

MINUTES
of the
PRESBYTERY OF WEST VIRGINIA

Presbyterian Church (U.S.A.) -- Synod of the Trinity



PRESBYTERY
of West Virginia

STATED MEETING
DAVIS MEMORIAL PRESBYTERIAN CHURCH
Elkins, West Virginia
August 19, 2017

PRESBYTERY OF WEST VIRGINIA

Presbyterian Church (U.S.A.)

Synod of the Trinity

Davis Memorial Presbyterian Church

Elkins, WV

August 19, 2017

ONE HUNDRED THIRTYSEVENTH STATED MEETING

CALL TO ORDER

The meeting was called to order with prayer at 10:00 a.m. by Moderator Susan Perry.

GREETINGS FROM DAVIS MEMORIAL PRESBYTERIAN CHURCH, ELKINS

Peter Vial, Pastor of Davis Memorial Presbyterian Church, Elkins, greeted and extended a warm welcome to the Presbytery on behalf of the members and Session. He recognized and thanked the Tygart Valley and Beverly churches for their participation and support in hosting the meeting.

INTRODUCTIONS AND SEATING OF CORRESPONDING MEMBERS

The Moderator called on the Stated Clerk who introduced Kevin Geurink, Minister of Word and Sacrament, transferring from Salem Presbytery in North Carolina, serving as the new pastor at First Presbyterian Church, Logan. He signed the Book of Obligations and greeted the body. Clerk Wright moved to seat Jim Burton, Minister of Word and Sacrament, New Harmony Presbytery, South Carolina, Interim Pastor at Beckley Presbyterian and Casey Lieneman, Evangelical Lutheran Church America, Interim Pastor at Church of the Covenant, Grafton, as Corresponding Members for the duration of their service to those churches. The motion was adopted. She also moved to seat Laura Brekke, San Jose Presbytery, California, serving as the new Chaplain at Davis and Elkins College, as a Corresponding Member for this meeting. The motion was adopted. New Ruling Elder Commissioners were introduced.

STATEMENT OF QUORUM

Stated Clerk Wright stated an official quorum with commissioners from 32 churches and 25 Ministers of Word and Sacrament present. (Attendance record in Appendix A, pages 139-145.)

DOCKET

The Moderator called on the Stated Clerk to present the docket. Stated Clerk Wright made a motion to approve the docket as presented. The motion was seconded, and the docket was **adopted**. (Appendix B, pages 146-147.)

CONSENT AGENDA

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

RECOMMENDATIONS:

1. From the Stated Clerk
 - a. That the requests for Excused Absences be approved.
2. From the Ministry Committee
 - a. Approval of Terms of Call (page 132.)
 - b. Approval of Moderators (page 132.)
 - c. Approval of Authorized Lay Preacher to Administer the Lord's Supper (page 132.)
 - d. Approval of Lay Pastor Covenant (page 132.)
 - e. Approval of Covenant for Ruling Elders Commissioned to a Particular Pastoral Service (page 132.)
 - f. Approval of Renewal of Covenant for an Interim Pastor (page 132.)
 - g. Approval to Administer the Lord's Supper by Chaplains and Campus Pastors (page 133.)
 - h. Approval of Minimum Compensation for 2018 (page 133.)
 - i. Approval of Requests for Waiver of Rotation of Officers (page 133.)
 - j. Approval of policy regarding criminal background checks for pastoral leaders (page 133.)
3. From the Mission Committee
 - a. That the offering of the August 19, 2017 meeting go to the Cents-Ability offering for hunger.
4. From the Bluestone Committee
 - a. Approval of the celebration of the Lord's Supper at the Fall Getaway Retreat, October 6-8, 2017 at Bluestone Camp & Conference Center, with a Teaching Elder member of presbytery as officiant.

MODERATORIAL APPOINTMENTS

Moderator Perry appointed as Temporary Clerks: Sandy Bower, Ruling Elder Commissioner, Tygarts Valley Presbyterian Church; Claire Butler, Minister of Word and Sacrament; Ken Schmidt, Ruling Elder Commissioner, Rock Lake Presbyterian Church; Bob Wood, Minister of Word and Sacrament.

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

EDUCATIONAL FOCUS

The Moderator recognized Stephen Baldwin who facilitated a presentation on recovery from the flood of June 2016. A documentary about flooding and recovery efforts in White Sulphur Springs was shown. Paul Romine, Chairman, of West Virginia Ministry of Advocacy and Workcamps (WVMAW) shared information about the history and role of WVMAW and the current program which serves eight locations. Dave Lee, Board Member of WVMAW, stressed the long-term nature of this ministry's assistance. David Bush, Project Manager of WVMAW, spoke of the recovery efforts describing some specific situations. He also gave a plea for assistance so rehabilitation projects can be completed.

ANNOUNCEMENTS

Nellie Howard, Resource Center Director, reminded members of the role of the Resource Center and shared information about new resources in the Center. She invited commissioners to visit the Resource Center's display and to visit the Resource Center at the Presbytery Office. Parry Johnson of the Bluestone Committee announced the Annual Fall Getaway Retreat on Prayer to be held October 6 – 8 at Bluestone and encouraged members to share this information with their churches.

WORSHIP

Morning worship was led by liturgist Lauren Jarroll, Ruling Elder at Summersville Presbyterian Church and Joan Stewart, Minister of Word and Sacrament who serves as Stated Supply at Summersville Presbyterian Church and Director of West Virginia Ministry of Advocacy and Workcamps who preached. Ministers of Word and Sacrament, David Bush (Stated Supply, Winfield) and Rebecca Mihm (Pastor, Fleming Memorial, Fairmont) were communion celebrants.

PRAYER

Following lunch, the meeting was reconvened by the Moderator with prayer. The Moderator announced the morning offering totaled \$924; the money will go to Cents-Ability which is a part of the Presbyterian Hunger Program that works to alleviate hunger and eliminate its causes.

REPORT OF THE STATED CLERK

The Moderator recognized the Stated Clerk who presented the following report. Stated Clerk Wright made a motion that the Moderator appoint an Administrative Commission to dissolve the McElhenney Presbyterian Church at their request. The motion was seconded and **adopted**. The remainder of the report follows.

CORRESPONDANCE (received 5/3/17 through 8/9/17)

1. 5/1/17 A letter from the Synod of the Trinity Stated Clerk, Wayne Yost, and Treasurer, Chantal Atnip, notifying Presbytery that the Per Capita for the Synod for 2018 will remain the same at \$2.30.
ACTION: Shared with the Stewardship Committee.
2. 5/24/17 A letter from Tina Vial, Davis and Elkins College, thanking Presbytery for their gift of support to the college.
ACTION: Shared with Presbytery in this report.
3. 6/2/17 A letter from The Board of Pensions confirming that the Associate Pastor position at Davis Memorial Presbyterian Church, Elkins has been abolished.
ACTION: Shared with the Ministry Committee and Davis Memorial Presbyterian Church, Elkins.
4. 6/26/17 The minutes of the Administrative Commission to Ordain and Install Christopher M. Bailey as campus pastor at Marshall University.
ACTION: Referred to be included in the minutes of this Presbytery Meeting. (Appendix C, page 148.)
5. 6/17 A letter from the Board of Pensions notifying Presbytery of the median effective salary for 2017 for teaching elders which has increased by 1.2%.
ACTION: Referred to the Ministry Committee for consideration.
6. 2/28/17 A letter from Beckley Presbyterian Church Session member, Al Combs, thanking those throughout the Presbytery who assisted the congregation with pulpit supply during their search for an Interim Pastor.
ACTION: Shared with Presbytery in this report.

RECOMMENDATIONS:

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

INFORMATION:

1. The minutes of the February 25 and May 18, 2017 Presbytery meetings have been approved in accordance with the Manual of Presbytery.
2. Granted the transfer of membership from the dissolved McLean Presbyterian Church for Mr. Carl Bostic to the Ronceverte Presbyterian Church, Ronceverte.
3. The Presbytery Summary Statistical Report for 2016 is attached to this report. (Appendix D, pages 149-150.)

PROCEDURAL MATTERS

The Stated Clerk 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 E, pages 151 .)

REPORT OF THE GENERAL PRESBYTER

The Moderator recognized the General Presbyter, Ed Thompson. He thanked the body for being present and then spoke about three numbers – 29, 45 and 16. He explained that **29** is the median size of churches in the Presbytery. He encouraged folks to consider taking the upcoming Authorized Lay Preacher (ALP)/Commissioned Ruling Elder (CRE) training for pastoral leadership. Regarding the number **45**, he explained that this is the number of ordained, non-retired ministers serving churches in the presbytery. Currently there are more positions open on presbytery committees than there are ministers to fill them so the Leadership Team is looking at this. Sixteen (**16**) is the number of churches in the process of looking for a pastor. He asked for prayers for these churches.

The General Presbyter introduced the presbytery staff and thanked all of them for their service.

REPORT OF THE STEWARDSHIP COMMITTEE

The Moderator recognized Karen Kinney, Chair of the Stewardship Committee, who thanked the body for its generosity and the committee chairs for getting their budget requests in on time. She explained the process of drafting the budget, which has only a \$1300 increase over 2017 budget. She requested the Treasurer, Rockland Poole, to present the proposed 2018 Budget. He reviewed the budget and interpreted the General Assembly Per Capita increase.

The Karen Kinney made the following motions on behalf of the committee:

1. A 1.25% increase in salary, to \$48,094, for the Financial Administrator/Treasurer. Treasurer Poole excused himself for the debate. The motion was **approved**.
2. A 1.25% increase in salary, to \$70,875, for the General Presbyter, of which \$24,000 is designated as housing allowance. Rev. Thompson excused himself for the debate. The motion was **approved**.
3. A 1.25% increase in salary, to \$48,094, for the Stated Clerk. Stated Clerk Wright excused herself for the debate. The motion was **approved**.
4. Approval of the 2018 Budget as presented which sets the Per Capita rate at \$29.50; an increase of 50 cents. The motion was **approved**. (2018 Budget, Appendix F, pages 152-154.)

Mr. Poole presented the Financial Reports for the second quarter of 2017 (Appendix G, pages 155-169)

REPORT OF THE NOMINATING COMMITTEE

The Moderator recognized Terry Cunningham, Chair of the Nominating Committee who presented the committee's report.

RECOMMENDATIONS:

1. For the Moderator Elect: Steve Hornbeck (RE, First, Buckhannon)

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

2. For Presbytery Committee Chairs, 2018:

- a. Leadership Team – Susan Perry (RE, First, Logan)
- b. Administration Committee – George Lilley (RE, First, Morgantown)
- c. Bluestone Committee – Denny Dodson (Minister)
- d. Ministry Committee – John Koerner (Minister)
- e. Mission Committee – Bob McCutchen (RE, Davis Memorial, Elkins)
- f. Nurture Committee – Kari Presler (RE, First, Charleston)
- g. Representation Committee – Gary McGrew (Minister, HR)
- h. Stewardship Committee – Karen Kinney (Minister)
- i. Trustees Committee – James Rowe (RE, Old Stone)
- j. Vocations Committee – Jim Musgrave (RE, Highlawn, Huntington)

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

3. For Presbytery Committees:

- a. Leadership Team – Class of 2019: Todd Wright (Minister)
- b. Ministry Committee – Class of 2018: David Bower (Minister)
Mike Walker (RE, First, Fairmont)
- c. Mission Committee – Class of 2018: David Floyd (RE, First, Fairmont)
- d. Nurture Committee – Class of 2018: Lauren Bennett (RE, Marlinton)

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

4. For Synod Commissioner: Rebecca Mihm (Minister)

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

5. For General Assembly:

- a. Minister of Word and Sacrament/Teaching Elder Commissioners:

Susan Sharp Campbell
Larryetta Ellis

b. Ruling Elder Commissioners:

John Bolt (First, Morgantown)

Randy Fife (Bream Memorial)

c. Alternate Minister of Word and Sacrament/Teaching Elder Commissioner:

Claire Butler

d. Alternate Ruling Elder Commissioner:

George Lilley (First, Morgantown)

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

REPORT OF THE NURTURE COMMITTEE

The Moderator recognized Kari Preslar, Chair of the Nurture Committee. She moved the approval of the celebration of the Lord's Supper at the Older Youth Retreat, November 17 – 19 at Bluestone, with Seth Lovell, Associate Pastor for Youth and Family Ministry at Olivet Presbyterian Church, Charlottesville, Virginia, as the celebrant. Seth is the keynote presenter for the retreat and is a member in good standing in the Presbytery of the James. The motion was **adopted**.

Chair Preslar also highlighted the Soul Shop suicide prevention training in November, see Information Item 1 below.

Susan Sharp Campbell, Associate for Nurture, reviewed the recommended updated Statement of Purpose and Policy for Presbytery of West Virginia Events Involving Children, Youth and Persons with Disabilities by highlighting the changes made. Rev. Sharp Campbell shared that there are persons trained within the presbytery who can help with writing church policies.

RECOMMENDATION:

1. That Presbytery approve the updated Statement of Purpose and Policy for Presbytery of West Virginia Events Involving Children, Youth and Persons with Disabilities by highlighting the changes made. The motion was **adopted**. (Appendix H, pages 170-202.)

INFORMATION:

1. The Nurture Committee met on May 25.
 - a. The committee reviewed the updates to the Statement of Purpose and Policy For Presbytery of West Virginia Events Involving Children, Youth and Persons with Disabilities as recommended by the Safe Child Oversight Team. Changes were approved

to be presented at the next Presbytery meeting for approval of the Policy.

- b. Seth Lovell, the Associate Pastor at Olivet Presbyterian Church in Charlottesville, Virginia, will be the keynoter for the Older Youth Retreat in November.
- c. Youth Council applications were received and reviewed. The committee approved all four applications.
- d. A small group from the Nurture Committee will meet to discuss a potential inclusive/transgender policy for Presbytery.
- e. There are a group of people who have been trained to assist churches in creating their own Child and Youth Protection Policies. Churches are encouraged to contact Susan Sharp Campbell if they are interested in having someone assist them with their policy.
- f. The Committee approved a request from Beth Stone to help sponsor Soul Shop, a day-long training event on suicide prevention. The committee will assist with publicity and \$400 to go towards the cost of the keynoter. It will be held on November 30 at WVU Tech in Beckley. There is a flyer included in the packet.
- g. The Committee received four applications for Riner Loans and scholarships. Each individual was offered a \$125 scholarship and a \$1,000 loan. Letters have been mailed to recent graduates providing them with the expectation for loan repayment, and another letter was sent to those who have not started repaying.
- h. The 2018 budget request was approved and sent to Presbytery Treasurer, Rocky Poole.

2. Upcoming Events

- a. Older Youth Retreat, November 17-19
- b. Soul Shop workshop, November 30

MINUTE FOR STEWARDSHIP

Karen Kinney, Chair of the Stewardship Committee, was recognized by the Moderator and gave a Minute for Stewardship. She commended the generosity from the presbytery following the flood, \$186,866 was sent to the presbytery for flood recovery. She recounted some ways the money was used in affected communities.

REPORT OF THE LEADERSHIP TEAM

The Moderator recognized George Lilley, Chair of the Leadership Team. Mr. Lilley highlighted the Strategic Plan being developed for the Presbytery and asked for help in living into the mission and vision.

RECOMMENDATIONS:

1. That Presbytery approve Terry Cunningham as Chair of Nominating Committee for 2018. There were no nominations from the floor. The motion was **adopted**.
2. That Presbytery approve Bob Wood to serve on Nominating Committee for the Class of 2020. There were no nominations from the floor. The motion was **adopted**.
3. That Presbytery approve 2018 Presbytery Meeting dates and locations as follows:
 - February 24 at First Presbyterian Church, Huntington
 - May 17 at Village Chapel Presbyterian Church, Charleston
 - August 18 at First Presbyterian Church, Fairmont
 - November 15 at Ronceverte Presbyterian Church, Ronceverte.The motion was **adopted**.

INFORMATION

1. The Leadership Team met at Glenville Presbyterian Church on July 18, 2017.
2. Opening Devotions provided by with thanks to Rev. Karen Kinney.
3. Minutes from April 4, 2017 were approved.
4. The General Presbyter reviewed data of churches that have lost/distant relationships with the Presbytery.
5. Continued work on a new Strategic Plan and affirmed:
 - **Who are we?** The Presbytery of West Virginia is a baptized, covenant people called by God to reflect Christ's love through mission, ministry and relationships.
 - **What is our vision?** It is our vision that everyone will experience the love of God.
 - **What is our mission?** The Presbytery of West Virginia strengthens, supports and serves our worshiping communities as they share God's love through mission, ministry and relationships.
6. Received from the Stewardship Committee and considered Presbytery's 2018 Budget.
7. Asked the Moderator, General Presbyter and Stated Clerk to plan for the Presbytery's 30th Anniversary at its meeting in November.
8. Reviewed feedback from the May Presbytery meeting.

9. Recommended continuation of the Overview of the Day video introduction to the Presbytery meeting.
10. Considered a chair and members for the Nominating Committee.
11. Heard a Bluestone progress report.
12. Prepared for the August Presbytery Meeting.
13. Authorized the General Presbyter and Stated Clerk to handle Presbytery registration procedure.
14. Set the next meeting of the Leadership Team for October 10 at Riverlawn Presbyterian Church.

REPORT OF THE MINISTRY COMMITTEE

The Moderator recognized John Koerner, member of the Ministry Committee who had no verbal report.

The Moderator recognized Rachel Shepherd who spoke about the Small Church Conference on September 23 and encouraged everyone to attend.

RECOMMENDATIONS:

1. (CA) Approval of the terms of call: Rev. Claire Butler and the First, Ripley and First United, Ravenswood churches. Terms: cash salary: \$32,800; housing allowance: \$9,000; utility allowance: \$3,300; SECA \$3,809; auto expense reimbursement at IRS rate up to \$3,210 per year; continuing education: \$1,000 per year; Board of Pensions; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays); 12 sick leave days per year and two months paid parental leave, if applicable.
2. (CA) Approve Jim Sothen (Ruling Elder member of the Ministry Committee) to moderate the session of the Lakeview Presbyterian Church, Lakebottom.
3. (CA) Approve George Spransy to moderate the session of the St. Mary's Presbyterian Church.
4. (CA) Approve Authorized Lay Preacher (ALP), Rick Accord, to administer the Sacrament of Communion for 2017.
5. (CA) Approve Lay Pastor Covenant between Inquirer, Jay Nunley, and the Gilbert Presbyterian Church. Terms: \$100 per Sunday; travel expenses reimbursed. Responsibilities: conduct up to three weekly worship services per month and special services as needed, including Christmas Eve.
6. (CA) Approve the Commissioned Ruling Elder (CRE) covenant between Jim Musgrave and

the Gilbert Presbyterian Church to moderate the session and administer the Lord's Supper once per month. Terms: \$100 per month; travel expenses reimbursed.

7. (CA) Approval of the Interim Pastor covenant renewal between Christina Baisley Tutterow and Bream Memorial Presbyterian Church, Charleston July 16, 2017 through July 15, 2018. Terms: 40 hours per week; salary: \$3845.05 per month, of this amount \$2,500 is designated housing allowance; includes SECA: \$318.37 per month; continuing education \$1,000; 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; 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.
8. (CA) Approve all Teaching Elders, serving in a Validated Ministry as chaplains or campus pastors in the Presbytery of West Virginia, to administer the Lord's Supper (W-3.0401, G-3.0301b).
9. (CA) Approve no increase in minimum compensation for Teaching Elders and Certified Christian Educators for 2018. However, church sessions are encouraged to consider the Board of Pensions recommended 1.2% salary increase for 2018. Minimum Compensation would remain:

| | |
|-------------|-----------------|
| Cash salary | \$ 32,800 |
| Housing | \$ 9,900 |
| Utilities | <u>\$ 3,300</u> |
| TOTAL | \$ 46,000 |
10. (CA) Approve the request for the waiver of rotation of officers (G-2.0404) from Belle Presbyterian Church.
11. (CA) Approve as policy: a criminal background check shall be required of any person seeking to enter into a covenant relationship or terms of call with any church in the Presbytery of West Virginia, with the cost for such service to be borne by the Presbytery of West Virginia (PWV) and results reviewed by the General Presbyter and the Stated Clerk.

INFORMATION:

1. Healthy Boundary Training and New Pastor Orientation will be held September 12.
2. The Small Church Conference will be held September 23 at Summersville Presbyterian Church.
3. Assigned mentors for pastors beginning service in the Presbytery.
4. Approved Teaching Elder, Sharon Bell, and Ruling Elder, Barbara Chalfant, for the Pulpit Supply.
5. Examined and approved for match Teaching Elder, James Burton (New Harmony Presbytery), as Interim Pastor, Beckley Presbyterian Church.

6. Approved Interim Pastor Covenant between James Burton and the Beckley church.
7. Considered and made recommendation to the Stewardship Committee and Leadership Team regarding the 2018 Ministry Committee Budget.
8. Approved application for the Seminary Debt Assistance Program for Kevin Geurink.
9. Approved the Administrative Commission to Install Sharon Gearing as pastor, First Presbyterian Church, South Charleston.
10. Approved the Administrative Commission to Install Claire Butler as pastor, First Presbyterian, Ripley and First United Presbyterian, Ravenswood, churches.
11. Assigned liaisons to churches engaged in searches for pastoral leadership.
12. Reviewed six-month and first-year reports and reviewed exit interview reports.
13. Received reports of pastoral leaders in need of care and concern with plans to reach out to them and their families.

GOOD NEWS FROM THE PEWS

The Moderator invited Ruling Elder Commissioners to share news of good things happening in local churches.

REPORT OF THE TRUSTEES

The Moderator recognized Maureen Wright who presented the report on behalf of the Trustees.

RECOMMENDATION:

1. Recommend approval that the expenses incurred by the Presbytery as managers of the Brush Creek, Montgomery and First, Terra Alta properties be reimbursed to the 2017 general fund from the \$17,000 payment for the McLean Presbyterian Church property. The motion was **adopted**.

INFORMATION:

1. The Trustees have approved a six-month listing for the sale of the Montgomery Presbyterian Church property with Carole Ewing of Century 21 Fayette County.
2. The Trustees have approved a six-month listing for the sale of the Brush Creek Presbyterian Church property with Sally Hart of Berkshire Hathaway Realtors.
3. In keeping with the request of the now-dissolved First Presbyterian Church, Terra Alta, the Trustees will determine a monthly cost for insurance, utilities and yard maintenance for the property and invite Rev. Anderson to rent the property for that amount. Simultaneously, the Trustees have approved a six-month listing for the sale of the First Presbyterian Church, Terra Alta, property with Susan Miller of House and More Real Estate. Should an offer be made during this time by another party, Rev. Anderson will be offered first refusal.

REPORT OF THE MISSION COMMITTEE

The Moderator recognized Larryetta Ellis, Chair of the Mission Committee. Rev. Ellis introduced Bob McCutcheon who talked about the covenant the presbytery has with Nyeri Presbytery, Kenya, AFRICA. He highlighted the upcoming trip to Nyeri in February 2018, and encouraged interested persons to consider going on the trip. Tina Vial presented information about peacemaker Ebun James-DeKam from Sierra Leone who will be in West Virginia September 22 – October 4. The Chair highlighted that the deadline for 2018 Mission Grants is October 1. Hunger Grants are filled as money is available and have no deadline. She also highlighted Older Adult ministry.

RECOMMENDATION:

1. (CA) The offering of the August 19, 2017 meeting go to the Cents-Ability offering for hunger.

INFORMATION:

1. Mission committee met in Summersville on June 23.
2. Nyeri:
 - a. The renewal of covenant with Nyeri Presbytery document has been passed on to the Leadership Team for approval.
 - b. The January 2018 trip to Nyeri was discussed. Robin Ray will assist Bob McCutcheon with communications and planning. A timetable for the trip was established.
 - c. Registration deadline for the trip is August 19, 2017.
 - d. An orientation/planning meeting for attendees on the trip was tentatively set for Sunday, September 17, 2017.
3. We will be hosting a Peacemaker this fall, but the date and speaker are still being negotiated with General Assembly.
4. We received a report from West Virginia Ministry of Advocacy and Workcamps (WVMAW) and celebrated the expansion and consistency of their good work on our behalf.
5. A sub-committee working on a review of our committee description and work reported on their progress, some changes were made and will be submitted to the Leadership Team for consideration.
6. The 2018 proposed budget was approved and passed on to the Stewardship Committee.

REPORT OF THE BLUESTONE COMMITTEE

The Bluestone Committee did not report verbally, but provided Presbytery with the following detailed printed report.

RECOMMENDATION:

1. **(CA)** Approval of the celebration of the Lord's Supper at the Fall Getaway Retreat, October 6-8, 2017 at Bluestone Camp & Conference Center, with a Teaching Elder member of presbytery as officiant.

INFORMATION:

The Bluestone Committee meets at least quarterly, and more frequently as required. The most recent quarterly meeting was held July 11 at the Presbytery office. A brief summary of the camping and retreat activities at Bluestone beginning in April of this year is as follows:

1. Spring Retreats
 - a. Guys Weekend was April 28-30. There were 40 men in attendance. Pastor Kyle Key was the key leader for the theme of "Standing Together in Christ."
 - b. The Spring Getaway Retreat was May 5-7, with 45 attendees. The programming, created by the Bluestone Committee, was themed activities based on the board game LIFE.
 - c. Summer Camping ran June 11 through July 8. Over four one-week camping sessions, 215 campers, along with the summer staff and volunteer adult leaders, enjoyed the facilities. This year's numbers were slightly lower than the previous five-year historical average.
 - d. There was no elementary retreat for the second consecutive year. This program, like summer camp, competes with many other summertime activities, making it difficult to generate sufficient camper interest.
2. Summer Retreat Groups (Non-Presbyterian)
 - a. Cross Point Community Church (Huntington) held a half-week camping group of about 40 youth during the week of July 11.
 - b. Capital High Band Camp was held the week of July 17 for the fourth consecutive year. There were approximately 100 high school youth attending this year's camp.
 - c. WV Bible Conference, which has been a steady retreat group for the last 35 to 40 years, was again at Bluestone for a week, beginning July 23.
 - d. Camp Mashiach, a Messianic Hebrew Roots Summer Youth Camp, was held the week of July 29 for the second consecutive year. About 150 teenage youth and adult advisors utilize the Bluestone facilities.
3. Infrastructure

- a. Utilizing a \$70,000 loan from the Stewardship Committee, the electrical grid replacement and pool upgrades (electrical and paint) were completed and on budget.
- b. The Bluestone facilities experienced a significant water pump problem during summer camp, resulting in the replacement of the lake pump at an unbudgeted cost \$2,600.
- c. The primary camp tractor required approximately \$1,000 in repairs. While budgeted, this exhausted the equipment maintenance budget for the year.
- d. The primary ice machine failed unexpectedly just prior to summer camp and was replaced at a cost of \$4,500. This was an unplanned expense for a capital item.

4. Financial

- a. In general, the summer camping program at Bluestone operates in the red, with the retreat business (both Presbyterian and non-Presbyterian) generating enough income to support the annual operating expenses not otherwise included in the Presbytery budget. Budget details are included in the Presbytery Treasurer's report.
- b. Bluestone's goal, in spite of the unbudgeted expenses described above, is to pay down the Stewardship Committee loan to approximately \$45,000 by year end 2017.
- c. Friends of Bluestone is faithfully continuing multiple fundraising efforts toward the Covenant goal of \$45,000 in 2017. An additional challenge – to contribute \$10,000 towards retiring the loan for the electrical infrastructure upgrades – raises the 2017 goal amount to \$55,000.

5. Administrative

- a. The Statement of Inclusivity for Bluestone has been completed and posted on the website (bluestonecamp.com). With assistance from the Nurture Committee, further refinement is anticipated. The Bluestone Committee also completed a Transgender Policy for Bluestone; it will be included in the Bluestone staff training manual.
- b. The Bluestone Committee will work with a Task Force sponsored by the Leadership Team to construct a long-term strategic plan for the Bluestone facilities and programming. Additionally, a member of the Bluestone Committee, Sarah Specht of Highlawn in Huntington, has volunteered to serve on the Task Force.
- c. Bluestone Lease with the Department of the Army is current and effective through 2029.

REPORT OF THE VOCATIONS COMMITTEE

The Vocations Committee did not report verbally, but provided Presbytery with the following detailed printed report.

INFORMATION:

1. The committee continues its work to track repayment of the McClintic loans, including reviewing progress of ongoing repayment plans provided by Treasurer, Rocky Poole, and establishing an additional repayment plan with the help of Stated Clerk, Maureen Wright.
2. The committee has already announced its intent to begin a new Authorized Lay Preacher (ALP)/Commissioned Ruling Elder (CRE) program in September 2018. Work will be done starting this year to identify potential participants for this program, to identify locations where the classes will be held and to identify potential leadership for the initial classes of the program. There will be more information forthcoming.
3. The committee worked in conjunction with the Ministry Committee to assist two congregations with worship leadership. The committee recommended to the Ministry Committee that Rick Accord, ALP, be approved to serve with the Lord's Supper in 2018. The committee supports the participation of Inquirer, Jay Nunley, in worship leadership as he continues his studies.

NEW BUSINESS

There was no new business.

Presbytery was adjourned at 3:30 p.m. with a charge and benediction by the Moderator.

Next Stated Meeting: November 16 at Old Stone Presbyterian Church, Lewisburg.

Mavis Grant-Lilley, Recording Clerk


Maureen Wright, Stated Clerk

Susan Perry, Moderator

APPENDIX A

ATTENDANCE

GENERAL PRESBYTER: Ed Thompson (also listed as minister member below).

OFFICERS OF PRESBYTERY: Susan Perry, Moderator; Maureen Wright, Stated Clerk; Rockland Poole, Treasurer; Mavis Grant-Lilley, Recording Clerk; Amy Parker (also listed as minister member below), Moderator Elect.

MEMBER OF LEADERSHIP TEAM (who is not a Minister or Elder Commissioner): Parry Johnson, George Lilley.

COMMISSIONED RULING ELDERS: James Irwin, Jim Musgrave, Kari Preslar, Robert Lynn Randolph, Cherrie Sizemore, John Yeager.

CORRESPONDING MEMBERS: David Bush (Coastal Carolina Presbytery), Casey Lieneman (Evangelical Lutheran Church in America).

PRESBYTERY COMMITTEE CHAIR (who is not a member of Leadership Team): Terry Cunningham.

MEMBER OF PRESBYTERY COMMITTEE: Bob McCutcheon.

STAFF: Susan Sharp Campbell (also listed as minister member below), Barbara Chalfant, Nellie Howard, Mark Miller, Amy Robinson.

MINISTERS FROM OTHER DENOMINATIONS: Danny Franke (American Baptist) and Steve Lightner (United Methodist).

VISITORS (who registered): Laura Conard, Donna Cowley, Jack Ferrell, Terri Giles, Dick Hammat, Jeff Howard, Lauren Jarroll, Jenka Lockwood, Dana Marzolf, Connie Musgrave, Roger Perry, Medina Poole, Kay Rutherford, Patricia Thompson, Judy Woods, Tina Vial.

ATTENDANCE OF MINISTERS

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

| Name of Minister | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|----------------------------|---------|---------|---------|---------|
| Accord, Barbara A. | P | E | P | P |
| Alford, Ralph Judson, II | AE | AE | AE | AE |
| Atkins, Ken | AE | AE | AE | AE |
| Baldwin, Stephen | E | E | E | P |
| Bell, Sharon | * | * | * | A |
| Blakeman, Robin | A | A | P | A |
| Bondurant, Robert K. | AE | P | AE | AE |
| Bower, David | AE | AE | P | P |
| Boyce, Bonnie | AE | AE | AE | AE |
| Buckalew, Ronald W. | AE | AE | AE | AE |
| Butler, Claire | P | E | P | P |
| Butler, Craig | AE | AE | AE | AE |
| Calebaugh, Kenneth B. | AE | AE | P | AE |
| Campbell-Malake, Elizabeth | P | P | P | P |
| Campbell, Susan Sharp | P | P | P | P |
| Carroll, R. Leon, Jr. | AE | AE | AE | AE |
| Case, Walter A. | AE | AE | AE | AE |

| Name of Minister | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|----------------------------|---------|---------|---------|---------|
| Clark, Thomas F. | AE | AE | AE | AE |
| Didway, Nancy | E | P | E | E |
| Deaderick, David S. | AE | AE | AE | AE |
| Debnam, Robert W. | AE | AE | AE | AE |
| Dodson, E. Denison | P | A | A | E |
| Dreyer, Charles B. | AE | AE | AE | AE |
| Ducheneau, Mike | A | A | A | A |
| Ellis, Larryetta | P | P | P | P |
| Gamble, Larry | A | A | A | A |
| Gearing, Sharon | * | * | P | P |
| Gentry, Calvin P. | AE | AE | AE | AE |
| Geurink, Kevin | * | * | * | P |
| Glaser, Robert H. | AE | AE | AE | AE |
| Goehner, Paul E. | AE | AE | AE | AE |
| Graham, Leonard E. | AE | AE | AE | AE |
| Gurley, Ben E. | AE | AE | AE | AE |
| Haig, Kristine | AE | AE | AE | AE |
| Harkless, Cinda | P | P | P | E |
| Harkness, Cameron | AE | AE | AE | AE |
| Harrah, Jerry D. | AE | AE | AE | AE |
| Heidt, Paul Douglas | AE | AE | AE | AE |
| Hitsman, Julie | A | A | P | P |
| Holland, John | P | P | P | P |
| Hollis, Virginia Kay | AE | AE | AE | AE |
| Hood, Leonard L. | AE | AE | P | AE |
| Howe, Lanny | AE | P | AE | AE |
| Hudson, William Long | E | P | P | P |
| Jenkins, Doug | P | P | P | E |
| Jenkins, Janet | AE | AE | AE | AE |
| Johnson, Rick | P | A | E | P |
| Johnston, Thomas M., Jr. | AE | AE | AE | AE |
| Key, Kyle | P | P | P | E |
| Kilbert, Chris | P | A | E | P |
| Kinney, Karen R. | P | A | P | P |
| Koerner, Charla Waters | P | P | P | P |
| Koerner, John F. | E | P | P | P |
| Krum, David P. | AE | AE | AE | AE |
| Lamb, Richard C. | P | AE | AE | AE |
| Laukoter, Rob S. | A | P | P | A |
| Lee, David A. | E | P | P | P |
| Leitch, James O. | AE | AE | AE | AE |
| Lyles, W. Patterson | P | P | P | E |
| Mansell, Wm. Franklin, Jr. | P | P | AE | P |
| Maynard, Arvie L. | AE | AE | AE | AE |
| McChesney, Charles S. | AE | AE | AE | AE |
| McCoy, William | E | P | A | P |
| McGrew, Gary S. | AE | AE | AE | AE |
| McGuire, Richard W. | P | A | A | A |
| McMorran, William G., Jr. | AE | AE | AE | AE |
| Mihm, Rebecca | P | P | P | P |
| Minnerly, Douglas A. | P | P | P | A |

| Name of Minister | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|-----------------------------|---------|---------|---------|---------|
| Mobayed, Richard S. | AE | AE | AE | AE |
| Mohrman, James A. | AE | AE | AE | AE |
| Monschke, Alice | AE | AE | AE | AE |
| Morgan, Norman K. | AE | AE | AE | AE |
| Morley, James E. | E | E | P | E |
| Neal, Elise | P | A | E | P |
| Newman, Robert G. | P | P | AE | AE |
| Palmer, Harry W. | AE | AE | AE | AE |
| Parker, Amy S.W. | E | P | P | P |
| Parsons, Shelly Barrick | A | A | A | E |
| Pendleton, P. Douglas, Jr. | A | A | A | A |
| Perkins, Chris | E | A | A | A |
| Purcell, Boyd C. | P | P | AE | AE |
| Ray, Robin | P | A | P | E |
| Rice, Andrew "Andy" | A | A | P | E |
| Richards, David P. | P | P | E | E |
| Riley, John A. | AE | AE | AE | AE |
| Ringe, Charles | AE | AE | AE | AE |
| Roberts, Jim | AE | AE | AE | AE |
| Robertson, M. Bruce | AE | AE | AE | AE |
| Robinson, James E. | AE | AE | AE | AE |
| Romine, Paul D. | P | P | A | P |
| Ryan, Patrick "Pat" | A | P | E | A |
| Seely, Mike | P | A | A | A |
| Seibel, Frank L. "Skip" | P | P | P | A |
| Shaffer, David | AE | AE | AE | AE |
| Shepherd, Rachel J. | P | A | P | P |
| Shogren, Donna Lee | AE | AE | P | AE |
| Snyder, Richard J. Daly | AE | AE | AE | AE |
| Sonnenday, John | AE | AE | AE | AE |
| Spencer, Donald L. | AE | AE | AE | AE |
| Spransy, George B. Jr. | P | P | P | AE |
| Spring, Charles M. | AE | AE | AE | AE |
| Stevens, Bruce | AE | AE | AE | P |
| Stewart, Joan W. | P | A | P | P |
| Stone, Elizabeth | * | A | A | E |
| Stone, Greg | P | A | A | A |
| Straight, Anna Pinckney | P | P | P | E |
| Styron, Monica | A | A | P | A |
| Sutton, Dana W. | A | A | E | A |
| Sutton, Jean C. | A | A | A | A |
| Taylor, J. Dexter | AE | AE | AE | AE |
| Thompson, Dean K. | AE | AE | AE | AE |
| Thompson, Edward J. | P | E | P | P |
| Tutterow, Christina | E | A | P | A |
| Vial, Peter | P | A | P | P |
| Walker, Gary C. | AE | AE | AE | AE |
| Walther, James A., Jr. | P | P | P | E |
| Washburn, Francis T. | AE | AE | AE | AE |
| Willoughby Weed, Kathryn A. | E | A | E | A |
| Wilson, Richard B. | A | A | P | P |

| Name of Minister | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|--------------------------|---------|---------|---------|---------|
| Wood, Robert M. | E | P | P | P |
| Woodard, Sara G. (Sally) | AE | AE | AE | P |
| Wright, Todd | P | P | P | P |
| Youngblood, Lucy | AE | AE | AE | AE |

ATTENDANCE OF CHURCHES

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

| Name of Church | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|-----------------------------------|--------------------------|-----------------|-------------------|----------------------|
| Alderson | N | N | N | N |
| Alexander Memorial, Stony Bottom | N | N | E | Agnes Doyle-Kalland |
| Anderson Memorial, Welch | N | N | N | N |
| Bates Memorial, Huntington | Spencer Conley | Wes Walker | Sandra Herrold | E |
| Baxter, Dunmore | E | N | E | N |
| Beckley | Mac Tieche | N | E | N |
| Beechwood, Parkersburg | N | N | Richard Thomas | Richard Thomas |
| Belington | E | N | Anita Renee Poe | Anita Renee Poe |
| Belle | Sara Dye | Eleanor Stanley | E | E |
| Bethlehem, Shinnston, | N | N | N | N |
| Beulah Humble, Elizabeth | N | N | N | N |
| Beverly | E | N | E | Linda Peterson |
| Beverly Hills, Huntington | John Morgan | N | E | N |
| Bradley | Suzette Wingrove | N | E | E |
| Bramwell | N | N | N | N |
| Bream Memorial, Charleston | Doris Miller | Melody Simpson | E | Barbara Chalfant |
| Bridgeport | N | N | Joe Timms | Joe Timms |
| Buffalo | N | N | N | N |
| Canyon Community, Morgantown | N | N | N | N |
| Centerville, Greenville | Charlotte Wilson | N | E | Charlotte Wilson |
| Church of our Saviour, Clarksburg | N | N | N | N |
| Church of the Covenant, Grafton | N | N | N | N |
| Church of the Covenant, Hurricane | N | N | N | N |
| Clear Creek | N | N | N | N |
| Clifton, Maxwelton | N | N | E | N |
| Clothier | N | N | N | N |
| Comfort | Terry Layton | N | N | E |
| Community, Arthurdale | N | N | N | E |
| Davis Memorial, Elkins | Nathaniel Garver-Daniels | N | Mary Ann McDonald | Mary Ann McDonald |
| Davis Memorial, Gassaway | Beverly Keener | N | JoAnn McChesney | Beverly Keener |
| Dupont City, Belle | N | N | N | N |
| Edgewood, Lewisburg | Amber Hinkle | Carolyn Napier | Peggy Ryan | Peggy Ryan |
| Eleanor | N | Judy Jefferies | N | Vanessa Higginbotham |
| Elk Hills, Charleston | Jean Naylor | Sandy Gunter | Debbie Schwirian | E |

| Name of Church | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|------------------------------|----------------------|--------------------|-----------------------|-----------------------|
| Enslow Park, Huntington, | N | N | N | N |
| Falls View, Charlton Heights | N | N | N | N |
| Fayetteville | E | N | Betsy Howard | Mike Burton |
| First, Bluefield | Sharon Perkinson | N | N | N |
| First, Buckhannon | Steve Hornbeck | Steve Hornbeck | Steve Hornbeck | Steve Hornbeck |
| First, Charleston | Andrew Ceperley | Frankie McCain | Frankie McCain | E |
| | Frankie McCain | N | E | N |
| | N | N | N | N |
| First, Clarksburg | N | N | Dick Ogden | Jenna Bennett |
| First, Colcord | N | N | N | N |
| First, Dunbar | Judi Hazelwood | N | E | David White |
| First, Fairmont | E | N | N | E |
| First, Hinton | N | N | N | N |
| First, Huntington | Sally Oxley | Todd Green | N | N |
| First, Kenova | N | N | N | N |
| First, Kingwood | N | N | N | N |
| First, Logan | Mary Borst | Linda Marsh | E | John Kovach |
| First, Mannington | N | N | N | N |
| First, Morgantown | N | N | Harold Forbes | N |
| First, Nitro | N | Peggy Meltch | N | N |
| First, Oak Hill | Margaret Bickford | N | N | E |
| First, Parkersburg | Wayne Sanders | N | David Karr | N |
| First, Ravenswood | N | N | N | N |
| First, Ripley | N | N | N | N |
| First, St. Albans | Bonnie Morrison | Mel Burch | Michael Clark | Michael Clark |
| First, South Charleston | N | N | Katherine McClure | Bill Kimmons |
| First, Thomas | N | N | E | N |
| First, Welch | Wendy Brewster | N | E | E |
| First, Weston | N | N | N | N |
| First, White Sulphur Springs | N | N | N | N |
| First, Whitesville | N | N | N | N |
| First, Williamson | N | N | Susan Conn | Susan Conn |
| First, Williamstown | Ann Thayer | Nellie Howard | Patricia Brookover | Patricia Brookover |
| Fleming Memorial, Fairmont | Mike Yost | N | Charles Snider | Mike Yost |
| Frankford | Linda Boone | E | Linda Boone | Linda Boone |
| Gilbert | Mandy Lester | N | E | N |
| Glenville | Susan Lilly | N | Kathy Gilbert | Susan Lilly |
| Grace Covenant, Charleston | N | N | N | N |
| Green Bank, Liberty | N | N | N | N |
| Harman | N | N | N | N |
| Highlawn, Huntington, | Paulette Mabry | Howard Aulick | Patty Meadows | Gary Prater |
| Highlawn, St. Albans | John Poulson | Ruth Perry | E | N |
| Hughes River, Cairo | N | N | Anne Banks | E |
| Kanawha United, Charleston | Richard Hartman | Roberta Fowlkes | Jeff Brown | N |

| Name of Church | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|------------------------------|---------------------|---------------------|---------------------|-----------------|
| Keller, Pence Springs | N | N | N | N |
| Kesler Memorial, Hico | N | N | N | N |
| Kuhn Memorial, Barboursville | N | N | E | N |
| Lakeview, Lakebottom | N | N | N | N |
| Marlinton | N | N | N | N |
| Marsh Fork, Dry Creek | N | N | E | N |
| McElhenney, Alderson | N | N | N | N |
| McKinnon, Charleston | E | Brooks Martin | N | Bobbie McCauley |
| Mill Creek | N | N | N | N |
| Milton | N | N | N | E |
| Mingo | N | N | E | E |
| Mount Hope | N | N | N | N |
| Oak Grove, Hillsboro | Sue Hollandsworth | N | E | N |
| Old Stone, Lewisburg | Townley Hamilton | Nancy Smallenberger | Nancy Smallenberger | N |
| Orgas | N | N | N | N |
| Parsons | N | N | N | N |
| Philippi | N | N | N | Suzann Murphy |
| Pickens | N | N | N | N |
| Pineville | N | N | E | N |
| Point Pleasant | Elaine Matheny | N | N | Terry Lively |
| Red Sulphur Springs, Ballard | N | N | N | N |
| Richwood | N | N | N | N |
| Riverlawn, St. Albans | Ron Hughes | Pam Johnson | Jane Lothes | Jane Lothes |
| Rock Forge, Morgantown | N | N | N | N |
| Rock Lake, South Charleston | Kay Rotz | Ken Schmidt | E | Ken Schmidt |
| Rome, Proctorville | N | N | N | N |
| Ronceverte | Kay McCoy | N | N | N |
| Ruffner Memorial, Charleston | N | N | N | N |
| St. Andrew, Pinch | Teresa Gant | Robert Bandy | N | N |
| St. Marys | N | N | N | N |
| Salem, Ronceverte | N | N | N | N |
| Second, Huntington | Donna Cowley | Jenka Lockwood | E | Stacy Wehrle |
| Slatyfork, Big Spring | N | N | N | N |
| Smithers | N | Jim Dempsey | E | E |
| South Park, Charleston | Larry Sites | Jim Sothen | Jim Sothen | N |
| Spencer | Norma Randall-Myers | N | Mary Quick | Brenda Wilson |
| Spring Creek, Renick | N | N | E | N |
| Spring Valley, Huntington | N | N | N | N |
| Sugar Grove, Morgantown | N | N | N | N |
| Summerlee | N | N | N | N |
| Summersville | N | N | Lauren Jerrell | Ralph Smoot |
| Teays Valley, Scott Depot | Reggie Lowe | N | Bill Hensley | N |
| Trinity, Shady Spring | Diane Thacker | N | E | E |
| Tygarts Valley, Huttonsville | N | N | Sandy Bower | Sandy Bower |
| Union | E | N | E | E |
| Upperglade | Jim Casey | N | Jim Gamble | Linda Given |
| Valley Bend, Beverly | N | N | N | N |

| Name of Church | 2/25/17 | 3/28/17 | 5/18/17 | 8/19/17 |
|-----------------------------|--------------------|----------------|----------------|-----------------|
| Village Chapel, Charleston | Chuck Stump | Ray Boggs | Ray Boggs | James Smith |
| Waverly – Bethel, Waverly | Marijean Stockwell | Barbara Conlon | Mark Skidmore | Dawn Hammat |
| Westminster, Charleston | N | N | N | N |
| Westminster, Vienna | N | N | N | N |
| Whittico Memorial, Keystone | N | N | N | N |
| Winfield | John Hannan | N | N | David Gladkosky |
| Zion, Helvetia | N | 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

*10:00 Call to Order Susan Perry, Moderator

Greetings from Davis Memorial Presbyterian Church Peter Vial, Pastor

Business of the Presbytery

- Welcome of new Teaching Elders Maureen Wright, Stated Clerk
- 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

Education Focus

Flood Recovery: One Year Later

11:25 Announcements: Resource Center and Bluestone

*11:30 Morning Worship

*12:30 Recess for Lunch

*1:30 Prayer & Hymn Moderator

Report of the Stated Clerk Stated Clerk

- Presentation of Procedural Matters
- Recommendation on Presbyterian Church of the Covenant

Report of the General Presbyter Ed Thompson

Report of the Stewardship Committee Karen Kinney

- Presentation of the 2018 Budget
- Financial Reports

Rocky Poole

Report of the Nominating Committee

Terry Cunningham

Report of the Nurture Committee

Kari Preslar

Minute for Stewardship

Karen Kinney

Report of the Leadership Team

George Lilley

Report of the Ministry Committee

Cinda Harkless

- Small Church Conference

“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 Trustees

Jim Rowe

Report of the Mission Committee

Larryetta Ellis

New Business

Completion of Feedback Forms

4:00

Anticipated Time of Adjournment with Charge and Benediction by the Moderator

Printed Reports for Information Only: Bluestone and Vocations Committees

**NEXT Stated Meeting: November 16 – Old Stone Presbyterian Church,
Lewistown**

APPENDIX C

MINUTES OF THE ADMINISTRATIVE COMMISSION TO ORDAIN CHRISTOPHER M. BAILEY TO SERVE AS PASTOR OF PRESBYTERIAN CAMPUS MINISTRY AT MARSHALL UNIVERSITY HUNTINGTON, WEST VIRGINIA

The commission, appointed by the Presbytery of West Virginia to ordain Christopher M. Bailey who will serve as pastor of Presbyterian Campus Ministry at Marshall University, Huntington, West Virginia, met at the church on Sunday, June 25, 2017 at 2:00 p.m. The following members of the commission were present:

Ministers: Cinda Harkless, David Lee, Skip Seibel, Todd Wright;
Elders: Emily Franks, Todd Green, Susan Perry;
Guests: Rev. Steve Phillips.

The commission was called to order by the chair, Susan Perry, who opened with prayer. The commission was organized and Cinda Harkless was elected clerk. The order of service for the ordination 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 on the texts Isaiah 56: 1-8 and Acts 8: 2 was preached by Steve Phillips. The constitutional questions were propounded to the minister by Susan Perry and to the congregation by Emily Franks. All were answered in the affirmative. The prayer of ordination was offered by Todd Wright. The chairperson, Susan Perry, declared that Christopher M. Bailey was duly ordained to serve as pastor of Presbyterian Campus Ministry at Marshall University, Huntington, West Virginia. A charge was then delivered to the pastor by Todd Wright, and to the congregation by Skip Seibel. The service was closed with a brief statement and the benediction being pronounced by the newly ordained pastor, Christopher M. Bailey.

The commission adjourned with the benediction.

Cinda G. Harkless
Clerk of the Commission



APPENDIX D: PRESBYTERY SUMMARY STATISTICAL REPORT FOR 2016

| | |
|-------------------|--|
| Presbytery Number | 420751 |
| Name | West Virginia |
| Address | 520 2nd Ave |
| City/State | S Charleston, WV 25303-1311 |
| Phone | 304-744-7634 |
| Email | office@wvpresbytery.org |
| Web Site | www.wvpresbytery.org |
| Fax | 304-744-7649 |

| | | | |
|-----------------------------|-------------|---------------------|------------|
| Membership | | | |
| Prior Active Members | 8552 | | |
| Gains | | Losses | |
| 17 & Under | 39 | Certified | 56 |
| 18 & Over | 59 | Deaths | 205 |
| Certified | 83 | Other | 509 |
| Other | 27 | | |
| Total Gains | 208 | Total Losses | 770 |
| Total Active Members | 7990 | | |
| Baptized | 519 | | |
| Other Participants | 594 | | |
| Total Adherents | 9665 | | |
| Female Members | 4749 | | |
| Average Attendance | 3296 | | |
| Affiliate Members | 130 | | |

| | | | |
|-----------------|----|-----------------|-----|
| Baptisms | | Officers | |
| Child Baptisms | 49 | Male Session | 299 |
| Adult Baptisms | 13 | Female Session | 347 |
| | | Male Deacons | 62 |
| | | Female Deacons | 94 |

| | | | |
|---|------|-------------|---------------|
| Age Distribution of Active Members | | Male | Female |
| 25 & Under | 673 | 282 | 300 |
| 26 - 45 | 1176 | 444 | 571 |
| 46 - 55 | 920 | 266 | 511 |
| 56 - 65 | 1216 | 417 | 636 |
| Over 65 | 2543 | 822 | 1405 |

| | | | |
|---------------------------|-------------|-------------|-------------|
| Total Distribution | 6528 | 2231 | 3423 |
|---------------------------|-------------|-------------|-------------|

People with Disabilities

| | |
|----------|------------|
| Hearing | 347 |
| Sight | 93 |
| Mobility | 306 |
| Other | 92 |

Christian Education

| | | | |
|--------------|-------------|-------------------|------------|
| Birth 3 | 81 | Grade 7 | 57 |
| Age 4 | 56 | Grade 8 | 50 |
| Kindergarten | 44 | Grade 9 | 44 |
| Grade 1 | 50 | Grade 10 | 52 |
| Grade 2 | 53 | Grade 11 | 36 |
| Grade 3 | 56 | Grade 12 | 66 |
| Grade 4 | 53 | Young Adults | 50 |
| Grade 5 | 64 | Over 25 | 788 |
| Grade 6 | 63 | Teachers/Officers | 235 |
| Total | 1898 | | |

| Racial Ethnic Breakdown | Membership | Elders | Deacons | Male | Female |
|--------------------------------|-------------------|---------------|----------------|-------------|---------------|
| Asian | 24 | 4 | 1 | 4 | 16 |
| Black | 11 | 1 | 1 | 8 | 2 |
| African American | 12 | 2 | 0 | 4 | 8 |
| African | 0 | 0 | 0 | 0 | 0 |
| Middle Eastern | 6 | 1 | 0 | 3 | 1 |
| Hispanic | 4 | 0 | 0 | 2 | 1 |
| Native American | 4 | 0 | 0 | 0 | 3 |
| White | 6567 | 584 | 154 | 1774 | 2701 |
| Other | 6 | 1 | 0 | 3 | 3 |
| Totals | 6634 | 593 | 156 | 1798 | 2735 |

| | |
|-------------------------------|-------------------|
| Potential Giving Units | 3,491 |
| Budgeted Income | 8,453,195 |
| Budgeted Expense | 10,056,292 |

Receipts

| | | | |
|-----------------------|------------------|----------------|----------------|
| Regular Contributions | 8,030,667 | Bequests | 373,360 |
| Capital Building Fund | 178,961 | Other Income | 930,045 |
| Investment Income | 1,310,684 | Subsidy or Aid | 31,102 |

Expenditures

| | | | |
|-------------------------|------------------|-------------------|----------------|
| Local Program | 7,888,052 | Per Capital Apprt | 205,385 |
| Local Mission | 616,386 | Validated Mission | 441,528 |
| Capital Expenditures | 672,661 | Theological Fund | 2,740 |
| Investment Expenditures | 189,597 | Other Mission | 206,965 |

APPENDIX E – PROCEDURAL MATTERS

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.

**Presbytery of West Virginia
2018 Budget**

APPENDIX F

| APPENDIX F | 2017 Budget | | 2018 Budget | | Restricted Funds |
|--|-------------|------------|-------------|------------|--------------------------------|
| | Budget | R/F Amount | Budget | R/F Amount | |
| <u>ADMINISTRATION COMMITTEE</u> | | | | | |
| OFFICE EXPENSES | 71,000 | 59,000 | 68,550 | 59,000 | Mission Development Fund |
| | | 12,000 | | 12,000 | Funds of PWV |
| SALARY & PERSONNEL EXPENSE | | | | | |
| Staff comp. detail: see Table A | | | | | |
| All Salaries (including housing & utilities) | 353,575 | 30,800 | 335,600 | 30,800 | Small Church Fund |
| Pension Expense | 39,000 | | 39,500 | | |
| Medical Insurance Expense | 102,500 | | 122,700 | | |
| Payroll Taxes | 17,900 | | 18,100 | | |
| Workers' Compensation | 1,425 | | 1,450 | | |
| Continuing Education & Professional Expense | 11,600 | | 11,600 | | |
| Travel & Program Expense | 25,000 | | 25,000 | | |
| TOTAL SALARY & PERSONNEL EXPENSE | 551,000 | | 553,950 | | |
| COMMITTEE EXPENSES | | | | | |
| Consultant Fees | 1,000 | | 500 | | |
| Staff Development | 1,000 | | 1,000 | | |
| Committee Meetings | 1,000 | | 1,000 | | |
| | \$ 625,000 | | \$ 625,000 | | |
| <u>BLUESTONE COMMITTEE</u> | | | | | |
| CIT Support | 4,500 | 4,500 | 4,500 | 4,500 | Rachel McClintic Fund |
| Committee Meetings | 1,500 | | 1,500 | | |
| | \$ 6,000 | | \$ 6,000 | | |
| <u>LEADERSHIP TEAM</u> | | | | | |
| GOVERNING BODY EXPENSE | | | | | |
| Presbytery Meetings | 2,000 | | 2,000 | | |
| Moderator Expenses | 1,000 | | 1,000 | | |
| General Assembly | 0 | | 4,000 | 4,000 | Mission Development Fund |
| Leadership Development Program | 6,000 | 6,000 | 4,000 | 4,000 | Small Church Fund |
| Legal Consultation | 0 | | 8,000 | | |
| Leadership Team | 5,000 | | 3,500 | | |
| | \$ 14,000 | | \$ 22,500 | | |
| <u>MINISTRY COMMITTEE</u> | | | | | |
| 1,001 New Worshipping Comm. | 2,500 | 2,500 | 2,500 | 2,500 | Small Church Fund |
| Small Church Conf. | 5,000 | 5,000 | 2,000 | 2,000 | Small Church Fund |
| | 7,500 | | 4,500 | | |
| CRE Training (Con. Ed.) | 500 | 500 | 500 | 500 | Small Church Fund |
| Ministry Training | 500 | 500 | 500 | 500 | PEPS |
| Kanawha Pastoral Counseling Center | 1,500 | | 1,500 | | |
| Professional Development | 3,500 | 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 | 500 | 500 | Funds of PWV-COM Discretionary |
| Miscellaneous | 500 | | 500 | | |
| Emergency Church Assistance | 2,000 | 2,000 | 2,000 | 2,000 | Small Church Fund |
| Committee Meetings | 6,000 | | 6,000 | | |
| | \$ 24,500 | | \$ 21,500 | | |

**Presbytery of West Virginia
2018 Budget**

| | Budget | R/F Amount | Budget | R/F Amount | Restricted Funds |
|------------------------------------|------------------|------------|------------------|------------|--------------------------|
| <u>MISSIONS COMMITTEE</u> | | | | | |
| INSTITUTIONAL PARTNERSHIPS | | | | | |
| Davis & Elkins | 1,250 | | 1,250 | | |
| Davis-Stuart | 1,250 | | 1,250 | | |
| Westminster Foundation | 1,250 | | 1,250 | | |
| CEPAD | 2,500 | | 2,000 | | |
| MISSIONS PARTNERSHIPS | | | | | |
| Kenya Partnership | 1,500 | 1,500 | 2,000 | 1,500 | Kenya Partnership Fund |
| The Shack NH Support | 15,000 | 15,000 | 15,000 | 15,000 | Mission Development Fund |
| Tyrand Coop. Ministry Support | 2,500 | 2,500 | 2,500 | 2,500 | Midland Memorial Fund |
| WV Min. of Advocacy & Workcamps | 15,000 | 15,000 | 15,000 | 15,000 | Mission Development Fund |
| MISSIONS GRANTS | 15,000 | | 15,000 | | |
| Committee Meetings | 1,000 | | 1,000 | | |
| | \$ 56,250 | | \$ 56,250 | | |
| <u>NOMINATING COMMITTEE</u> | | | | | |
| Nominating Committee | \$ 200 | | \$ 300 | | |
| <u>NURTURE COMMITTEE</u> | | | | | |
| Resource Center Acquisitions | 1,800 | | 1,800 | | |
| Resource Ctr. - Supplies/Equip. | 400 | | 400 | | |
| Resource Ctr. - Subscriptions | 0 | | 0 | | |
| Resource Ctr. - Catalog Program | 800 | | 800 | | |
| Video license | 225 | | 250 | | |
| Festival of Faith | 1,000 | | 700 | | |
| Church Educators Support | 400 | | 400 | | |
| Educator/Clergy/CLP Retreat | 1,200 | | 1,000 | | |
| Younger Youth Retreat | 1,000 | 1,000 | 1,000 | 1,000 | Rachel McClintic Fund |
| Older Elementary Event | 200 | 200 | 0 | 0 | Rachel McClintic Fund |
| Older Youth Retreat | 1,600 | 1,600 | 1,600 | 1,600 | Rachel McClintic Fund |
| HS Youth Conference/Mission Trip | 8,000 | 8,000 | 6,000 | 6,000 | Rachel McClintic Fund |
| Youth Council | 400 | 400 | 400 | 400 | Rachel McClintic Fund |
| Adult Spiritual Development | 1,000 | | 1,500 | | |
| Scholarships | 2,000 | 2,000 | 2,000 | 2,000 | PEPS |
| Presbytery Worship | 300 | | 300 | | |
| Miscellaneous | 200 | | 200 | | |
| APCE Membership | 0 | | 200 | | |
| Committee Meetings | 600 | | 600 | | |
| | \$ 21,125 | | \$ 19,150 | | |
| <u>PJC</u> | | | | | |
| Permanent Judicial Commission | \$ 300 | | \$ 300 | | |
| <u>PRESBYTERIAN WOMEN</u> | | | | | |
| Presbyterian Women Support | \$ 6,000 | | \$ 6,000 | | |
| <u>RELATIONS COMMITTEE</u> | | | | | |
| Cluster Shepherds | 2,000 | | 2,000 | | |
| Relations Committee Expenses | 1,000 | | 1,000 | | |
| | \$ 3,000 | | \$ 3,000 | | |

**Presbytery of West Virginia
2018 Budget**

| | Budget | R/F Amount | Budget | R/F Amount | Restricted Funds |
|--|--------------------|------------|--------------------|------------|-------------------------|
| <u>REPRESENTATION COMMITTEE</u> | | | | | |
| Committee on Representation | \$ 200 | | \$ 100 | | |
| <u>STEWARDSHIP COMMITTEE</u> | | | | | |
| Outside CPA Costs | 15,000 | | 11,000 | | |
| Committee Meetings | 1,000 | | 1,000 | | |
| | \$ 16,000 | | \$ 12,000 | | |
| <u>TRUSTEES</u> | | | | | |
| Trustees | 2,000 | | \$ 2,000 | | |
| <u>VOCATIONS COMMITTEE</u> | | | | | |
| PREPARATION FOR MINISTRY | | | | | |
| Care of Candidates | 1,200 | | 500 | | |
| Career Counseling | 1,000 | | 500 | | |
| Scholarships | 5,000 | | 5,000 | | 5,000 Bush Fund |
| Conferences | 900 | | 900 | | |
| ALP/CRE Preparation Program | 0 | 0 | 3,000 | | 3,000 Small Church Fund |
| Committee Meetings | 1,000 | | 1,000 | | |
| | \$ 9,100 | | \$ 10,900 | | |
| TOTAL | \$ 783,675 | | \$ 785,000 | | |
| REVENUE IN SUPPORT of BUDGET | 2017 Budget | | 2018 Budget | | |
| Shared Mission (net of GA & Synod support) | 360,000 | | 360,000 | | PWV/GA/Synod = 80/15/5 |
| Per Capita (net of GA & Synod portions) | 173,323 | | 172,679 | | Per capita rate \$29.50 |
| Previous Year Shared Mission & Per Capita | 10,052 | | 12,221 | | |
| Outside Funding (Presb. Housing & PHP) | 46,300 | | 46,300 | | |
| Interest & Gifts | 15,000 | | 15,000 | | |
| Restricted Fund Support (see below) | 179,000 | | 178,800 | | |
| | \$ 783,675 | | \$ 785,000 | | |
| Midland Memorial | 2,500 | | 2,500 | | |
| Rachel McClintic Fund | 15,700 | | 13,500 | | |
| MDF | 89,000 | | 93,000 | | |
| Small Church Fund | 48,300 | | 48,300 | | |
| Funds of PWV | 14,500 | | 12,500 | | |
| Bush Fund | 5,000 | | 5,000 | | |
| PEPS | 2,500 | | 2,500 | | |
| Kenya Partnership | 1,500 | | 1,500 | | |
| | \$ 179,000 | | \$ 178,800 | | |

**Presbytery of West Virginia
2018 Budget**

TABLE A

| 2018 Staff Compensation | | Salary | Medical¹ | Pension | FICA² | Cont Ed | Total |
|--------------------------------|--|-------------------|----------------------------|------------------|-------------------------|------------------|-------------------|
| FT | General Presbyter ³ | \$ 70,875 | \$ 17,719 | \$ 8,505 | \$ 5,719 | \$ 3,000 | \$ 105,818 |
| FT | Stated Clerk/Assoc.-Congregational Support | \$ 48,094 | \$ 10,681 | \$ 5,771 | \$ 3,679 | \$ 1,000 | \$ 69,225 |
| FT | Financial Administrator / Treasurer | \$ 48,094 | \$ 23,137 | \$ 5,771 | \$ 3,679 | \$ 1,500 | \$ 82,181 |
| 1/2 time | Associate for Education ³ | \$ 20,821 | \$ 7,333 | \$ 2,553 | \$ 1,724 | \$ 2,100 | \$ 34,531 |
| 1/2 time | Resource Center Director | \$ 24,435 | \$ 19,324 | \$ 2,932 | \$ 1,869 | \$ 1,000 | \$ 49,560 |
| FT | Associate for Mission | \$ 43,538 | \$ 10,681 | \$ 5,225 | \$ 3,331 | \$ 1,000 | \$ 63,774 |
| FT | Office Administrator / Communications | \$ 34,597 | \$ 10,681 | \$ 4,152 | \$ 2,647 | \$ 1,000 | \$ 53,077 |
| FT | Bluestone Director | \$ 37,710 | \$ 23,137 | \$ 4,525 | \$ 2,885 | \$ 1,000 | \$ 69,257 |
| | | \$ 328,162 | \$ 122,693 | \$ 39,434 | \$ 25,533 | \$ 11,600 | \$ 527,422 |

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1 - could vary based on employee choices for medical coverage

2 - could vary based on employee choices for medical savings participation

3 - FICA calculation is SECA paid to pastoral staff

| | | |
|------------------------------|-------------------|------------------|
| For budget reporting | \$ 328,162 | \$ 25,533 |
| General Presbyter-SECA | \$ 5,719 | \$ (5,719) |
| Associate for Education-SECA | \$ 1,724 | \$ (1,724) |
| TOTAL | \$ 335,605 | \$ 18,090 |

**APPENDIX G
FINANCIAL REPORTS**

August 19, 2017

Presbytery of West Virginia
Budget vs. Actual
January through June 2017

COMPOSITE BY COMMITTEE

| | YTD (06/30/17) | Budget | % of Budget | Restricted Fund Support |
|-------------------------------|----------------------|----------------------|--------------|-------------------------|
| ADMINISTRATION | 291,432.74 | 625,000.00 | 46.6% | 101,800.00 |
| BLUESTONE | 0.00 | 6,000.00 | 0.0% | 4,500.00 |
| LEADERSHIP | 1,213.49 | 11,000.00 | 21.7% | 6,000.00 |
| MINISTRY | 3,889.51 | 24,500.00 | 15.9% | 14,500.00 |
| MISSIONS | 23,908.70 | 56,250.00 | 42.5% | 34,000.00 |
| NOMINATING | 38.94 | 200.00 | 19.5% | |
| NURTURE | 2,562.39 | 21,125.00 | 12.1% | 13,200.00 |
| PERMANENT JUDICIAL COMMISSION | 118.41 | 300.00 | 39.5% | |
| PRESBYTERIAN WOMEN | 3,000.00 | 6,000.00 | 50.0% | |
| RELATIONS | (3,136.41) | 6,000.00 | -52.3% | |
| REPRESENTATIONS | 0.00 | 200.00 | 0.0% | |
| STEWARDSHIP | 4,039.80 | 16,000.00 | 25.2% | |
| TRUSTEES | 0.00 | 2,000.00 | 0.0% | |
| VOCATIONS | 344.26 | 9,100.00 | 3.8% | 5,000.00 |
| TOTALS | \$ 327,411.83 | \$ 783,675.00 | 41.8% | \$ 179,000.00 |
| SHARED MISSION (net) | 133,328.41 | 360,000 | 37.0% | |
| PER CAPITA (net) | 69,211.58 | 173,323 | 39.9% | |
| PRIOR YEAR BENEV./PER CAPITA | 16,541.07 | 10,052 | 164.6% | |
| OUTSIDE FUNDING | 6,300.00 | 46,300 | 13.6% | |
| INTEREST & GIFTS | 18,276.20 | 15,000 | 121.8% | |
| RESTRICTED FUND SUPPORT | 78,278.72 | 179,000 | 43.7% | |
| TOTALS | \$ 321,935.98 | \$ 783,675.00 | 41.1% | |

Presbytery of West Virginia
Budget vs. Actual
YTD June 2017

| | As of 06/30/17 | Budget | % of Budget | | Restricted Fund Support |
|--|----------------------|-------------------|--------------|--|---------------------------------|
| ADMINISTRATION | | | | | |
| OFFICE EXPENSES | | | | | |
| 5105 · Postage | 281.90 | | | | 59,000 Mission Development Fund |
| 5110 · Supplies | 3,200.47 | | | | 12,000 Funds of PWV |
| 5115 · Publications & Subscriptions | 118.95 | | | | |
| 5117 · Presbytery Directory | 0.00 | | | | |
| 5120 · Telephone | 2,291.91 | | | | |
| 5125 · Utilities | 3,601.92 | | | | |
| 5130 · Cleaning/Bldg Maintenance | 2,086.06 | | | | |
| 5135 · Equipment | 358.27 | | | | |
| 5140 · Equipment Maintenance | 2,575.00 | | | | |
| 5150 · Staff Expenses | 2,178.94 | | | | |
| 5155 · Insurance - Property | 12,905.67 | | | | |
| 5160 · Bad Debt Expense | 0.00 | | | | |
| 5165 · Web Site Maintenance | 0.00 | | | | |
| 5168 · Internet Service | 787.50 | | | | |
| 5180 · Bank service fees | 462.66 | | | | |
| 5185 · Miscellaneous | 45.06 | | | | |
| TOTAL OFFICE EXPENSE | 30,894.31 | | | | 71,000 |
| SALARY & PERSONNEL EXPENSE | | | | | |
| All Salaries (including housing & utilities) | 165,540.67 | | | | 30,800 Small Church Fund |
| Pension Expense | 19,456.40 | | | | |
| Medical Insurance Expense | 51,176.90 | | | | |
| Payroll Taxes | 8,624.12 | | | | |
| Workers' Compensation | 712.00 | | | | |
| Continuing Education & Professional Expense | 5,635.99 | | | | |
| Travel & Program Expense | 8,869.82 | | | | |
| Moving Expense | 0.00 | | | | |
| TOTAL SALARY & PERSONNEL EXPENSE | 260,015.90 | | | | |
| COMMITTEE EXPENSE | | | | | |
| 7030 · Consultant Fees | 0.00 | | | | |
| 7050 · Staff Development | 0.00 | | | | |
| 7090 · Committee Meetings | 522.53 | | | | |
| TOTAL COMMITTEE EXPENSE | 522.53 | | | | |
| | \$ 291,432.74 | \$ 625,000 | 46.6% | | |
| BLUESTONE | | | | | |
| CAMP, CONFERENCE, RETREAT MINST | | | | | |
| 7240 · CIT Support | 0.00 | 4,500 | 0.0% | | 4,500 Rachel McClintic Fund |
| 7290 · Committee Meetings | 0.00 | 1,500 | 0.0% | | |
| | \$ - | \$ 6,000 | 0.0% | | |

Presbytery of West Virginia
Budget vs. Actual
YTD June 2017

| | As of 06/30/17 | Budget | % of Budget | Restricted Fund Support |
|---|--------------------|------------------|--------------|---|
| LEADERSHIP TEAM | | | | |
| 6030 · Leadership Development Program | 130,79 | 6,000 | 2.2% | 6,000 Small Church Fund |
| 5310 · Leadership Team/Council | 1,082.70 | 5,000 | 21.7% | |
| | \$ 1,213.49 | \$ 11,000 | 11.0% | |
| MINISTRY | | | | |
| CONGREGATIONAL DEVELOPMENT | | | | |
| 1,001 New Worshipping Comm. | 0.00 | 2,500 | 0.0% | 2,500 Small Church Fund |
| Small Church Conf. | 0.00 | 5,000 | 0.0% | 5,000 Small Church Fund - \$3K, Funds of PWV - \$2K |
| COMMITTEE ON MINISTRY | | | | |
| 6130 · CRE 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 | (10.00) | 3,500 | -0.3% | 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 | 217.97 | 500 | 43.6% | |
| 6181 · Memorials | 100.00 | 500 | 20.0% | 500 Funds of PWV - COM Discretionary |
| 6185 · Miscellaneous | 35.15 | 500 | 7.0% | |
| 6189 · Emergency Church Assistance | 0.00 | 2,000 | 0.0% | 2,000 Small Church Fund |
| 6190 · Committee Meetings | 3,546.39 | 6,000 | 59.1% | |
| | \$ 3,889.51 | \$ 24,500 | 15.9% | |
| MISSIONS | | | | |
| SOCIAL & ECUMENICAL MINISTRIES | | | | |
| INSTITUTIONAL PARTNERSHIPS | | | | |
| 6732 · Davis & Elkins College | 625.00 | 1,250 | 50.0% | |
| 6710 · Davis-Stuart | 625.00 | 1,250 | 50.0% | |
| 6770 · Westminster Foundation | 625.00 | 1,250 | 50.0% | |
| 7165 · CEPAD | 0.00 | 2,500 | 0.0% | |
| MISSIONS PARTNERSHIPS | | | | |
| 7130 · Kenya Partnership | 0.00 | 1,500 | 0.0% | 1,500 Kenya Partnership |
| 6760 · The Shack NH Support | 7,500.00 | 15,000 | 50.0% | 15,000 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 | 7,500.00 | 15,000 | 50.0% | 15,000 Mission Development Fund |
| MISSIONS GRANTS | | | | |
| 6767 · Covenant House, Inc | 1,500.00 | 3,000 | 50.0% | |
| 6772 · Davis Mem. Elkins Afterschool | 1,000.00 | 2,000 | 50.0% | |
| 6776 · Council on Homelessness | 1,000.00 | 2,000 | 50.0% | |
| 6777 · FPC Buckhannon-Healthy Lunch | 375.00 | 750 | 50.0% | |
| 6778 · Healthy Bodies/Healthy Spirits | 750.00 | 1,500 | 50.0% | |
| 6779 · Rock Lake PC-Community Life Ctr | 1,000.00 | 2,000 | 50.0% | |

Presbytery of West Virginia
Budget vs. Actual
YTD June 2017

| As of 06/30/17 | Budget | % of Budget | Restricted Fund Support |
|----------------|--------|-------------|-------------------------|
|----------------|--------|-------------|-------------------------|

6790 · Missions Committee Meetings

158.70 1,000 15.9%

| | | | | |
|----|-----------|----|--------|-------|
| \$ | 23,908.70 | \$ | 56,250 | 42.5% |
|----|-----------|----|--------|-------|

NOMINATING

5320 · Nominating Committee

38.94 200 19.5%

NURTURE

CHRISTIAN NURTURE & WORSHIP

6320 · Resource Center Acquisitions

814.75 1,800 45.3%

6321 · Resource Ctr. - Supplies/Equip.

537.75 400 134.4%

6322 · Resource Ctr. - Subscriptions

0.00 0 0.0%

6323 · Resource Ctr. - Catalog Program

0.00 800 0.0%

6325 · Video License

0.00 225 0.0%

6330 · Festival of Faith

853.42 1,000 85.3%

6332 · Church Educators Support

101.71 400 25.4%

6335 · Educator/Clergy/CORE Retreat

431.66 1,200 36.0%

6345 · Younger Youth Retreat

(885.64) 1,000 -88.6%

6348 · Older Elementary Event

0.00 200 0.0%

6350 · Older Youth Retreat

0.00 1,600 0.0%

6355 · HS Youth Conf. Mission Trip

(439.13) 8,000 -5.5%

6358 · Summer Youth Conferences

0.00 0 0.0%

6360 · Youth Council

103.62 400 25.9%

6370 · Adult Spiritual Development

623.85 1,000 62.4%

6380 · Scholarships

0.00 2,000 0.0%

6382 · Presbytery Worship

0.00 300 0.0%

6385 · Miscellaneous

200.00 200 100.0%

6390 · Committee Meetings

220.40 600 36.7%

| | | | | |
|----|----------|----|--------|-------|
| \$ | 2,562.39 | \$ | 21,125 | 12.1% |
|----|----------|----|--------|-------|

1,000 Rachel McClintic Fund
200 Rachel McClintic Fund
1,600 Rachel McClintic Fund
8,000 Rachel McClintic Fund

400 Rachel McClintic Fund

2,000 PEPS

PJC

5305 · Permanent Judicial Commission

118.41 300 39.5%

PRESBYTERIAN WOMEN

7310 · Presbyterian Women Support

3,000.00 6,000 50.0%

RELATIONS

GOVERNING BODY EXPENSE

5410 · Presbytery Meetings

226.34 2,000 11.3%

5415 · Moderator Expenses

0.00 1,000 0.0%

5420 · General Assembly

0.00 0 0.0%

5430 · Synod

0.00

5450 · Denomination Resources

(3,362.75)

Presbytery of West Virginia
Budget vs. Actual
YTD June 2017

| As of 06/30/17 | Budget | % of Budget |
|----------------|--------|-------------|
|----------------|--------|-------------|

| | | |
|-------------------------------------|------|------------|
| 5460 - Cluster Shepherds | 0.00 | 2,000 0.0% |
| 5490 - Relations Committee Expenses | 0.00 | 1,000 0.0% |

| | | |
|---------------|----------|--------|
| \$ (3,136.41) | \$ 6,000 | -52.3% |
|---------------|----------|--------|

REPRESENTATION

5315 - Committee on Representation

| | | |
|------|--------|------|
| 0.00 | 200.00 | 0.0% |
|------|--------|------|

STEWARDSHIP

FINANCE & DEVELOPMENT

5355 - Transition Expenses

| | | |
|------|---|------|
| 0.00 | 0 | 0.0% |
|------|---|------|

6545 - Outside CPA Costs

| | | |
|----------|--------|-------|
| 4,000.00 | 15,000 | 26.7% |
|----------|--------|-------|

6590 - Committee Meetings

| | | |
|-------|-------|------|
| 39.80 | 1,000 | 4.0% |
|-------|-------|------|

| | | |
|-------------|-----------|-------|
| \$ 4,039.80 | \$ 16,000 | 25.2% |
|-------------|-----------|-------|

TRUSTEES

5325 - Trustees

| | | |
|------|-------|------|
| 0.00 | 2,000 | 0.0% |
|------|-------|------|

VOCATIONS

PREPARATION FOR MINISTRY

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

| | | |
|------|-------|------|
| 0.00 | 5,000 | 0.0% |
|------|-------|------|

6250 - Conferences

| | | |
|------|-----|------|
| 0.00 | 900 | 0.0% |
|------|-----|------|

6260 - ALP/CLP Preparation Program

| | | |
|------|---|------|
| 0.00 | 0 | 0.0% |
|------|---|------|

6290 - Committee Meetings

| | | |
|--------|-------|-------|
| 344.26 | 1,000 | 34.4% |
|--------|-------|-------|

| | | |
|-----------|----------|------|
| \$ 344.26 | \$ 9,100 | 3.8% |
|-----------|----------|------|

TOTAL

| | | |
|---------------|------------|-------|
| \$ 327,411.83 | \$ 783,675 | 41.8% |
|---------------|------------|-------|

\$179,000

5,000 Bush Fund

REVENUE IN SUPPORT OF BUDGET

| | As of 06/30/17 | Budget |
|--|-------------------|-------------------|
| Shared Mission (net of GA & Synod support) | 133,328 | 360,000 |
| Per Capita (net of GA & Synod support) | 69,212 | 173,323 |
| Previous Year Shared Mission & Per Capita | 16,541 | 10,052 |
| Outside Funding (Presby. Housing & PHP) | 6,300 | 46,300 |
| Interest & Gifts | 18,276 | 15,000 |
| Restricted Fund Support | 78,279 | 179,000 |
| TOTAL | \$ 321,936 | \$ 783,675 |

| 2017 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT | | | | | |
|---|--------|-------------------|----------|---------------|------------------|
| | | | | 2017 | |
| | 2017 | 2017 | 12/31/15 | Per Capita | Per Capita Rec'd |
| Church | PLEDGE | Giving at 6/30/17 | Mbrship. | (\$29/member) | at 6/30/17 |
| Alderson | 100 | 100 | 9 | 261 | 261 |
| Alexander Memorial | 240 | 240 | 8 | 232 | 232 |
| Anderson Memorial | 0 | | 22 | 638 | 319 |
| Arthurdale - Community | 1,000 | 500 | 41 | 1,189 | 595 |
| Bates Memorial | 1,000 | 1,000 | 130 | 3,770 | 1,885 |
| Baxter | | | 12 | 348 | 348 |
| Beckley | | 7,083 | 254 | 7,366 | 3,524 |
| Beechwood | | | 84 | 2,436 | 6,047 |
| Belington | 600 | 300 | 28 | 812 | 406 |
| Belle | 1,155 | 578 | 7 | 203 | 102 |
| Bethlehem | 110 | | 18 | 522 | |
| Beulah Humble | | | 13 | 377 | |
| Beverly | | | 26 | 754 | 754 |
| Beverly Hills | | | 52 | 1,508 | 1,450 |
| Big Spring | | | 10 | 290 | 290 |
| Bluefield-First | 8,400 | 4,167 | 114 | 3,306 | 1,838 |
| Bradley | 0 | | 19 | 551 | 551 |
| Bramwell | | | 16 | 464 | |
| Bream Memorial | 3,000 | 750 | 183 | 5,307 | 1,327 |
| Bridgeport (all PWV) | 2,000 | 2,151 | 115 | 3,335 | 1,726 |
| Buckhannon-First | 600 | 300 | 29 | 841 | 426 |
| Buffalo | | | 4 | 116 | |
| Canyon Community | | 1,000 | 10 | 290 | 290 |
| Centerville | 3,500 | 875 | 35 | 1,015 | 254 |
| Ch. of the Covenant-Grafton | 2,304 | 1,145 | 25 | 725 | 355 |
| Charleston-First (all PWV) | 45,000 | 18,750 | 1,087 | 31,523 | 13,135 |
| Church of Our Saviour | 1,700 | 1,700 | 15 | 435 | 435 |
| Clarksburg-First | 2,000 | 500 | 220 | 6,380 | 1,595 |
| Clear Creek | | | 18 | 522 | |
| Clifton | 1,200 | 600 | 89 | 2,581 | 1,290 |
| Clothier | | | 9 | 261 | |
| Colcord-First | 0 | | 37 | 1,073 | 446 |
| Comfort | 565 | | 15 | 435 | |
| Davis Mem. - Elkins | | 7,339 | 203 | 5,887 | 2,413 |
| Davis Mem. - Gassaway | 700 | 375 | 28 | 812 | 551 |
| Dunbar-First | 900 | 375 | 74 | 2,146 | 894 |
| DuPont City | | | 10 | 290 | |
| Edgewood | 5,250 | 2,625 | 106 | 3,074 | 1,537 |
| Eleanor | 522 | 600 | 18 | 522 | 522 |
| Elk Hills | 6,600 | 2,750 | 66 | 1,914 | 798 |
| Enslow Park | 0 | | 165 | 4,785 | 1,523 |
| Fairmont-First | 4,700 | 1,958 | 153 | 4,437 | 1,875 |
| Falls View | 1,680 | 840 | 12 | 348 | 200 |
| Fayetteville | 6,200 | 2,600 | 94 | 2,726 | 1,150 |
| Fleming Memorial | 2,500 | 1,250 | 41 | 1,189 | 595 |
| Frankford | 2,100 | 1,000 | 28 | 812 | 406 |

| 2017 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT | | | | | |
|---|----------------|---------------------------|----------------------|-----------------------------|--------------------------------|
| | | | | 2017 | |
| Church | 2017 PLEDGE | 2017 Giving at 6/30/17 | 12/31/15 Mbrship. | Per Capita (\$29/member) | Per Capita Rec'd at 6/30/17 |
| Gilbert | | | 50 | 1,450 | |
| Glenville | 3,675 | | 12 | 348 | |
| Grace Covenant | | 709 | 15 | 435 | 435 |
| Harman | | | 27 | 783 | 783 |
| Highlawn Huntington | 19,425 | 8,094 | 167 | 4,843 | 2,018 |
| Highlawn St. Albans | | 2,700 | 77 | 2,233 | 1,113 |
| Hinton-First | 2,100 | 525 | 28 | 812 | 245 |
| Hughes River - Cairo | | 2,000 | 18 | 522 | 542 |
| Huntington-First | | | 439 | 12,731 | |
| Huntington Second | | 238 | 22 | 638 | 638 |
| Kanawha United | 12,000 | 6,000 | 162 | 4,698 | 4,698 |
| Keller | | | 7 | 203 | 203 |
| Kenova-First | 928 | | 32 | 928 | 500 |
| Kesler Memorial | | | 38 | 1,102 | |
| Kingwood-First | 5,200 | 2,600 | 53 | 1,537 | 769 |
| Kuhn Memorial | 2,500 | 1,255 | 96 | 2,784 | 1,392 |
| Lakeview | | | 5 | 145 | |
| Liberty | 1,500 | | 17 | 493 | |
| Logan-First | 7,665 | 3,833 | 85 | 2,465 | 2,465 |
| Mannington-First | | | 20 | 580 | |
| Marlinton | | | 86 | 2,494 | 1,247 |
| Marsh Fork | 500 | 500 | 11 | 319 | 319 |
| McElhenney | | | 12 | 348 | 348 |
| McKinnon | 1,104 | 552 | 24 | 696 | 348 |
| McLean | | | 22 | 638 | |
| Mill Creek | 4,400 | 2,200 | 19 | 551 | 551 |
| Milton | 1,000 | 500 | 22 | 638 | 300 |
| Mingo | 100 | 100 | 16 | 464 | 464 |
| Morgantown-First | 14,219 | 7,110 | 212 | 6,148 | 3,075 |
| Mount Hope | | | 25 | 725 | 725 |
| Nitro-First | 1,200 | | 85 | 2,465 | |
| Oak Grove | | | 70 | 2,030 | |
| Oak Hill-First | | | 27 | 783 | 392 |
| Old Stone | 24,000 | 12,000 | 280 | 8,120 | 4,060 |
| Parkersburg-First | | | 172 | 4,988 | 2,494 |
| Parsons | | 100 | 27 | 783 | 196 |
| Philippi | | 960 | 11 | 319 | 280 |
| Pickens | | | 6 | 174 | |
| Pineville | | | 35 | 1,015 | 1,523 |
| Pres. Ch of the Covenant | | | 97 | 2,813 | |
| Pt. Pleasant | 7,350 | 3,063 | 116 | 3,364 | 1,402 |
| Ravenswood-First | 2,887 | | 31 | 899 | |
| Red Sulphur Springs | 150 | 150 | 6 | 174 | 174 |
| Richwood | 1,850 | 450 | 31 | 899 | 144 |
| Ripley-First | 5,040 | 2,520 | 51 | 1,479 | 740 |

| 2017 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT | | | | | |
|--|----------------|--------------------------|-----------------|----------------------|-------------------------|
| | | | | 2017 | |
| | 2017 | 2017 | 12/31/15 | Per Capita | Per Capita Rec'd |
| Church | PLEDGE | Giving at 6/30/17 | Mbrship. | (\$29/member) | at 6/30/17 |
| Riverlawn | 2,500 | 1,000 | 120 | 3,480 | 1,425 |
| Rock Forge | 100 | 100 | 19 | 551 | 884 |
| Rock Lake | 11,812 | 4,781 | 140 | 4,060 | 1,681 |
| Rome | 120 | 60 | 6 | 174 | 87 |
| Ronceverte | 2,625 | 1,313 | 75 | 2,175 | 1,088 |
| Ruffner Memorial | | | 47 | 1,363 | |
| Salem | 3,150 | 788 | 14 | 406 | 102 |
| Smithers | 1,000 | 600 | 16 | 464 | 464 |
| South Charleston-First | | | 172 | 4,988 | 1,614 |
| South Park | 1,890 | 945 | 31 | 899 | 450 |
| Spencer | | 420 | 9 | 261 | 131 |
| Spring Creek | 783 | 783 | 27 | 783 | 783 |
| Spring Valley | 560 | | 54 | 1,566 | |
| St. Albans-First | 6,235 | 2,598 | 215 | 6,235 | 2,598 |
| St. Andrew | | | 146 | 4,234 | 420 |
| St. Marys | | 100 | 12 | 348 | 696 |
| Sugar Grove | 1,680 | 1,680 | 29 | 841 | 841 |
| Summerlee | | 25 | 12 | 348 | 87 |
| Summersville | 1,827 | 761 | 51 | 1,479 | 616 |
| Teays Valley | | 4,500 | 228 | 6,612 | 2,755 |
| Terra Alta-First | | | 24 | 696 | |
| Thomas-First | | 1,000 | 30 | 870 | 375 |
| Trinity | 400 | 400 | 21 | 609 | 305 |
| Tygarts Valley | 3,300 | 1,750 | 29 | 841 | 841 |
| Union | 2,100 | 525 | 35 | 1,015 | 254 |
| Upper Glade | 2,520 | 630 | 66 | 1,914 | 478 |
| Valley Bend | 1,785 | 1,785 | 27 | 783 | 783 |
| Village Chapel | 17,850 | 9,917 | 233 | 6,757 | 4,280 |
| Waverly-Bethel | 1,155 | 578 | 16 | 464 | 464 |
| Welch-First | 2,205 | 2,100 | 22 | 638 | 638 |
| Westminster-Chas. | 7,560 | | 26 | 754 | |
| Westminster-Vienna | 4,200 | 2,000 | 83 | 2,407 | 1,287 |
| Weston-First | 1,050 | 525 | 10 | 290 | 290 |
| White Sulphur Springs-First | 1,000 | 525 | 33 | 957 | 525 |
| Whitesville-First | 0 | | 12 | 348 | |
| Whittico Memorial | | | 7 | 203 | |
| Williamson-First | | | 62 | 1,798 | |
| Williamstown-First | 4,725 | 4,625 | 87 | 2,523 | 2,537 |
| Winfield | | | 20 | 580 | |
| Zion | | | 33 | 957 | |
| TOTALS | 308,551 | 168,421 | 8,915 | 258,535 | 116,700 |

2017 BENEVOLENCE PLEDGE

| <u>PLEDGE AMOUNT</u> CHURCH | 2017 Pledge | 2017 Request | 2016 Pledge | 12/31/15 Member. |
|--------------------------------|----------------|-----------------|----------------|---------------------|
| Charleston-First (all PWV) | 45,000 | 58,485 | 55,700 | 1,087 |
| Old Stone | 24,000 | 25,200 | 24,000 | 280 |
| Highlawn Huntington | 19,425 | 19,425 | 18,500 | 167 |
| Village Chapel | 17,850 | 17,850 | 17,000 | 233 |
| Morgantown-First | 14,219 | 14,700 | 14,000 | 212 |
| Kanawha United | 12,000 | 12,075 | 11,500 | 162 |
| Rock Lake | 11,812 | 11,812 | 11,250 | 140 |
| Bluefield-First | 8,400 | 8,400 | 8,000 | 114 |
| Logan-First | 7,665 | 7,665 | 7,300 | 85 |
| Westminster-Chas. | 7,560 | 7,560 | 7,200 | 26 |
| Pt. Pleasant | 7,350 | 7,350 | 7,000 | 116 |
| Elk Hills | 6,600 | 6,930 | 6,600 | 66 |
| St. Albans-First | 6,235 | 6,235 | 4,300 | 215 |
| Fayetteville | 6,200 | 6,510 | 6,200 | 94 |
| Edgewood | 5,250 | 5,250 | 5,000 | 106 |
| Kingwood-First | 5,200 | 5,460 | 5,200 | 53 |
| Ripley-First | 5,040 | 5,040 | 4,800 | 51 |
| Williamstown-First | 4,725 | 4,725 | 4,500 | 87 |
| Fairmont-First | 4,700 | 4,935 | 4,700 | 153 |
| Mill Creek | 4,400 | 4,620 | 4,400 | 19 |

| <u>PLEDGE PER MEMBER</u> CHURCH | 2017 Pledge | 2017 Request | 2016 Pledge | 12/31/15 Member. |
|------------------------------------|----------------|-----------------|----------------|---------------------|
| Glenville | 3,675 | 3,675 | 3,500 | 12 |
| Westminster-Chas. | 7,560 | 7,560 | 7,200 | 26 |
| Mill Creek | 4,400 | 4,620 | 4,400 | 19 |
| Salem | 3,150 | 3,150 | 3,000 | 14 |
| Belle | 1,155 | 1,155 | 1,100 | 7 |
| Falls View | 1,680 | 1,680 | 1,600 | 12 |
| Highlawn Huntington | 19,425 | 19,425 | 18,500 | 167 |
| Tygarts Valley | 3,300 | 3,150 | 3,000 | 29 |
| Church of Our Saviour | 1,700 | 1,785 | 1,700 | 15 |
| Weston-First | 1,050 | 1,050 | 1,000 | 10 |
| Welch-First | 2,205 | 2,205 | 2,100 | 22 |
| Centerville | 3,500 | 3,150 | 3,000 | 35 |
| Elk Hills | 6,600 | 6,930 | 6,600 | 66 |
| Ripley-First | 5,040 | 5,040 | 4,800 | 51 |
| Kingwood-First | 5,200 | 5,460 | 5,200 | 53 |
| Ravenswood-First | 2,887 | 2,887 | 2,750 | 31 |
| Ch. of the Covenant-Grafton | 2,304 | 2,417 | 2,302 | 25 |
| Logan-First | 7,665 | 7,665 | 7,300 | 85 |
| Liberty | 1,500 | 493 | | 17 |
| Old Stone | 24,000 | 25,200 | 24,000 | 280 |

Presbytery of West Virginia
Statement of Financial Position
As of June 30, 2017

| | <u>06/30/17</u> | <u>06/30/16</u> |
|--|---------------------|---------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1005 · Petty Cash | 250.00 | 250.00 |
| 1012 · Payroll - WesBanco Bank | 100.43 | 100.46 |
| 1020 · Cash - United Bank Checking | 122,943.14 | 157,227.59 |
| 1022 · Cash - United Bank Sweep Acct | 0.00 | 0.00 |
| 1023 · WV Federal Credit Union | 227,750.35 | 227,182.51 |
| 1029 · First Community Bank - Fr. Crk. | 4,283.39 | 8,270.82 |
| 1030 · Wells Fargo - MDF | | |
| 1032 · Equities -- Index Fund | 1,061,769.19 | 1,023,714.77 |
| 1035 · Fixed Income | 527,575.48 | 534,982.41 |
| Total 1030 · Wells Fargo - MDF | <u>1,589,344.67</u> | <u>1,558,697.18</u> |
| 1050 · Wells Fargo Money Market | | |
| 1051 · Wells Fargo MM - PWV | 30,876.76 | 30,228.10 |
| 1052 · Kay Long Memorial Fund | 8,515.22 | 8,477.37 |
| 1053 · Molly Gant Scholarship Fund | 11,017.71 | 14,133.74 |
| 1054 · Kenya Partnership | 6,667.68 | 9,678.77 |
| 1055 · Presbyterian Hunger Program | 26,876.91 | 22,556.38 |
| 1056 · Pack Endowment Fund | 209,207.96 | 207,746.33 |
| Total 1050 · Wells Fargo Money Market | <u>293,162.24</u> | <u>292,820.69</u> |
| INVESTMENTS | | |
| 1070 · New Covenant Funds of PWV | 264,437.21 | 239,104.95 |
| 1072 · New Covenant New Ch. Devel | 133,694.36 | 120,887.00 |
| 1074 · New Covenant PEPS | 3,251.18 | 2,939.65 |
| 1075 · New Covenant Slaughter | 1,561.49 | 1,471.62 |
| 1076 · New Covenant Riner | 52,829.84 | 47,768.98 |
| 1077 · New Covenant Scholarship | 10,849.34 | 10,224.94 |
| 1078 · New Covenant Seminary Student | 29,040.00 | 26,258.01 |
| 1079 · New Covenant Dickinson | 43,902.36 | 39,696.63 |
| 1080 · New Covenant Bush Fund | 181,794.08 | 164,378.88 |
| 1081 · New Covenant Goin Estate | 0.00 | 0.00 |
| 1084 · New Covenant Midland Mem. | 76,582.64 | 69,246.45 |
| 1086 · New Covenant Lee Beard | 0.00 | 0.00 |
| 1087 · New Covenant Small Church | 1,069,204.29 | 966,778.33 |
| 1090 · T Rowe Price - Rachel McClintic | 962,232.02 | 842,563.56 |
| Total INVESTMENTS | <u>2,829,378.81</u> | <u>2,531,319.00</u> |
| Total Checking/Savings | 5,067,213.03 | 4,775,868.25 |

Presbytery of West Virginia
Statement of Financial Position
As of June 30, 2017

| | <u>06/30/17</u> | <u>06/30/16</u> |
|--|----------------------------|----------------------------|
| Accounts Receivable | | |
| 1210 · Accounts Receivable | 0.00 | 125.60 |
| Total Accounts Receivable | <u>0.00</u> | <u>125.60</u> |
| Other Current Assets | | |
| 1220 · Notes Receivable MDF | 44,532.73 | 16,466.81 |
| 1240 · Notes Receivable Riner | 26,000.00 | 29,000.00 |
| 1309 · Notes Receivable R. McClintic | 131,202.01 | 141,116.01 |
| 1450 · Workers Comp Deposit | 247.09 | 247.09 |
| Total Other Current Assets | <u>201,981.83</u> | <u>186,829.91</u> |
| Total Current Assets | 5,269,194.86 | 4,962,823.76 |
| Fixed Assets | | |
| 1510 · Land | 58,000.00 | 58,000.00 |
| 1520 · Building & Grounds | 299,782.00 | 299,782.00 |
| 1530 · Furniture & Fixtures | 18,024.20 | 18,024.20 |
| 1540 · Capital Equipment | 27,635.11 | 27,635.11 |
| 1550 · Software | 10,022.51 | 10,022.51 |
| 1590 · Accumulated Depreciation | -262,104.73 | -250,104.73 |
| Total Fixed Assets | <u>151,359.09</u> | <u>163,359.09</u> |
| TOTAL ASSETS | <u><u>5,420,553.95</u></u> | <u><u>5,126,182.85</u></u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Other Current Liabilities | | |
| 2010 · Benevolence Receipts Payable | 648.13 | 648.13 |
| Payroll Liabilities | 3,243.64 | 2,888.30 |
| Total Other Current Liabilities | <u>3,891.77</u> | <u>3,536.43</u> |
| 2200 · Deferred Revenue | 0.00 | 0.00 |
| Total Liabilities | <u>3,891.77</u> | <u>3,536.43</u> |
| Equity | | |
| 3010 · Fund Balance Funds of PWV | 881,382.78 | 853,510.79 |
| 3011 · Fund Balance - MDF | 1,544,449.65 | 1,587,298.01 |
| 3012 · Fund Balance New Ch. Devel | 125,967.90 | 119,917.21 |

Presbytery of West Virginia
Statement of Financial Position
As of June 30, 2017

| | <u>06/30/17</u> | <u>06/30/16</u> |
|---------------------------------------|--------------------------------|--------------------------------|
| 3013 · Fund Balance Hunger Prog | 24,525.94 | 12,265.71 |
| 3014 · Fund Balance PEPS | 3,063.25 | 2,908.82 |
| 3015 · Fund Balance Slaughter | 1,497.64 | 764.18 |
| 3016 · Fund Balance Riner | 78,823.70 | 76,516.16 |
| 3017 · Fund Balance Scholarship | 10,405.61 | 10,955.33 |
| 3018 · Fund Balance Seminary Student | 27,361.67 | 26,088.67 |
| 3019 · Fund Balance Dickinson | 41,365.13 | 39,378.17 |
| 3020 · Fund Balance Bush Fund | 166,807.82 | 167,025.19 |
| 3021 · Fund Balance Goin Estate | 0.00 | 56.03 |
| 3024 · Fund Balance Midland Mem. | 69,656.79 | 71,144.28 |
| 3026 · Fund Balance Lee Beard | 0.00 | 672.22 |
| 3027 · Fund Balance Small Church | 908,346.54 | 925,572.14 |
| 3028 · Fund Balance Kenya Partnership | 4,957.80 | 9,038.17 |
| 3029 · Fund Balance Rachel McClintic | 1,008,193.66 | 978,449.13 |
| 3030 · Fund Balance Kay Long Memorial | 8,502.59 | 8,402.20 |
| 3031 · Fund Balance Molly Gant Fund | 11,001.37 | 10,892.70 |
| 3032 · Fund Balance Pack Endowment | 208,404.00 | 204,160.74 |
| Net Income | 291,948.34 | 17,630.57 |
| Total Equity | <u>5,416,662.18</u> | <u>5,122,646.42</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>5,420,553.95</u></u> | <u><u>5,126,182.85</u></u> |

BLUESTONE CONFERENCE CENTER, INC

INCOME

| | 06/30/17 | Budget | % of Budget | 06/30/16 |
|---------------------------------------|----------------------|-------------------|--------------|------------------|
| Presbytery support* | - | - | - | 0 |
| Grant Subsidy - Rachel McClintic Fund | 0.00 | 4,500 | 0.0% | 0 |
| Retreats - Bluestone Events | 5,035.00 | 7,000 | 71.9% | 547 |
| Retreats - Presbyterian | 5,310.50 | 15,000 | 35.4% | 500 |
| Retreats - Presbyterian Affiliate | 0.00 | 0 | 0.0% | 750 |
| Retreats - Non - Presbyterian | 2,000.00 | 64,000 | 3.1% | 2,250 |
| Summer Camp Registrations | 50,140.00 | 74,000 | 67.8% | 3,255 |
| Donations | 6,087.92 | 18,500 | 32.9% | 2,519 |
| Friends of Bluestone | 29,354.00 | 48,000 | 61.2% | 15,000 |
| MDF-Line of credit | 45,200.00 | 45,000 | 100.4% | 0 |
| Interest | 0.65 | - | - | 0 |
| Miscellaneous | 0.00 | - | - | 0 |
| TOTAL INCOME | \$ 143,128.07 | \$ 276,000 | 51.9% | \$ 24,822 |

EXPENSES

| | | | | |
|-----------------------------|----------------------|--|--------------|------------------|
| Salaries & Personnel | 22,266.55 | 66,600 | 33.4% | 6,618 |
| Office & Administration | 5,406.31 | 10,166 | 53.2% | 3,217 |
| Bluestone Committee expense | 0.00 | 1,400 | 0.0% | 0 |
| Plant & Operation | 37,033.81 | 92,134 | 40.2% | 7,474 |
| Electric project | 72,531.64 | 70,000 | 103.6% | 0 |
| Summer Staff & Salary | 3,888.90 | 27,000 | 14.4% | 437 |
| Summer Program | 344.85 | 2,000 | 17.2% | 0 |
| Summer Camp Trips | 200.00 | 6,700 | 3.0% | 400 |
| TOTAL EXPENSE | \$ 141,672.06 | \$ 276,000 | 51.3% | \$ 18,145 |
| NET GAIN/(LOSS) | \$ 1,456.01 | (excluding store acct. & depreciation expense) | | |

* Presbytery support

| | |
|----------------------|--------------|
| Camp director comp | \$ 64,324.00 |
| Property Insurance | 12,043.50 |
| CIT Support | 4,500.00 |
| Committee expense | 1,500.00 |
| Banking fees | 160.00 |
| Misc. office expense | 50.00 |
| \$ 82,577.50 | |

BALANCE SHEET

| | 06/30/17 | 06/30/16 |
|--|----------------------|-------------------|
| ASSETS | | |
| Current Assets | 12,488.44 | 22,413 |
| Property & Equipment (net of depreciation) | 136,775.87 | 136,776 |
| TOTAL ASSETS | \$ 149,264.31 | \$ 159,189 |
| LIABILITIES | | |
| Current Liabilities | 6,330.59 | 1,946 |
| Long Term Debt | 44,531.73 | 16,466 |
| TOTAL LIABILITIES | \$ 50,862.32 | \$ 18,412 |
| EQUITY | 98,401.99 | 140,777 |
| TOTAL LIABILITIES & EQUITY | \$ 149,264.31 | \$ 159,189 |

9:34 AM
07/14/17
Cash Basis

Friends of Bluestone, Inc.
Balance Sheet
As of June 30, 2017

| | Jun 30, 17 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 - Cash - BB&T | |
| 1000-1 - Unrestricted Funds | 8,686.27 |
| 1000-2 - Restricted Funds | 8,034.34 |
| Total 1000 - Cash - BB&T | 16,720.61 |
| Total Checking/Savings | 16,720.61 |
| Total Current Assets | 16,720.61 |
| Fixed Assets | |
| 1600 - Equipment | 2,200.00 |
| Total Fixed Assets | 2,200.00 |
| TOTAL ASSETS | 18,920.61 |
| LIABILITIES & EQUITY | |
| Equity | |
| 32000 - Fund Asset | 28,499.93 |
| Net Income | -9,579.32 |
| Total Equity | 18,920.61 |
| TOTAL LIABILITIES & EQUITY | 18,920.61 |

9:36 AM
07/14/17
Cash Basis

Friends of Bluestone, Inc.
Profit & Loss
June 2017

| | Jun 17 | Jan - Jun 17 |
|--|------------|--------------|
| Income | | |
| 4000 - Donations - Churches | 456.67 | 6,101.68 |
| 4001 - Donations - Individuals | 650.00 | 4,614.00 |
| 4005 - Donations - Restricted | 614.00 | 2,244.00 |
| 4008 - Fundraiser - Other | 0.00 | 8,851.38 |
| 4050 - Donations In Kind | 511.52 | 1,086.56 |
| 4100 - Interest Earned | 0.16 | 0.83 |
| Total Income | 2,232.35 | 22,898.45 |
| Expense | | |
| 5000 - Operating Expenses | | |
| 5001 - Distributions to Presbytery | | |
| 5002 - Camp - Major Improvements | 0.00 | 15,000.00 |
| 5030 - Camp-General Operating Expense | 12,000.00 | 14,354.00 |
| Total 5001 - Distributions to Presbytery | 12,000.00 | 29,354.00 |
| 5500 - Direct Expenses | | |
| 5506 - Supplies | 0.00 | 1,220.16 |
| 6001 - Thriva/PayPal Discount Fees | 4.95 | 77.23 |
| 6005 - Postage | 0.00 | 43.24 |
| 6020 - Fundraising Expenses | 572.78 | 1,758.14 |
| 6050 - Licenses and Fees | 25.00 | 25.00 |
| Total 5500 - Direct Expenses | 602.73 | 3,123.77 |
| Total 5000 - Operating Expenses | 12,602.73 | 32,477.77 |
| Total Expense | 12,602.73 | 32,477.77 |
| Net Income | -10,370.38 | -9,579.32 |

APPENDIX H
Statement of Purpose and Policy
For Presbytery of West Virginia Events
Involving Children, Youth and Persons with Disabilities

The members of the Presbytery of West Virginia believe that we are called by God to create a safe haven for all of the children, youth and persons with disabilities in our care, nurturing, protecting and empowering them through faith and trust. This commitment includes taking appropriate steps to reduce the risk to these vulnerable people in our care. The following material will help in establishing measures that will minimize the risk of any of our children, youth and persons with disabilities being subject to various types of abuse. These policies and procedures are also intended to respect the rights and afford due process to persons accused of improper conduct.

It is the intent of these policies to protect persons with disabilities regardless of age, as well as children and youth. Policies and procedures to protect such persons from harm and/or abuse must be carefully observed. However, it is understood that adult persons with disabilities are distinct from younger persons and as such, these guidelines (such as the two adult rule) are mitigated.

As used herein, the terms “child,” “children” and youth” refer to all persons under 18 years of age.

For the protection of those persons in our care, everyone working directly with children, youth and persons with disabilities, whether paid or volunteer at any Presbytery of West Virginia sponsored or cosponsored events is subject to the provisions of this policy. Youth who are assigned leadership responsibilities shall also be subject to the provisions of this policy. Therefore, all such persons are expected to participate in pre-event training and orientation including but not limited to training to increase their sensitivity to the prevention of any form of abuse to and protection of children, youth and persons with disabilities.

Revised as of May 22, 2017, by the Safe Child Oversight Team of:
Susan Sharp Campbell, Associate for Educational Ministry
Mark Miller, Director of Bluestone Camp
Randy Fife, Attorney, Ruling Elder, Bream Memorial Presbyterian Church
Kathryn Maddy, Christian Educator, First Presbyterian Church, St. Albans
Sharon Rowe, Chair of Administration Committee, Ruling Elder, Old Stone Presbyterian Church
Alatheia Sticker, Physician/Pediatrician, Village Chapel Presbyterian Church

Approved by Presbytery of WV on August 19, 2017

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I. BIBLICAL, CONFESSIONAL AND REGIONAL MANDATES

It is imperative that the Church of Jesus Christ express in action and intentions the love of God to children, youth and persons with disabilities by providing a safe and welcoming environment for their care and nurture. Therefore, the Presbytery of West Virginia, its member congregations, and all of its programs and activities seek to prevent abuse in any form or of any type to children, youth and persons with disabilities. We further seek to be in ministry to families where abuse may occur.

Biblical mandates

"He has shown you O mortal, what is good: and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God."

Micah 6:8

"The Lord our God, the Lord is one, and you shall love the Lord your God with all your heart, and with all your soul, and with all your strength....You shall love your neighbor as yourself. There is no other commandment greater than these." **Mark 12:29-31**

"As he who called you is holy, be holy yourselves in all your conduct."

I Peter 1:15

"I exhort the elders among you to tend the flock of God that is in your charge, exercising the oversight, not under compulsion but willingly, as God would have you do it – not for sordid gain but eagerly. Do not lord it over those in your charge, but be examples to the flock....Discipline yourselves, keep alert." **I Peter 5:1-3, 8**

Confessional

"The Spirit gives us courage
to pray without ceasing,
to witness among all peoples to Christ as Lord and Savior,
to unmask idolatries in Church and culture,
to hear the voices of peoples long silenced,
and to work with others for justice, freedom, and peace."

A Brief Statement of Faith (lines 66-71)

Regional

"Mountaineers are always free." **Motto of West Virginia**

II. EXAMPLES OF INAPPROPRIATE CONDUCT

A commitment to the call to care for all of God's children includes preventing the following types of inappropriate conduct:

Physical Abuse, including any unwanted touch, any physical contact intended to coerce or do harm, any hitting or touch in anger.

Emotional/Verbal Abuse, including insults, name calling, belittling remarks, harassment, unfavorable comparisons with other children or youth, shaming, deliberately causing fear, using speech to hurt, and bullying.

Spiritual Abuse, including using scripture or church authority to coerce, control or shame; using threats about condemnation from God or making threats about God withholding love to control behavior.

Sexual Abuse, which is defined as any sexual contact with children, youth or persons with disabilities in a leader's charge, including:

- Fondling private part
- Oral, genital, or anal penetration
- Sexual intercourse
- Forcible rape
- Suggestive sexual comments
- Showing pornography (sexually explicit materials)
- Exposing sex organs
- Allowing children to witness sexual activity

With regard to appropriate and inappropriate interactions, the following guidelines apply:

1. **Approval and Affection** – In providing approval or affection:

| <i>Appropriate Physical Interactions</i> | <i>Inappropriate Physical Interactions</i> |
|---|--|
| <ul style="list-style-type: none">• Side hugs• Shoulder-to-shoulder or "temple" hugs• Pats on the shoulder or back• Handshakes• High-fives and hand slapping• Verbal praise• Pats on the head when culturally appropriate• Touching hands, shoulders, and arms• Arms around shoulders• Holding hands (with young children in escorting situations) | <ul style="list-style-type: none">• Full-frontal hugs• Kisses• Showing affection in isolated area• Lap sitting• Wrestling• Piggyback rides• Tickling• Allowing a child to cling to an employee's or volunteer's leg• Any type of massage given by or to a child• Any form of affection that is unwanted by the child or the employee or volunteer• Compliments relating to physique or body development• Touching bottom, chest, or genital areas |

2. **Verbal Interactions** – The manner of speaking with children establishes respect.

| <i>Appropriate Verbal Interactions</i> | <i>Inappropriate Verbal Interactions</i> |
|---|---|
| <ul style="list-style-type: none">• Positive reinforcement• Appropriate jokes• Encouragement• Praise | <ul style="list-style-type: none">• Name-calling• Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers• Secrets• Cursing• Off-color or sexual jokes• Shaming• Belittling• Derogatory remarks• Harsh language that may frighten, threaten or humiliate children• Derogatory remarks about the child or his/her family |

III. POLICY OF THE PRESBYTERY OF WEST VIRGINIA FOR SAFEGUARDING THE WELL BEING OF CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

The members of the Presbytery of West Virginia (hereafter 'the Presbytery') believe that we are called by God to create a safe haven for all of the children, youth and persons with disabilities in our care, protecting those who are powerless and empowering them through faith and trust. During each baptism of an infant, child or adult into this covenant community of faith, the members of the churches of this Presbytery pledge to uphold that person in Jesus Christ and to teach, strengthen and support the individual's relationship with the household of God. We believe there are biblical, confessional and even regional mandates for providing protection of and care for the children, youth and persons with disabilities in our midst.

Therefore, the Presbytery of West Virginia is committed to the safety, welfare, and protection of all children, youth and persons with disabilities participating in the activities and programs of this Presbytery. This policy addresses the preventable risk of any form of abuse or harassment, whether physical, mental or sexual, by any of the employees, or volunteers of this Presbytery engaged in Presbytery sponsored activities or programs. This policy further helps protect workers from unsubstantiated charges of wrongdoing. In addition, we are called to stand not in judgment, but with compassion for each other. We believe that any person who has been accused of committing an act of abuse can expect due process, our prayers, and acceptance as a human being.

Therefore, all Presbytery activities and programs, regardless of location, involving children and youth, will be subject to the following policy:

- Two unrelated adults will be assigned to supervise or lead all activities involving children and youth. This shall be known as the “Two Adult Rule.”
- Acknowledging there may be times when there is a need for one on one interaction, all one on one interaction between a child or youth and an adult shall take place in a public place where interactions can be observed.
- Exceptions to the above two bullet points would be: in the event of an emergency and/or a child in direct harm; or when prior permission has been given by a parent/guardian concerning transportation. (See Appendix E)
- No person will serve as a teacher or volunteer leader of children or youth activities until such person has been a member or an active participant as certified by the Pastor or Clerk of the Session of a church of the Presbytery for six months. Exceptions to this would be new staff members of churches in the presbytery, provided that the responsible church would have conducted a thorough background check of the person. All adults will be subject to background checks by the presbytery.
- An Information Form, criminal record check, and reference checks must be completed before service begins.
- This Presbytery will neither tolerate nor accept any act or omission as specifically described in Prohibited Acts on page 9.
- Upon accusation the accused is entitled to prompt and fair disposition of such serious charges and to receive due process of law including the presumption of innocence unless proven guilty.

- Any violation of the policy shall be reported in accordance with Reporting Suspected Violation of Policy on page 10.

Information Form

Employees and volunteers for children, youth, and persons with disabilities in the activities or programs of the Presbytery will be required to complete an Information Form (Appendix A) providing personal and confidential information necessary to perform criminal and driving (where appropriate) record checks and reference checks on each individual. While this process understandably intrudes into the privacy of our lives, the security of our children, youth and persons with disabilities outweighs the personal invasion inherent with such investigation and disclosures. All personal information is voluntarily disclosed. Furthermore, the results of all criminal record checks and reference checks as well as the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential.

Criminal record checks (Appendix B) for persons 18 and older will be conducted by a Presbytery staff person designated as the "Administrator." Additionally, character references will be checked by a person designated by the planning committee for each activity or program (Appendix C). The written results of the criminal record checks and the reference checks initially will be reviewed by the Administrator. After this initial review, if the Administrator determines that further review should be made, the Administrator will consult with the appropriate program staff.

The information contained in the Information Form, the results of the criminal record check, and the results of the reference check will be disclosed only to the persons designated in the previous paragraph and only with the written permission of the worker.

The Administrator will maintain a locked storage cabinet in the Presbytery office for all Information Forms and results of all record checks. The results of the criminal record checks will be updated every two years. Whether disclosed voluntarily or by result of the criminal record check, the following items will automatically disqualify a person from participating in the leadership or sponsorship of any children or youth activity or program:

Any pending indictment alleging the offense of, or any conviction for: murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale, distribution, or display of harmful material to a minor; employment harmful to children; or abandonment or endangerment of a child.

All other convictions or charges for any other crimes not listed above will be reviewed by the Administrator as described in the second paragraph under Information Form. When leadership involves driving, driving records will be reviewed and carefully considered.

Prohibited Acts

The following acts are prohibited by this Policy and will not be tolerated or accepted during any Presbytery activity or program. Any observations or personal knowledge of such violations must be immediately reported to the Designated Person after the safety of the child, children, or youth involved has been assured.

- **Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards any participant;**

- **Sexual advances or sexual activity of any kind between any adult and a child, youth or person with disabilities;**
- **Allowing sexual advances or sexual activity of any kind between youth;**
- **Infliction of physically abusive behavior or bodily injury to a child, youth, or person with disabilities;**
- **Physical neglect of a child, children, youth or persons with disabilities, including failure to provide adequate supervision in relation to the activities of the Presbytery;**
- **Causing mental or emotional injury to a child, youth or person with disabilities;**
- **Possessing obscene or pornographic materials at any function of the Presbytery;**
- **Possessing, consuming or being under the influence of alcohol or illegal drugs while leading or participating in a children or youth function of the Presbytery.**

Reporting Suspected Violation of Policy

In order to maintain an environment free of destructive acts toward all children, youth, and persons with disabilities, the staff, employees, teachers, parents and volunteers of the Presbytery must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this Policy. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the Designated Person or in extenuating circumstances, the General Presbyter of the Presbytery of West Virginia. West Virginia law requires the prompt reporting of suspected abuse to the Department of Health and Human Services (DHHR), and, in the event of sexual abuse to the State Police and any law-enforcement agency having jurisdiction, and the designated person. (See Appendix F)

In the event anyone personally witnesses, suspects or is made aware of an alleged violation of this policy should follow these steps to insure the security and protection of all persons involved:

- **PERSONALLY SECURE THE SAFETY OF THE VICTIM.**
- **REPORT THE INCIDENT IMMEDIATELY TO THE DESIGNATED PERSON OR, IN EXTENUATING CIRCUMSTANCES, THE GENERAL PRESBYTER. DO NOT LEAVE THE ALLEGED VICTIM ALONE TO REPORT THE INCIDENT.**
- **THE PERSON WHO WITNESSES OR REPORTS AN INCIDENT IS NOT RESPONSIBLE FOR INVESTIGATING OR INTERVENING IN THE ALLEGED EVENT OUTSIDE OF SECURING THE SAFETY OF THOSE INVOLVED.**
- **COMPLETE AN INCIDENT REPORT (Appendix D) WHICH WILL BE PROVIDED BY THE DESIGNATED PERSON; THIS WILL BE GIVEN TO LAW ENFORCEMENT/DHHR (CPS). A COPY WILL BE KEPT ON FILE.**
- **THE DESIGNATED PERSON WILL REPORT THE INCIDENT TO THE PERSON LEGALLY RESPONSIBLE FOR THE VICTIM.**
- **MAINTAIN THE CONFIDENTIALITY OF THE ACCUSED, THE ACCUSER AND THE VICTIM.**
- **THE PRESBYTERY BEARS THE RESPONSIBILITY FOR OFFICIAL COMMUNICATION ON BEHALF OF THE PRESBYTERY.**

Consequences of Alleged Violation

Any person accused of committing a Prohibited Act (see page 9 and 10), whether an employee or volunteer, will be suspended immediately from participation in all children/ youth activities and children/youth programs of the Presbytery. Such suspension shall continue during any investigation by the Presbytery, law enforcement

or child protection agencies. Such removal does not assume guilt but makes the top priority the protection of those who are most vulnerable. Pastoral care for the accused must also be provided.

Any person, who after formal due process, has been found guilty of abuse shall ordinarily be prohibited from future participation in all children and youth activities and programs of the Presbytery. If the person, who after formal due process has been found guilty of abuse, is an employee of the presbytery, the Personnel and Administration Committee shall be informed of the finding. If the person, who after formal due process has been found guilty of abuse, is an employee of Bluestone Conference Center, the Bluestone Director in consultation with the General Presbyter and the Chair of the Bluestone Committee shall decide regarding that person's employment.

As required by West Virginia law, (Appendix F) all reports of abuse will be forwarded to the appropriate child protection and law enforcement authorities. Such reporting must be accomplished in addition to complying with this Policy.

Failure to report a Prohibited Act to the designated person in a timely manner shall be considered a procedural violation of this Policy. This violation may be grounds for termination of employment, or for suspension or dismissal from participation in all children and youth activities and programs of the Presbytery.

RESPONSE TO ALLEGATIONS

- A. Responsibilities of the Person who suspects or witnesses an incident
- Assure the safety of the alleged victim.
 - Complete an Incident Report immediately.

- Contact the law-mandated authorities to report the incident.

B. Responsibilities of the Designated Person

- Assure the safety of the alleged victim.
- Assure that an Incident Report is completed immediately.
- Contact the law-mandated authorities to report the incident.
- If possible, remove the alleged violator from direct contact with children, youth and adults with disabilities.
- With Incident Report in hand, contact the General Presbyter. Proceed at the direction of the General Presbyter.

C. Responsibilities of the General Presbyter

Upon notification by the Designated Person, the General Presbyter, shall act in accordance with the procedures detailed in the "Committee on Ministry: Implementing Procedure for Presbytery of West Virginia Sexual Misconduct Policy (Appendix G)."

D. Communications

Other than required reporting to authorities as stated above, all Presbytery staff and volunteers working with children and youth should be instructed that any other communications about any incidents come only from the General Presbyter of the Presbytery. No Presbytery staff or workers with children and youth shall make comments.

IMPLICATIONS FOR SPECIFIC PROGRAMS

A. **Bluestone Camps**

1. **Screening and selection of staff**

- All staff members (employed and volunteer) must complete Information Form (Appendix A).
- A criminal record check will be performed by the Presbytery.
- All staff responsible for driving will be subject to a driving record check.

2. **Supervision by and of staff** See appropriate pages of this policy above regarding the "Two Adult Rule." See page 7 of this policy.

3. **Staff training** - Each year, all summer staff will receive training during the designated time for staff training, which occurs prior to the beginning of summer camp.

4. **Reporting allegations**

All Bluestone staff must know the procedure for reporting alleged violations of this policy and the requirements of state and local laws regarding the reporting of child abuse. The Designated Person in such cases shall ordinarily be the Director of Bluestone, or the Director's designee, or in extenuating circumstances the General Presbyter.

5. **Response to Allegations**

In the event an incident is reported, the Designated Person will notify the General Presbyter as noted above.

B. Presbytery meetings:

1. **Screening and selection of child care workers:**

- The screening and selection process of childcare workers will be handled by the host church which is providing the childcare. Childcare provided at presbytery meetings shall be in accordance with the Presbytery's guidelines regarding a Policy for the Protection of Children, Youth and Persons with Disabilities.
- Ordinarily the Presbytery will not allow a Presbytery event involving care or activities for children and youth to be held at a church unless the host church has a Child Protection Policy in place.

- The host church should use the Acknowledgment Form (Appendix G) to verify the screening of its workers.
- Presbytery Staff, will see that policy information is distributed to the host church(es) and will see that the suitability of caregivers is verified.

2. **Supervision by and of childcare workers**

- The host church that is providing the childcare workers will handle supervision of workers.
- The “Two Adult Rule” will be standard procedure. See page 7 of this policy.

3. **Reporting and responding to allegations**

- Anyone aware of a violation of this policy should follow the procedure for reporting alleged violations. The Designated Person for such events shall ordinarily be the Stated Clerk of the Presbytery or, in extenuating circumstances, the General Presbyter.

C. **Other Events such as Festival of Faith and youth retreats.**

1. **Screening and selection of leaders**

- All leaders must complete an Information Form (Appendix A) which provides personal and confidential information necessary to perform background and reference checks on each individual.
- A criminal record check will be performed by the committee of the Presbytery in charge of the event.

- All adults responsible for driving will be subject to a driving record check. This includes Youth Council adults as they often drive youth members to retreats and meetings.
 - If these adults have been through a screening process at their own church, they must present verification of that fact using an Acknowledgement Form (Appendix G).
 - The Presbytery committee planning the event is responsible for seeing that the policies are implemented.
2. **Training** - Ordinarily adult participants/leaders will be expected to have read this policy in advance of the event. All adults at these events will be provided a time of training prior to or at the beginning of the event. Training will include a review of this policy. Following training, participants will acknowledge participation by signing a “log book, with the date of training.”

3. **Supervision by and of leaders**

The “Two Adult Rule” will be standard procedure with children and youth. See page 7 of this policy.

4. **Reporting allegations**

All leaders working with children, youth and persons with disabilities at Presbytery sponsored events must know the incident reporting procedure and the requirements of state and local laws regarding the reporting of child abuse. The Designated Person at such events shall ordinarily be the Associate for Educational Ministry or, in extenuating circumstances, the General Presbyter.

5. Response to allegations

In the event an incident is reported, the Designated Person will notify the General Presbyter.

MONITORING OF POLICY

The Nurture Committee will establish a Safe Child Oversight Team to review these policies and their implementation in all the programs and activities of the Presbytery every three to five years or as needed. Members of the Safe Child Oversight Team shall include the Associate for Educational Ministry for the Presbytery of WV and the Director of Bluestone, and may include a member of the Administration Committee, a physician, an attorney, an educator, and others within the Presbytery, to a total of not more than eight members.

APPENDIX A

PRESBYTERY OF WEST VIRGINIA INFORMATION FORM FOR WORKERS WITH CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

1. Name (last, first, middle, maiden name) _____

If you have ever used another name, please indicate the name and the time period(s) used: _____

Current Address: _____

How long have you lived at this address: _____

How long have you lived in West Virginia: _____

Gender: M ___ F ___ Birth date: _____

Home Phone: _____

Place of Employment: _____

Work Phone: _____

2. *(skip number 2 if your position does not include driving)*

Drivers License Number: _____

Have you ever had your driver's license suspended or restricted for any reason? _____ If yes, please describe the dates and reasons for each such occurrence on the back.

3. Please answer the following questions:

Name of church in which you participate _____

How long have you been regularly participating _____

Are you a member? _____ Date you became a member? _____

4. Have you served as a volunteer at any church in the past ten years? If so, please state the name and address of the church, the pastor of the church, the time period(s) of your volunteer work and describe generally the nature of your volunteer work:

5. Have you served as a volunteer for any civic organization in the past ten years? If so, please state the name and address of that organization, the person overseeing the volunteer work the time period(s) of your volunteer work and describe generally the nature of your volunteer work. Please indicate which organizations involved working with children and youth.

6. Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a traffic violation? _____ (If yes, please explain on the back.)
7. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? _____ (If yes, please explain on the back.)
8. References: Please list the names, addresses, occupations, and telephone numbers of three people who are not related to you who are familiar with your character and abilities. References will be contacted.

| <u>Name</u> | <u>Address</u> | <u>Occupation</u> | <u>Work Phone</u> | <u>Home Phone</u> |
|-------------|----------------|-------------------|-------------------|-------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

12. I understand and agree that:

- a. All Information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including these persons I have listed as references. I understand and agree that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.
- b. By signing this form, I certify and affirm that the information I have given is true, complete, and correct in all respects.
- c. I have read, understood and agree to abide by the Statement of Policies and Procedures for the Protection of Children, Youth and Persons with Disabilities of the Presbytery of West Virginia.
- d. [Only applicable to persons eighteen years of age and older] I have completed the release of information form.

Signature: _____ Date: _____

Parent or Guardian's Signature: _____ Date: _____
(If under age eighteen)

This form is confidential and will be kept in a locked file.

APPENDIX B

Background Check Consent Form

Applicant should complete all relevant information sign and date the form.

Applicant's Full Name (Printed): _____

Other Names Used: _____

Social Security Number: _____ Date of Birth: ____/____/____

*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Presbytery of West Virginia abides by all applicable state and federal employment laws.

ADDRESSES (for the past 10 Years)

Present Address _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Present Address? _____

Former Address _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Former Address? _____

Former Address _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Former Address? _____

Please list all states and counties of residence since turning age 18: _____

(Please circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY)

MOTOR VEHICLE RECORDS

Names as it appears on License: _____

Driver's License Number: _____ State of License: _____

I, _____, hereby authorize Presbytery of West Virginia, and/or their agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Presbytery of West Virginia.

I release Presbytery of West Virginia and their agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used. The name above is my true and complete legal name and all information provided above is true and correct to the best of my knowledge:

Signature of Applicant

Date

APPENDIX C

TELEPHONE REFERENCE CHECK

Identify yourself

Tell the person that (applicant's name) gave you permission to call for a personal reference and that you will keep the conversation confidential.

Explain what the applicant will be doing for the (church's name) and the age and sex of the children or youth with whom the volunteer will be working.

.....

NAME OF APPLICANT _____

NAME OF PERSON (AND POSITION IN THE PRESBYTERY) CALLING FOR
REFERENCE _____

NAME OF REFERENCE _____

TITLE/OCCUPATION _____

PHONE NUMBER _____

DATE CALLED _____

How long have you known (applicant's name) and in what capacity?

Have you observed (applicant's name) interacting with children/youth/persons with disabilities and in what kind of environment?

Please describe this interaction.

Is there any other information you can tell me about (applicant's name)?

Would you let (applicant's name) take care of your children or persons with disabilities?

APPENDIX D

INCIDENT REPORT FORM

Reason for report _____

Date of incident _____ Time _____

Name of Reporter _____ Title _____

Name(s) of Child(ren) _____ Age(s) _____

Quote the child's first words verbatim: _____

Briefly describe child's/youth's behavior/appearance. _____

Briefly describe what happened _____

What action did you take?; _____

Has the incident been resolved?: ____ yes ____ no Explain: _____

Were there any witnesses?

Names: _____

Signatures (If possible): _____

Report submitted to: _____

Appendix E

Waiver of Two-Adult Rule for Transportation

**(NOTE – THIS NEEDS TO BE SIGNED BY A PARENT
AND WITNESSED by an UNRELATED ADULT not on the trip)**

The Child Youth Protection Policy the Presbytery of West Virginia requires that two adults be present at all activities involving children, youth and persons with disabilities. There are specific exceptions to this policy including “when prior permission has been given by a parent/guardian concerning transportation.”

There may be circumstances in providing transportation to and from presbytery events in which only one adult is present in a vehicle. This completed form will enable us to facilitate transportation needs as we also seek to keep your youth safe.

I hereby give my permission for my child,
_____, to be alone with
_____ (please insert
names of particular adults or staff) in appropriate ways and settings for
transportation purposes.

Signed

Witness

Date

APPENDIX F

West Virginia Child Abuse Reporting Law

(from WV Code, <http://www.legis.state.wv.us/WVCODE/Code.cfm> 08/2017)

§49-2-801. Purpose.

It is the purpose of this article through the complete reporting of child abuse and neglect:

- (1) To protect the best interests of the child;
- (2) To offer protective services in order to prevent any further harm to the child or any other children living in the home;
- (3) To stabilize the home environment, to preserve family life whenever possible;
- (4) To promote adult responsibility for protecting children; and
- (5) To encourage cooperation among the states to prevent future incidents of child abuse and neglect and in dealing with the problems of child abuse and neglect.

§49-2-803. Persons mandated to report suspected abuse and neglect; requirements.

(a) Any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, humane officer, member of the clergy, circuit court judge, family court judge, employee of the Division of Juvenile Services, magistrate, youth camp administrator or counselor, employee, coach or volunteer of an entity that provides organized activities for children, or commercial film or photographic print processor who has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than forty-eight hours after suspecting this abuse or neglect, report the circumstances or cause a report to be made to the Department of Health and Human Resources. In any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report, or cause a report to be made, to the State Police and any law-enforcement agency having jurisdiction to investigate the complaint. Any person required to report under this article who is a member of the staff or volunteer of a public or private institution, school, entity that provides organized activities for children, facility or agency shall also immediately notify the person in charge of the institution, school, entity that provides organized activities for children, facility or agency, or a designated agent thereof, who may supplement the report or cause an additional report to be made.

(b) Any person over the age of eighteen who receives a disclosure from a credible witness or observes any sexual abuse or sexual assault of a child, shall immediately, and not more than forty-eight hours after receiving that disclosure or observing the sexual abuse or sexual assault, report the circumstances or cause a report to be made to the Department of Health and Human Resources or the State Police or other law-enforcement agency having jurisdiction to investigate the report. In the event that the individual receiving the disclosure or

observing the sexual abuse or sexual assault has a good faith belief that the reporting of the event to the police would expose either the reporter, the subject child, the reporter's children or other children in the subject child's household to an increased threat of serious bodily injury, the individual may delay making the report while he or she undertakes measures to remove themselves or the affected children from the perceived threat of additional harm and the individual makes the report as soon as practicable after the threat of harm has been reduced. The law-enforcement agency that receives a report under this subsection shall report the allegations to the Department of Health and Human Resources and coordinate with any other law-enforcement agency, as necessary to investigate the report.

(c) Any school teacher or other school personnel who receives a disclosure from a witness, which a reasonable prudent person would deem credible, or personally observes any sexual contact, sexual intercourse or sexual intrusion, as those terms are defined in article eight-b, chapter sixty-one, of a child on school premises or on school buses or on transportation used in furtherance of a school purpose shall immediately, but not more than 24 hours, report the circumstances or cause a report to be made to the State Police or other law-enforcement agency having jurisdiction to investigate the report: *Provided*, That this subsection will not impose any reporting duty upon school teachers or other school personnel who observe, or receive a disclosure of any consensual sexual contact, intercourse, or intrusion occurring between students who would not otherwise be subject to section three, five, seven or nine of article eight-8, chapter sixty-one of this code: *Provided, however*, That any teacher or other school personnel shall not be in violation of this section if he or she makes known immediately, but not more than 24 hours. to the principal, assistant principal or similar person in charge, a disclosure from a witness, which a reasonable prudent person would deem credible, or personal observation of conduct described in this section: *Provided further*, That a principal, assistant principal or similar person in charge made aware of such disclosure or observation from a teacher or other school personnel shall be responsible for immediately, but not more than 24 hours, reporting such conduct to law enforcement.

(d) County boards of education and private school administrators shall provide all employees with a written statement setting forth the requirement contained in this subsection and shall obtain and preserve a signed acknowledgment from school employees that they have received and understand the reporting requirement.

(e) The reporting requirements contained in this section specifically include reported, disclosed or observed conduct involving or between students enrolled in a public or private institution of education, or involving a student and school teacher or personnel. When the alleged conduct is between two students or between a student and school teacher or personnel, the law enforcement body that received the report under this section is required to

make such a report under this section shall additionally immediately, but not more than 24 hours, notify the students' parents, guardians, and custodians about the allegations.

(f) Nothing in this article is intended to prevent individuals from reporting suspected abuse or neglect on their own behalf. In addition to those persons and officials specifically required to report situations involving suspected abuse or neglect of children, any other person may make a report if that person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

§49-2-812. Failure to report; penalty.

(a) Any person, official or institution required by this article to report a case involving a child known or suspected to be abused or neglected, or required by section eight hundred nine of this article to forward a copy of a report of serious injury, who knowingly fails to do so or knowingly prevents another person acting reasonably from doing so, is guilty of a misdemeanor and, upon conviction, shall be confined in jail not more than ninety days or fined not more than \$5,000, or both fined and confined.

(b) Any person, official or institution required by this article to report a case involving a child known or suspected to be sexually assaulted or sexually abused, or student known or suspected to have been a victim of any non-consensual sexual contact, sexual intercourse or sexual intrusion on school premises, who knowingly fails to do so or knowingly prevents another person acting reasonably from doing so, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail not more than six months or fined not more than \$10,000, or both.

§49-2-805. Educational programs; requirements.

Subject to appropriation in the budget, the department shall conduct educational and training programs for persons required to report suspected abuse or neglect, and the general public, as well as implement evidence-based programs that reduce incidents of child maltreatment including sexual abuse. Training for persons required to report and the general public shall include:

- (1) Indicators of child abuse and neglect;
- (2) Tactics used by sexual abusers;
- (3) How and when to make a report; and
- (4) Protective factors that prevent abuse and neglect in order to promote adult responsibility for protecting children, encourage maximum reporting of child abuse and neglect, and to improve communication, cooperation and coordination among all agencies involved in the identification, prevention and treatment of the abuse and neglect of children.

The State Department of Human Services may be reached at 1-800-352-6513, 24 hours per day. This is a confidential report. In the event of an emergency call 911!

APPENDIX G

ACKNOWLEDGEMENT OF POLICY FOR THE PROTECTION OF CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

_____ ("Church")

The undersigned representative of the Church hereby acknowledges that the Church maintains a written policy for the protection of children, youth and persons with disabilities. Furthermore, all of those individuals named at the bottom of this form are members of the Church and have been screened in accordance with said Policy including a criminal record check, and will be working with the Presbytery sponsored event. They have been, and currently are, authorized by the Church to work with the children, youth and persons with disabilities of the Church.

Signed this _____ day of _____, 20_____

Signature

Printed Name

Capacity with Church

Members authorized to work with Children and Youth of Church

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

APPENDIX H

COMMITTEE ON MINISTRY IMPLEMENTING PROCEDURE FOR

PRESBYTERY OF WEST VIRGINIA SEXUAL MISCONDUCT POLICY

PROCEDURE

For the following procedures to be used, the accused must be a Minister of Word and Sacrament, Certified Christian Educator, Commissioned Lay Pastor, lay preacher trained and recommended by Presbytery, who serves within the Presbytery of West Virginia; an officer or employee of the Presbytery of West Virginia; a volunteer or lay person serving a congregation under its supervision, including anyone who serves on Presbytery committees, boards, councils and commissions, and other entities in support of Presbytery programs. In such a case, the presbytery declares its intention to deal clearly and fairly with the alleged sexual misconduct when experienced by any person while involved in any professional or volunteer relationship with the presbytery.

In order to fulfill this intention, the presbytery shall maintain a pool of persons for the creation of Response Teams. Each team shall be made up of at least three persons, and the team shall always have a majority of members who are of the same sex as the alleged victim.

Goals of Procedure:

- 1) listen to all parties
- 2) inform all parties of their options (including resources for consultation, counseling, mediation, as well as the steps and resources necessary to utilize the disciplinary procedures in the Book of Order)
- 3) provide mediation with the hope of reconciliation for the parties involved.

If disciplinary procedures are begun, the role of the response team is concluded. Continuing pastoral care will be provided by the Presbytery.

THE RESPONSE TEAM

Being careful to maintain appropriate gender balance, and representation by quadrants, the Committee on Ministry will appoint a pool of resource people to serve as potential members for Response Teams. The Committee on Ministry shall designate one member of this pool as the convener. The Committee on Ministry shall provide for appropriate training for all people appointed, with such training updated annually. These appointments shall be reviewed annually by the Committee on Ministry. It shall be the responsibility of the Committee on Ministry to evaluate the work of all Response Teams that have been active during the year.

When a request is made to the Presbytery, the convener of the Response Team shall be notified. The convener shall then select individuals from the pool to form the required Response Team. This appointment shall be reported to the next Committee on Ministry meeting.

Each Response Team shall report to the chairperson of the Committee on Ministry when it has concluded its proceedings. Their conclusions and any recommendations for further action shall be reported to the next meeting of the Committee on Ministry, with this information made available to the General Presbyter.

TIME FACTORS

When a person notifies the General Presbyter or the Committee on Ministry Chair, of allegations of sexual misconduct, the convener shall be notified. The convener shall attempt to make immediate contact with the alleged victim. After contact with the alleged victim, the convener shall attempt to make contact with the accused. Ordinarily, from the time notification is made, no longer than ten (10) days shall elapse until the alleged victim and representatives of the Response Team shall hold an initial meeting. Following the meeting with the alleged victim, the Response Team shall meet with the accused.

From the date of the initial meeting of the Response Team and the alleged victim, no longer than thirty (30) days shall elapse until recommendations are made to the parties involved and a report filed with the Committee on Ministry regarding the allegation.

RECORDS

The only required records of each case shall include the names of the Response Team members; the name of the victim of an alleged incident; the name of the person accused; the date(s) of the incident(s); the date of all meetings with the alleged victim, the accused, and other parties to the incident; the date on which the final recommended disposition of the matter was made; the specifics of the final disposition; and any recommendations for further action. One copy of these records shall be kept in the permanent files of the Chair of the Committee on Ministry, and the Presbytery of West Virginia shall retain one copy in its office. Such records will be marked confidential and securely stored. The Response Team shall keep no separate records of this confidential material.

The person within Presbytery giving a reference is obligated to give truthful information regarding allegations, inquiries, and administrative or disciplinary action related to sexual misconduct. The response, however, must be limited to information that is a matter of record.

OTHER OPTIONS

At any point, a person alleging sexual misconduct may initiate disciplinary action as provided for in “The Rules of Discipline”, Chapter X, (D-10.0000 ff.). Likewise, at any point, the accused may request vindication as provided for in “The Rules of Discipline”, Chapter IX, (D-9.0000 ff.).

SCREENING PROCESS

Part of pre-employment screening shall include specific questions related to discovering previous complaints of sexual misconduct. The Committee on Ministry shall screen all persons seeking ministerial calls. The Personnel and Administration Committee shall be responsible for screening persons applying for presbytery staff positions. Each committee or unit of Presbytery is responsible for screening the volunteers it enlists. It shall be the Committee on Ministry’s responsibility to hold all entities of Presbytery responsible in the implementation of this policy.

The following questions are recommended to each entity:

- (1) Has a civil, criminal, or ecclesiastical complaint ever been filed against you alleging sexual misconduct? If so, indicate the date, nature, and place of these allegations, and the name, address, and phone number of your employer at the time.
- (2) Have you ever resigned or been terminated from a position for reasons relating to allegations of sexual misconduct? If so, indicate the date, nature, and place of these allegations, and the name, address, and phone number of your employer at the time.
- (3) Have you been required to obtain professional treatment, physical or psychological, for reasons related to sexual misconduct by you? If so, would you be willing to sign a release of information to an appropriate entity of Presbytery.

APPENDIX I

Resources available in the Resource Center Of the Presbytery of West Virginia (06/12/2017)

- Advisory Committee on Social Witness Policy of the General Assembly Council.
“Resolution on Allegations of Child Sexual Abuse Against Educators with Study Guide.” 2005. Presbyterian Church (USA).
- Basham, Beth and Sara Lisherness, editors. *Striking Terror No More: The Church Responds to Domestic Violence, Second Edition*. 2006. Bridge Resources.
- Capps, Donald. *The Child’s Song: The Religious Abuse of Children*. 1995. Westminster John Knox Press.
- Cloud, Henry, *Boundaries with Kids: When to Say YES When to Say NO*, Zondervan, 1998.
- Cloud, Henry *Boundaries with Kids: When to say YES When to Say NO, Workbook* Zondervan, 1998.
- Fosarelli, Patricia D. *Family Ministry Desk Reference: Holistic Responses to Contemporary Challenges*, Westminster John Knox Press, 2004.
- Freeman, Lory. *It’s My Body*. 1982. Parenting Press.
- Guy, Kathleen and Shannon Daley. *Welcome the Child: A Child Advocacy Guide for Churches*. 1994. Children’s Defense Fund.
- Hale, Gloria, Editor. *The Source Book for the Disabled*. 1979. Saunders Press.
- Hedges-Goettl, Len, *Sexual Abuse: Pastoral Responses*, Abingdon Press, 2004.
- Kuhns, Mary. *Hearing the Silence, Healing the Pain*. 1995. Presbyterian Church (USA).
- Kutz-Mellem, Sharon, Editor. *Different Members, One Body: Welcoming the Diversity of Abilities in God’s Family*. 1999. Witherspoon Press.
- Leehan, James. *A Defiant Hope: Spirituality for Survivors Of Family Abuse*, Westminster John Knox Press, 1993.
- MacDonald, Bonnie Glass. *Child Abuse Ministry: A Bibliography of Resources for the Religious Community*. 1995. National Council of Churches.
- _____. *Surely Heed Their Cry: A Presbyterian Guide to Child Abuse Prevention, Intervention, and Healing*. 1993. Presbyterian Publishing House.

- Martin, Emily. *Stop the Hurt: A Handbook for Victims of Family Violence*. 1994. West Virginia Women's Commission.
- McClintock, Karen A. *Preventing Sexual Abuse in Congregations: A Resource for Leaders*. 2004. Alban Institute.
- Melton, Joy Thornburg. *Safe Sanctuaries: Reducing the Risks of Child Abuse in the Church*. 1998. Discipleship Resources.
- _____. *Safe Sanctuaries for Youth: Reducing the Risk of Abuse in Youth Ministries*. 2003. Discipleship Resources.
- Merrick, Lewis H. *And Show Steadfast Love: A Theological Look at Grace, Hospitality, Disabilities & the Church*. 1994. Presbyterian Publishing House.
- Miller, Melissa A. *Family Violence: The Compassionate Church Responds*. 1994. Herald Press.
- Parker, Mary, ed., *Safe Place: Guidelines for Creating an Abuse-Free Environment* Christian Publications, Inc. 2002.
- Project Child. *Understanding Child Abuse: An Adult Education Series in a Religious Setting*. 2003. The Child Abuse Prevention Coalition of the Lehigh Valley.
- Reid, Kathryn Goering. *Preventing Child Sexual Abuse: A Curriculum for Ages 5-8*. 1994. United Church Press.
- Reid, Kathryn Goering and Marie Fortune. *Preventing Child Sexual Abuse: A Curriculum for Ages 9-12*. 1989. United Church Press.
- Rowett, G. Wade Jr. *Adolescents in Crisis: A Guide for Parents, Teachers, Ministers, and Counselors*, West Minster John Knox Press, 2001
- Wright, N.T. *His Name is Joel: Searching for God in a Son's Disability*. 1999. Bridge Resources.
- Zarra, Ernest J. III, *It Should Never Happen Here*, Baker Book House Co. 1997.

Videos

- "Not in My Church." 1991. Center for the Prevention of Sexual and Domestic Violence.
- Church Mutual, *Preventing Youth & Child Sex Abuse*, Church Mutual Insurance Co. 2010.

“Witnesses to Truth, Witnesses to Healing: Investigating Child Abuse in a Missionary Setting.” 2006. Presbyterian Church (USA), Independent Abuse Review Panel.

Other Resources Available (Not in the Resource Center)

Besharov, Douglas J. *Recognizing Child Abuse: A Guide for the Concerned*. 1990. Free Press

Carlson, Lee W. *Child Sexual Abuse: A Handbook for Clergy and Church Members*. 1988. Judson Press.

Fortune, Marie M. *Love Does No Harm: Sexual Ethics for the Rest of Us*. 1998. Bloomsbury Academy.

_____. *Violence in the Family: A Workshop Curriculum for Clergy and Other Helpers*. 1991. Pilgrim Press

Freeman, Lory. *Loving Touches*. 1986. Parenting Press, Inc.

Heggen, Carolyn H. *Sexual Abuse in Christian Homes and Churches*. 2006. Wipf and Stock Publishers.

Horton, Anne L. and Judith A. Williamson. *Abuse & Religion: When Praying Isn't Enough*. 1998. Lexington Books.

Patterson, John. *Staff Screening Tool Kit: Keeping the Bad Apples Out of Your Organization*. 1994. Nonprofit Risk Management Center.

Voelkel-Haugen, Rebecca, and Marie M. Fortune. *Sexual Abuse Prevention: A Course of Study for Teenagers*. 1996. Pilgrim Press.

Videos

“Caring Shepherds.” Risk Management Department of the General Council on Finance and Administration of the United Methodist Church.

“Bless Our Children: Preventing Sexual Abuse.” Center for the Prevention of Sexual and Domestic Violence.

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