765		21,654	

# BLUESTONE CONFERENCE CENTER, INC

## Budget to Actual as of June 30, 2016

INCOME	06/30/16	Budget	% of Budget	06/30/15
Presbytery support	0.00	-	-	0
Grant Subsidy - Rachel McClintic Fund	0.00	4,500	0.0%	0
Retreats - Bluestone Events	4,758.00	8,000	59.5%	4,222
Retreats - Presbyterian	2,285.00	11,000	20.8%	5,460
Retreats - Presbyterian Affiliate	5,753.50	2,900	0.0%	0
Retreats - Non - Presbyterian	3,000.00	65,000	4.6%	1,750
Summer Camp Registrations	58,645.00	71,800	81.7%	41,290
Donations	10,632.70	26,800	39.7%	14,780
Friends of Bluestone	25,000.00	36,000	69.4%	10,000
Interest	0.78	-	-	1
Miscellaneous	340.00	-	-	1,472
<b>TOTAL INCOME</b>	<b>\$ 110,414.98</b>	<b>\$ 226,000</b>	<b>48.9%</b>	<b>\$ 78,976</b>

EXPENSES				
Salaries & Personnel	26,502.40	62,993	42.1%	24,874
Office & Administration	7,999.81	12,309	65.0%	6,598
Bluestone Committee expense	649.05	1,400	46.4%	771
Plant & Operation	59,727.11	111,548	53.5%	47,212
Summer Staff & Salary	3,971.82	24,250	16.4%	1,959
Summer Program	0.00	3,700	0.0%	109
Summer Camp Trips	200.00	9,800	2.0%	1,060
<b>TOTAL EXPENSE</b>	<b>\$ 99,050.19</b>	<b>\$ 226,000</b>	<b>43.8%</b>	<b>\$ 82,584</b>

NET GAIN (excluding store acct. & depreciation expense) = \$11,365

## BALANCE SHEET

	06/30/16	06/30/15
<b>ASSETS</b>		
Current Assets	22,312.88	12,650
Property & Equipment (net of depreciation)	136,775.87	136,776
<b>TOTAL ASSETS</b>	<b>\$ 159,088.75</b>	<b>\$ 149,426</b>
<b>LIABILITIES</b>		
Current Liabilities	1,945.98	1,944
Long Term Debt	16,465.81	19,921
<b>TOTAL LIABILITIES</b>	<b>\$ 18,411.79</b>	<b>\$ 21,866</b>
<b>EQUITY</b>	<b>140,676.96</b>	<b>127,560</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 159,088.75</b>	<b>\$ 149,426</b>

**Friends of Bluestone, Inc.**  
**BALANCE SHEET**  
**As of June 30, 2016 and 2015**  
**ASSETS**

	<u>2016</u>	<u>2015</u>
<b>CURRENT ASSETS</b>		
Cash - BB&T	\$ 2,163.62	\$ 19,868.30
Restricted Funds	6,382.00	5,000.00
	<hr/>	<hr/>
<b>Total Current Assets</b>	8,545.62	24,868.30
	<hr/>	<hr/>
<b>PROPERTY AND EQUIPMENT</b>		
Equipment	2,200.00	2,200.00
	<hr/>	<hr/>
<b>Net Property and Equipment</b>	2,200.00	2,200.00
	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	\$ 10,745.62	\$ 27,068.30
	<hr/> <hr/>	<hr/> <hr/>

**LIABILITIES AND FUND BALANCE**

**CURRENT LIABILITIES**

**LONG-TERM LIABILITIES**

**FUND BALANCE**

Fund Asset Balance	10,745.62	27,068.30
	<hr/>	<hr/>

<b>Total Fund Balance</b>	10,745.62	27,068.30
	<hr/>	<hr/>

**TOTAL LIABILITIES AND  
FUND BALANCE**

	\$ 10,745.62	\$ 27,068.30
	<hr/> <hr/>	<hr/> <hr/>

# Friends of Bluestone, Inc. INCOME STATEMENT

	1 Month Ended June 30, 2016	1 Month Ended June 30, 2015	6 Months Ended June 30, 2016	6 Months Ended June 30, 2015
<b>Income</b>				
Donations - Churches	\$ 1,226.74	\$ 0.00	\$ 7,110.95	\$ 4,730.00
Donations - Individuals	400.00	2,025.00	5,831.00	6,657.00
Donations - Foundations	0.00	0.00	0.00	18.78
Donations - Restricted	0.00	0.00	1,020.00	5,000.00
Fundraiser - Other	0.00	0.00	2,584.16	0.00
Golf Tournament Sponsors	0.00	0.00	4,010.00	4,011.00
Golf Registrations	0.00	0.00	1,200.00	2,300.00
Donations In Kind	737.49	0.00	1,247.67	0.00
Interest Earned	0.15	0.28	1.00	1.06
<b>Total Income</b>	<u>2,364.38</u>	<u>2,025.28</u>	<u>23,004.78</u>	<u>22,717.84</u>
<b>Operating Expenses</b>				
<b>Distributions to Presbytery</b>				
Camp - Major Improvements	0.00	5,899.15	10,000.00	5,899.15
Camp - Maintenance	567.50	0.00	567.50	0.00
Camp - General Operating Expenses	12,000.00	0.00	27,000.00	10,000.00
Camp - Rocking Chairs	169.99	0.00	1,510.31	0.00
<b>Total Distributions to Presbytery</b>	<u>12,737.49</u>	<u>5,899.15</u>	<u>39,077.81</u>	<u>15,899.15</u>
<b>Direct Expenses</b>				
Admin Supplies	0.00	0.00	0.00	32.45
Thrive/PayPal Discount Fee	0.00	2.75	126.98	96.52
Postage	0.00	0.00	31.04	123.20
P O Box Rental	0.00	0.00	51.00	0.00
Fundraising Expenses	0.00	0.00	1,525.58	1,395.14
Licenses & Fees	0.00	25.00	25.00	25.00
<b>Total Direct Expenses</b>	<u>0.00</u>	<u>27.75</u>	<u>1,759.60</u>	<u>1,672.31</u>
<b>Total Operating Expenses</b>	<u>12,737.49</u>	<u>5,926.90</u>	<u>40,837.41</u>	<u>17,571.46</u>
<b>Net Income (Loss)</b>	<u>\$ (10,373.11)</u>	<u>\$ (3,901.62)</u>	<u>\$ (17,832.63)</u>	<u>\$ 5,146.38</u>

# APPENDIX I

## DISSOLUTION POLICY OF THE PRESBYTERY OF WEST VIRGINIA

### BACKGROUND AND INTRODUCTION

Ordinarily and ideally an installed pastoral relationship between the pastor/associate pastor and the congregation will be dissolved amicably and with a tone of celebration (and a measure of grief) as the pastor/associate pastor moves to a new field or to retirement. (For guidelines see the Presbytery of West Virginia's "Ethics for Departing Pastors").

On occasion, however, the relationship is dissolved under less than ideal circumstances. For such occasions and due process, the Presbytery provides this policy to ensure some degree of care for both Pastor/Associate Pastor and Congregation. Toward that end, the following policy will be observed.

### GOVERNING PRINCIPLES

The relevant governing provisions from the *Book of Order* are:

#### G-2.0901 — *Congregational Meeting*

*An installed pastoral relationship may be dissolved only by the presbytery. Whether the teaching elder, the congregation, or the presbytery initiates proceedings for dissolution of the relationship, there shall always be a meeting of the congregation to consider the matter and to consent, or decline to consent, to dissolution.*

#### G-2.0902 — *Pastor, Co-Pastor or Associate Pastor Requests*

*A pastor, co-pastor, or associate pastor may request the presbytery to dissolve the pastoral relationship. The minister must also state her or his intention to the session. The session shall call a congregational meeting to act upon the request and to make recommendations to presbytery. β If the congregation does not concur, the presbytery shall hear from the congregation, through its elected commissioners, the reasons why the presbytery should not dissolve the pastoral relationship. If the congregation fails to appear, or if its reasons for retaining the relationship are judged insufficient, the request may be granted and the pastoral relationship dissolved.*

#### G-2.0903 — *Congregation Requests*

*If any congregation desires the pastoral relationship to be dissolved, a procedure similar to G-2.0902, above, shall be followed. When a congregation requests the session to call a congregational meeting to dissolve its relationship with its pastor, the session shall call the meeting and request the presbytery to appoint a moderator for the meeting. If the pastor does not concur with the request to dissolve the relationship, the presbytery shall hear from him or her the reasons why the presbytery should not dissolve the relationship. If the pastor fails to appear, or if the reasons for maintaining the relationship are judged insufficient, the relationship may be dissolved.*

#### G-2.0904 — *Presbytery Action*



*The presbytery may inquire into reported difficulties in a congregation and may dissolve the pastoral relationship if, after consultation with the minister, the session, and the congregation it finds the church's mission under the Word imperatively demands it.*

G-2.0905 — Officiate by Invitation Only

*After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session.*

Several principles of our polity also provide helpful background to understanding and implementing this policy:

1. Every call in the PC (U.S.A.) is an agreement between the Presbytery, the Pastor and the Congregation. All three parties are involved in every decision regarding the establishment of a pastoral relationship and the dissolution of a pastoral relationship.
2. When the Congregation and the Pastor are in agreement, the Ministry Committee (MC) is empowered to act with the power of the Presbytery in this regard and report all such action to the Presbytery itself. If all parties are not in agreement, the action proceeds to the floor of the Presbytery as specified in the Book of Order.
3. All official matters regarding the dissolution of a Pastor's relationship with a Congregation shall be documented in writing and shared with all three parties.
4. All conditions for dissolution shall be compatible with the provisions of the Book of Order.
5. The dissolution process shall be considered incomplete until the congregation and the Presbytery vote on the dissolution of the call and any terms of the Severance Agreement.
6. When maintaining contact with members of a former congregation, the departing pastor shall not interfere with or comment in any way on the ministry and business of the former congregation.

**REASONS FOR DISSOLUTION**

**1. Voluntary Separation (Voluntary Resignation) –**

a. Voluntary separation may take place after written notice from the pastor requesting the dissolution of the pastoral relationship is given to the session and to the Ministry Committee. Resigning pastors will be paid the cash equivalent of their unused earned vacation for the current year, but not continuing education funds, at the official date of the dissolution of the pastoral call by the session and the presbytery.

b. The pastor shall send a letter to the congregation that should include:

- A statement of appreciation for the opportunity of having served the congregation and

the pastor's plans for his/her new call.

- The effective date of the dissolution.

- A reminder to the congregation that after the pastor's relationship is dissolved, no further pastoral services shall be provided including baptisms, weddings, funerals, hospital calls, etc.

c. After giving notice of resignation, the Pastor should make arrangements to leave the position in a timely manner in consultation with the Ministry Committee. Normally a pastor shall leave no sooner than one month and no later than two months after giving notice of resignation.

d. Ordinarily, no severance allowance will be provided by the church/calling agency.

e. The pastor will remove all personal items from the church property by the effective date of dissolution. All property belonging to the church will be returned to the Clerk of Session or the person designated by the session. Arrangements for payment of any monies due to the pastor (salary, annuities, etc.) or repayment of any loan made by the church to the pastor shall be made by the effective date of dissolution unless stipulated in writing by both parties.

f. When a pastor lives in a manse the session shall determine with the pastor the date by which the manse will be vacant.

g. The former pastor shall not provide pastoral services (baptisms, weddings, funerals, counseling, teaching, etc.) unless given permission by the current moderator and session. It is important that the congregation find its identity separate from the former pastor.

h. Following the installation of a new pastor, the former pastor may provide pastoral services only at the invitation of the session and in concurrence with the request of the new pastor.

i. The former pastor should refrain from active engagement with the former congregation, either through email or social media, for a period of one year.

## **2. Voluntary Separation (Retirement) –**

a. Retirement may take place after written notice from the pastor requesting the dissolution of the pastoral relationship is given to the session and to the Ministry Committee, and this request has received concurrence from both the session and the presbytery through its Ministry Committee. This notice shall contain the proposed date of retirement.

b. The pastor shall send a letter to the congregation that should include:

- A statement of appreciation for the opportunity of having served the congregation and the pastor's plans for retirement.

- The effective date of the dissolution.

- A reminder to the congregation that after the pastor's relationship is dissolved, no further pastoral services shall be provided including baptisms, weddings, funerals, hospital calls, etc., unless invited by the pastor with approval of the session.

c. Ordinarily, the period of time between announcement and retirement should be three to six months. Call the Board of Pensions, 1-800-773-7752, and ask for an application for Honorable Retirement, or download a form from the website, [www.pcusa.pensions.org](http://www.pcusa.pensions.org).

- d. No severance allowance will be provided by the church/calling agency.
- e. The pastor will remove all personal items from the church property by the effective date of dissolution. All property belonging to the church will be returned to the Clerk of Session
- f. When a pastor lives in a manse the session shall determine with the pastor the date by which the manse will be vacant.
- g. The former pastor shall not provide pastoral services (baptisms, weddings, funerals, counseling, teaching, etc.) unless given permission by the current moderator and session. It is important that the congregation find its identity separate from the former pastor.
- h. The former pastor should refrain from active engagement with the former congregation, either through email or social media, for a period of one year.

### **3. Medical Disability –**

In the event separation without cause is occasioned by the medical disability of the Pastor, the Congregation will continue full salary, housing and benefits for a period of three (3) months, whereupon the Board of Pension's disability coverage, if granted, commences.

### **4. Death in Service –**

In the event of the death of a Pastor, the Congregation will continue full salary, housing and benefits to the spouse or dependent/s for a period of three (3) months or until the Board of Pensions death and retirement benefits commence. Presbytery staff can direct surviving dependents to further resources as needed.

### **5. Involuntary Separation (Negotiated Separation or Removal by Presbytery) –**

- a. The terms of all involuntary resignations will be negotiated between the pastor, the session and the Ministry Committee, before the session decides to call for a congregational meeting to request dissolution of the pastoral relationship.
- b. Ordinarily a minimum severance package shall consist of a minimum of three (3) month's salary and housing, not to exceed a maximum of six (6) months. The Ministry Committee must approve any severance compensation **prior** to any congregational meeting called to request dissolution of the pastoral relationship.
- c. The pastor will remove all personal items from the church property by the effective date of dissolution. All property belonging to the church will be returned to the Clerk of Session or the person designated by the session. Arrangements for payment of any monies due to the pastor (salary, annuities, etc.) or repayment of any loan made by the church to the pastor shall be made by the effective date of dissolution unless stipulated otherwise in writing by both parties.
- d. When a pastor lives in a manse the session shall determine with the pastor the date by which the

manse will be vacant.

e. The former pastor shall not provide pastoral services (baptisms, weddings, funerals, counseling, teaching, etc.) unless given permission by the current moderator and session. It is important that the congregation find its identity separate from the former pastor.

f. Following the installation of a new pastor, the former pastor may provide pastoral services only at the invitation of the session and in concurrence with the request of the new pastor.

g. The former pastor shall refrain from publicly taking positions, or commenting, on issues under consideration by the Session and/or new pastor or actions taken by the Session and/or new pastor.

h. The former pastor should refrain from active engagement with the former congregation, either through email or social media, for a period of one year.

While the above separation policies serve as a guideline for the dissolution of pastoral calls within the Presbytery of West Virginia, these policies assume that (a) pastors, sessions and congregations will respect the procedures outlined in the Book of Order of the PCUSA regarding dissolution of pastoral calls and that (b) ministers, sessions and congregations will respect the authority of the Presbytery of West Virginia to adjudicate the terms of separation when pastors and sessions are unable to negotiate mutual terms.

## **POLICY FOR SEVERANCE AGREEMENTS**

Situations can arise within a church that lead to conflict and may result in the need to dissolve the relationship previously agreed to by the congregation, the pastor and the presbytery. Pastors are not employees in the traditional sense and among other things are not covered by federal or state unemployment compensation plans.

Only after a full inquiry and consultation between the session (including the pastor), the congregation and the Ministry Committee (MC) will dissolution be considered. If dissolution is ultimately considered necessary, severance should not be construed as a reward for incompetence, but understood from the perspective of our Reformed Tradition as an act of compassion and grace.

The Ministry Committee, with authority granted by this presbytery, is responsible for oversight, review, and the approval of the severance agreement and will report this action to Presbytery. In the absence of another call to the pastor, the following guidelines are provided to ensure the well-being of each of the entities during and after this process.

1. It is the responsibility of the Ministry Committee to mediate between pastors and congregations when conflict exists. At first signs of conflict, either the pastor or the clerk of the session should alert the Ministry Committee. The Ministry Committee shall then appoint a liaison to work with the session and the pastor. If the conflict escalates or becomes such that the pastor or session feels that a change in the pastoral relationship may be necessary, the MC shall be enlisted to appoint a "Listening Team" to meet with the session and the pastor and report back to the MC before other steps are taken. If the

conflict, then, becomes unmanageable and the pastor is required to request dissolution without another call, this policy for establishing terms of dissolution should be used during the mediation process and for guiding the negotiation of terms of dissolution. In the case of accusations or charges filed or pending against a minister, consideration of severance can be given to the needs of the family.

2. Severance is considered appropriate for the purpose of providing a level of transitional support to the minister and his/her family. The goal of continued compensation to terminated clergy is to provide adequate financial support for the pastor and the pastor's family, while recognizing the burdens such compensation may place on a congregation. These guidelines recognize that obtaining a call generally takes several months and that pastors are not eligible for unemployment benefits.

3. Ordinarily, severance will cease if the minister receives a call or obtains commensurate employment.

4. Severance ordinarily includes "effective salary" plus pension and health benefits (generally reported as Board of Pension dues.) It may include medical deductible and/or dental insurance. All of these figures will be based on the most recent terms of call on file in the office of the Presbytery of West Virginia.

5. The beginning point for discussion of appropriate severance should be a minimum of three (3) months. Due consideration should be given to the church's ability to pay severance. Consideration should also be given to the pastor's length of service to the congregation/agency.

6. Lump sum payments may be allowed but may have serious tax implications. Any such proposal should be reviewed by Ministry Committee in partnership with the Board of Pensions.

7. When a manse is involved the pastor (and family) should have the use of the manse for the duration of the severance. Throughout this transitional period, the church will continue to repair and maintain the manse as it would under normal circumstances. Manse use beyond the terms of severance shall be at the discretion of the congregation and based on each party's needs.

## **NEGOTIATING SEVERANCE AGREEMENTS**

The Ministry Committee (MC) shall take steps to assist the parties in determining fair and equitable financial arrangements between the pastor/associate pastor and the congregation when conflict becomes unmanageable and dissolution of the relationship between a pastor/associate pastor and a congregation becomes apparent. In order to protect the rights of pastor/s and the congregation, the following process shall be employed.

When conflict arises, before dissolution is considered, the Ministry Committee should be informed. The MC shall appoint a liaison to the session to work with both the session and the

pastor to help resolve the conflict. If the conflict escalates or becomes such that the pastor or session feels that a change in the pastoral relationship may be necessary, the MC shall be enlisted to appoint a “Listening Team” to meet with the session and the pastor and report back to the MC before other steps are taken.

The MC will assist the pastor/s and session in negotiating an appropriate severance agreement if, based on the report of the Listening Team, it becomes apparent that the conflict cannot be resolved.

The Ministry Committee shall appoint a severance negotiating team consisting of two people from outside the congregation selected by the pastor, two people appointed by/from the session, and three people chosen by the MC, including at least one person currently serving on the MC, who will moderate the meeting. The church’s treasurer will be an important resource and should be one of the session’s representatives. These persons will negotiate the terms of the agreement and the date of their effectiveness. The pastor may be present but not a part of the negotiating team.

The moderator of the Negotiating Team will be responsible for arranging the schedule of the meeting/s of the team.

Financial arrangements of the Severance Agreement shall include salary, housing and benefits, exclusive of mileage reimbursements. Supplemental medical and dental reimbursements already in effect, may be considered as part of the Severance Agreement.

Negotiators are reminded that the session is responsible for payment of “Vacancy Dues” to the Board of Pensions when calculating the full cost of the severance to the congregation. “Vacancy Dues” are charged by the Board of Pensions while a church is between pastors to support all pastors.

Since the Ministry Committee has oversight of pastoral relationships and terms of call, the MC may make adjustments to the agreement or the date of the end of the pastor’s service to the congregation. When an agreement is finalized, the terms of the agreement will be presented by the chair of the MC to the session and to the pastor/s.

The Severance Agreement must be approved and signed by the pastor, the Session, and the Ministry Committee **BEFORE** terms of the agreement are published to the congregation and a congregational meeting is called. The members of the Negotiating Team, the Session, and the Pastor will be counted upon to maintain strict confidentiality concerning terms of the agreement until the Ministry Committee formally approves the agreement.

The Negotiating Team will remain in place until the Ministry Committee (and the Presbytery) approves the Severance Agreement.

Following the Ministry Committee’s approval of the Severance Agreement, the Session will be responsible for calling a congregational meeting to request that the Presbytery dissolve the pastoral relationship and approve the Severance Agreement. The substance of the Severance Agreement shall not be amended. The moderator of the congregational meeting, appointed by

the MC, shall declare the pulpit vacant and the agreement in effect following the congregation's vote to concur with the request for dissolution.

## **TERMS OF DISSOLUTION**

The effective date of dissolution must be clearly determined and agreed upon by all parties, including the Ministry Committee and/or Presbytery. Normally the time between the announcement of dissolution to the congregation and the pastor's departure should be not more than four weeks.

Any dissolution agreements between a pastor and a particular church must be approved by the Ministry Committee before distribution to the congregation for their consent at a congregational meeting.

Ordinarily the terms of dissolution include:

- The effective date of dissolution.
- The dates of termination of all duties and responsibilities, accounting for terminal vacation or excuse from preaching and leading worship on the date of the congregational meeting for dissolution.
- The date when potentially reimbursable expenses must be incurred before and the date that these expenses must be submitted to the session for consideration.
- The date the pastor will vacate church office and return all church property, including keys and passwords
- The date the pastor and family will vacate manse.
- The end date of this agreement (Date of dissolution plus duration of separation pay).
- For a dissolution initiated by the session or MC, the session will offer to pay at least three (3) months of the pastor's salary and housing. Any unused vacation time should be paid, but any unused Study Leave time and allowances are not compensated. If termination involves court- adjudicated, admitted, or pleaded criminal conduct or ecclesiastical misconduct on the part of the "pastor," there is no need for compensation. Appropriate provisions for pastoral and financial support of the clergy family may be made.
- If the pastor secures comparable employment prior to the end of the term of the agreement, then the church's financial obligations for the continuation of effective salary end as of the date said full-time call or employment begins. A part-time call or employment will result in appropriate prorated adjustments in financial payments.
- Continuation of payment of dues to the Board of Pensions for the same period as the agreed upon salary continuation;
- Provision for loan repayment or a shared equity arrangement (where applicable);
- Use of the manse (where applicable) ordinarily not to exceed three (3) months;
- Provision for use of office, equipment, etc., (to be negotiated through a session-appointed liaison from the church);
- Terms and time limits on physical presence on church premises, not to exceed 30 days from the effective date of separation;
- For a contested dissolution, that financial arrangement will be conducted through a MC appointed negotiating team.

## **MINISTRY COMMITTEE SUPPORT**

### **For the Session –**

After the pulpit is vacated, the Ministry Committee Liaison may participate in a session meeting to provide guidance and to assist with details of the vacancy process including finding pulpit supply, appointing a temporary session moderator, and discussing how to secure future pastoral leadership. The Liaison will discuss Vacancy Dues with the session. Vacancy Dues are charged by the Board of Pensions while a church is between pastors.

The MC will send a team to conduct an “Exit Interview” with the session as soon as practical after the departure of a pastor/s.

### **For Pastors involved in involuntary separations –**

The MC will remind pastors of the resources available through the Presbytery and its staff.

The MC will recommend that the pastor receive pastoral care from a professional therapist.

The Presbytery will share the cost of this service if necessary.

The MC will send a team of its members to meet with the pastor in order to conduct an Exit Interview and to discuss the pastor’s future plans, current needs, and an exploration of learnings arising from the situations that led to the dissolution.



## APPENDIX J

### ETHICS FOR DEPARTING PASTORAL LEADERS

These guidelines are meant to supplement G-2.09 and *Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A)* approved by the 210th General Assembly (1998) Presbyterian Church (U.S.A.) #OGA-98-009, or <<http://www.pcusa.org/ogaethics/officers.htm>>. The Ministry Committee is available to counsel ministers, their families, and congregations regarding these guidelines as needed in their particular situations. If you have questions, please contact the Chair of the Ministry Committee.

#### 1. WHEN TO ANNOUNCE INTENTIONS

Under normal conditions, a pastor leaving a congregation to accept a call from another congregation is advised to provide four to six weeks' notice. This will allow sufficient time for tying up loose ends and for saying goodbye. Longer-term pastorates might require more advanced notice, even up to six months. Ministers planning to retire may want to provide up to six months advance notice.

Giving notice of more than six weeks can make for an inordinately long period for everyone concerned having to hold onto grief feelings prior to the final termination, not unlike a prolonged period between a death and the funeral or memorial service. However, too short a time between the announcement and the departure is unfair to all affected, but especially to the congregation.

Ministers anticipating or planning to leave a congregation would do well to read the Alban Institute monograph, *Running Through the Thistles* by Roy Oswald and the book, Saying Goodbye by Edward A. White. Copies are available in Presbytery's Resource Center.

#### 2. WHOM TO TELL, WHEN, AND IN WHAT ORDER?

- a. A pastor desiring to dissolve a pastoral relationship should inform the presbytery in writing, through the Stated Clerk, General Presbyter, or Chair of the Ministry Committee of his/her desire to dissolve the pastoral relationship.
- b. A pastor desiring to dissolve a pastoral relationship should share the news with his/her Session before sharing it with others in the church or community, at the same time requesting the session to call a Congregational Meeting to concur with the request to dissolve the pastoral relationship.
- c. A pastor desiring to dissolve a pastoral relationship should announce his/her desire officially and personally at a public worship service, being both positive and open in his/her announcement.
- d. Soon after a pastor has publicly announced to the congregation his/her desire to

dissolve the pastoral relationship, he/she should arrange for an exit interview with the chair of the Ministry Committee.

- e. A pastor must receive concurrence from the Ministry Committee before moving from the field.
- f. It is the departing pastor's and Ministry Committee's responsibility to see that his/her congregation understands that he/she will no longer be their pastor. The pastor needs to make it very clear to the congregation that he/she is no longer available to preach or perform any pastoral tasks for them. The Ministry Committee will send a pastoral letter to the session, for distribution to the congregation, making it very clear to the congregation that the former pastor is no longer available to preach or perform any pastoral tasks for them.
- g. A pastor who is leaving needs to support Presbytery's pastor search process and encourage the congregation to work closely with the Presbytery during their search for a new pastor.
- h. A pastor who is leaving should make sure that the manse and associated property are left in good condition.
- i. A pastor who is leaving should make sure that all church files and records are in order and left intact so that his/her successor may easily find necessary records and equipment.
- j. A pastor who is leaving should affirm the good that has been accomplished and never leave on a negative note.

### 3. GUIDELINES FOR RELATING TO A FORMER CONGREGATION FROM A DIFFERENT LOCATION

#### *Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A)*

relevant to ministers relating to former congregations include "11.14 Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor 11.15, "Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery; 11.16, "Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and, 11.17. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement."

- a. Even though a former pastor and his/her family may continue to have friendships in the congregation, a former pastor ordinarily should not perform weddings, conduct funerals, or counsel members of the congregation unless asked to do so by the Session and moderator of Session. (G-2.0905; W-1.4004 - 1.4006; G-3.0201)
- b. A former pastor should not participate in any way with the function of

the Pastor Nominating Committee.

- c. A former pastor should make every effort to be supportive of his/her successor by encouraging persons who might contact him/her with concerns about his/her successor to address them to the new pastor or the Session or the Ministry Committee, avoid drawing conclusions about the successor or interpreting the successor's behavior and words.
- d. If a former pastor and his/her family return for a visit or for vacation, a friendly phone call to the pastor prior to or soon after arrival is both appropriate and recommended.

#### 4. GUIDELINES FOR RETIRING PASTORS

The Board of Pensions suggests that the process of retiring begin six to nine months before the anticipated date of retirement, and so six months' notice to the congregation would be appropriate.

Ministers anticipating retirement should request the booklet, *Information for Members Planning to Retire*, from the Board of Pensions.

#### 5. ADDITIONAL GUIDELINES FOR PASTORS AND FAMILIES WHO REMAIN IN THE AREA AFTER LEAVING A PASTORATE

- a. A former pastor who chooses to remain in or return to the area in which he/she has served as pastor needs to deal realistically with his/her own needs for fellowship and church life apart from the former congregation. He/she should refrain from attending worship and fellowship activities in the church formerly served and should seek to worship in other congregations and engage in ministries not directly related to the former congregation. There are numerous opportunities to engage in part-time ministries in congregations in West Virginia Presbytery other than in the congregation retired from.
- b. In view of the complexities that may arise as part of a pastoral departure, the Ministry Committee, the Session, and the retiring pastor will engage in a pastoral conversation before departure. This should lead toward a clearer understanding of the relationship between the leaving pastor, friends, colleagues, business associates and relatives in the former congregation.
- c. A retired pastor and his/her family can be most helpful to a successor and successor's family being accepted in their new situation, or be the most difficult problem a successor and successors family must face. Be sensitive to a successor and a successor's family.
- d. A retired pastor and his/her family shall refrain from pastoral functions and not accept any position of leadership in his/her former church, nor attend meetings of the Session,

Deacons, or Trustees.

- e. A former pastor shall refrain from officiating at any sacraments, weddings, funerals, or other functions involving members of his/her former church, or within its properties. (G- 2.0905; W.1.4004 - 1.4006; G-3.0201)
- f. An invitation from the Session or Moderator to officiate or perform pastoral functions in a former church is an opportunity for a former pastor to demonstrate support and loyalty to a successor. You may offer to assist when asked to officiate. Avoid any functions or requests, which may isolate or exclude a successor from the people God has called him/her to serve.
- g. A former pastor shall avoid formal or informal participation in or comment on the work of the Pastor Nominating Committee.
- h. The presbytery advises retiring ministers not to retire in the community which they have most recently served. If they do so, the presbytery expects the retired minister and family to attend another congregation during the transition period, and for six/twelve months following the establishment of new pastoral leadership in the former congregation. This will enable a retired pastor and his/her family to return as a longtime friend and avoid the inevitable comparisons which can cause much pain whenever old relationships are severed and new ones are being formed. If after that period of time, and in consultation with the Ministry Committee and the current pastoral leadership, a retired minister returns to worship regularly in the former place of pastoral leadership, they should regularly consult with the Ministry Committee, General Presbyter, and current pastoral leadership as to their involvement in the former congregation.

These guidelines are intended to serve as a help to ministers and churches as they go through difficult times of adjustment. They are provided as an attempt to avoid having a long and devoted pastoral relationship between a pastor and church become a source of dissension within a congregation and a source of pain for a succeeding pastor and family.

## **APPENDIX K**

### **POLICY ON OVERTURES TO THE GENERAL ASSEMBLY AND REQUESTS FOR CONCURRENCES FROM OTHER PRESBYTERIES**

Periodically, the Presbytery of West Virginia is asked to consider issues known as overtures to the General Assembly of the Presbyterian Church (U.S.A.). An overture is an item of business that has been approved by a presbytery or a synod that requests the General Assembly to take a particular action or approve or endorse a particular statement or resolution. Overtures to the General Assembly are governed by time frames established by the Office of the General Assembly. Groups considering origination or concurrence should consult with the General Presbyter, the Stated Clerk or the General Assembly website to determine the applicable time frames.

There are two paths by which the Presbytery of West Virginia may be called upon to take a position on a specific overture.

An overture may arise from the Session of a congregation within this presbytery or from a committee of this presbytery. An individual who wishes to originate an overture shall seek approval of the matter from the session of his or her congregation.

Overtures may arise from other presbyteries or synods. In order for an overture to be considered at the denomination's General Assembly, it must receive a concurrence from at least one other presbytery or synod.

In order to determine whether the Presbytery of West Virginia believes that it is the will of the Holy Spirit for it to submit an overture to the General Assembly or to concur with another group's overture, the following procedure will be used:

#### **A. Procedures to be used when a Session or Committee wishes to Originate an Overture**

1. Any session or committee of the presbytery wishing to present an overture to the Presbytery of West Virginia for consideration shall notify the Stated Clerk of the presbytery of its intent. Said notice shall include the specific wording of the proposed overture and the rationale behind the proposal. Overtures shall be received by the State Clerk no later than thirty (30) days prior to a regularly scheduled meeting of the presbytery.
2. The Stated Clerk shall notify the Moderator-Elect of the Presbytery, who shall invite each standing committee of the presbytery to appoint a representative to an ad hoc committee for consideration of overtures and concurrences. The committee may meet in person or by conference call. Meeting notices shall include the wording and rationale for each proposed overture to be considered.
3. The ad hoc committee shall prepare a summary of the proposed overture to be presented to the presbytery at its next meeting. The summary shall not take a

position for or against the proposed overture, but shall include information regarding the reasoning behind the proposed overture, any arguments for or opposing the overture, any financial ramifications, Biblical support, or any other information that would be helpful to commissioners to the presbytery in determining how to vote on the proposal.

4. The wording of the proposed overture, along with the summary of the ad hoc committee, shall be placed in the packet provided in advance to the commissioners for the meeting of the presbytery, and the matter shall be put up for a vote at the next presbytery meeting after the summary is completed.
5. The presbytery may vote to approve the transmittal of the proposed overture to the General Assembly, may vote not to send the overture to the General Assembly, or may vote to amend the proposed overture before transmittal to the General Assembly.

#### B. Procedure to be used when a Synod or Presbytery Requests Concurrence on an Overture

1. This procedure is slightly different, in that there are usually large numbers of overtures submitted to the General Assembly. Lengthy consideration of all of these matters would likely be overly time-consuming.
2. Other presbyteries or synods may specifically request that PWV concur with an overture that they have originated.
3. Sometimes a session or committee within our presbytery will seek presbytery's concurrence on an overture that is felt to be particularly important to the life and ministry of this presbytery.
4. The Stated Clerk shall provide a link on the Presbytery of West Virginia website to the overtures filed with the General Assembly, and the Stated Clerk shall notify the clerks of sessions within the presbytery, pastoral leaders and the chairs of standing committees of the existence of this link.
5. The Moderator-Elect of the presbytery shall be notified of that link and shall generally review the overtures filed with the General Assembly to determine if any involve issues that he or she believes are important to the life and ministry of this presbytery.
6. If the Moderator-Elect believes that the presbytery should consider making a concurrence to an overture from another body, or if a session or committee of the presbytery requests that the presbytery make a concurrence, or if a specific request for concurrence is received from another presbytery or synod, the Moderator-Elect shall invite each standing committee of the presbytery to appoint a representative to an ad hoc committee for consideration of overtures and concurrences. The committee may meet in person or by conference call. Meeting notices shall include the wording and rationale for each proposed overture to be considered.

7. The ad hoc committee shall prepare a summary of the proposed concurrence to be presented to the presbytery at its next meeting. The summary shall not take a position for or against the proposed concurrence, but shall include information regarding the reasoning behind the proposed overture, any arguments opposing the overture, any financial ramifications, Biblical support, or any other information that would be helpful to commissioners to the presbytery in determining how to vote on whether to concur with the overture.
8. The wording of the proposed overture, along with the summary of the ad hoc committee, shall be placed in the packet provided in advance to the commissioners for the meeting of the presbytery, and the matter shall be put up for a vote at the next presbytery meeting after the summary is completed.
9. The presbytery may vote to concur with the overture, may vote not to concur, but it may not amend another body's overture.

**APPENDIX L**  
**STATEMENT FROM ROBIN BLAKEMAN**

As one of the proponents of improved cemetery protection legislation in the state (2016), I must speak out against this! Despite improved standards for cemeteries that border surface coal mining operations in our state's legal code, there is still No buffer zones required in WV for cemeteries bordered by oil and gas operations. There are, however, desecration standards in this state which mandate penalties for anyone who desecrates a human burial ground / cemetery. These standards are often NOT enforced in terms of industrial encroachment, so it is up to the landowner or descendants of those buried in the cemetery to bring lawsuits against the desecrating entity. Given that a modern day gas or oil well pad can be as large as 5 to 10 acres, and have multiple well-heads, water impoundments, truck parking, etc., it is entirely possible that the entire cemetery could be impacted.

So the question is: are we, as a community of faith, going to become agents of preservation or agents of desecration?



## INDEX

	<u>Page No.</u>
Administrative Commission for First Presbyterian Church, Huntington, Report of the	125
Administrative Commission to Dissolve the McLean Church, Creation of	128-129
Administrative Commission to Dissolve the Montgomery Church, Creation of	129
Administrative Commission to Dissolve the First Church, Terra Alta, Creation of	130
Attendance	134-139
*Note: the attendance record for this meeting was lost in a server crash	
Commission to Install, Minutes of the	
-Kyle Key, Pastor of the Teays Valley Church, Scotts Depot	144
-Rebecca Mihm, Pastor of the Fleming Memorial Church, Fairmont	143
-Rachel Shepherd, Pastor of the Marlinton Church, Marlinton	145
-Edward J. Thompson, General Presbyter, Presbytery of West Virginia	142
Commissioners to General Assembly, Report of	125
Consent Agenda	120
Docket, Approval of and Actual	119, 140-141
Election of Stated Clerk Pro Tem	119
General Presbyter, Report of the	123
Leadership Team, Report of the	131-132
-First Reading of the Policy on Overtures	132, 177-179
-Nomination and Election of Nominating Committee members	132
Ministry Committee, Report of the	126-131
-Approval of and recognition of, Honorable Retirement, James Roberts	128
-Approval of Dissolution Policy	131, 164-172
-Approval of Ethics for Departing Pastoral Leaders	131, 173-176
-Approval of Minimum Terms of Call for Teaching Elders & Certified Christian Educators	130
-Approval of Ruling Elders [ALPs] to serve communion	128
Missions Committee, Report of the	124
Moderatorial Appointments	120

Nominating Committee, Report of the	125-126
-Moderator-Elect 2017	126
-Election of Synod Commissioner	126
Procedural Matters and Standing Rules	123, 146
Stated Clerk, Report of the	121-123
- Approval of Minutes	123
Stewardship Committee, Report of the	124-125
- Treasurer's Reports	147-163
-Approval of and actual, 2017 Budget	124, 147-149
Trustees, Report of the	132-133