



**Stated Meeting
Ronceverte Presbyterian Church
November 15, 2018**

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

Ronceverte Presbyterian Church
Ronceverte, WV
November 15, 2018

A MISSION STATEMENT FOR THE PRESBYTERY OF WEST VIRGINIA

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 worshipping communities as they share God's love through mission, ministry and relationships.

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 Amy Wallace Parker, Moderator

Greetings from Ronceverte Presbyterian Church Stephen Baldwin

Celebration of the Life of the McElhenney Presbyterian Church Andy Rice

*10:15 Education Focus

Substance Abuse: What Is It and What Can the Faith-Based Community Do to Fight the Substance Abuse Epidemic?

Karen Yost, Chief Executive Officer, Pretera Center
Member of First Presbyterian Church, Kenova

11: 25 Announcement: Resource Center

*11:30 Morning Worship

*12:30 Recess for Lunch

*1:30 Prayer & Hymn Moderator

Business of the Presbytery

- 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 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

Report of the Stated Clerk	Stated Clerk
- Presentation of Procedural Matters	
Report of the General Presbyter	Ed Thompson
Report of the Vocations Committee	Jim Musgrave
- Examination of Amanda K. Hill	
Report of the Ministry Committee	John Koerner
Greetings from the Board of Pensions	Doug Portz
Report of the Leadership Team	Susan Perry
- Election of the Nominating Committee	
- Manual Revision – First Reading	
Greetings from the Synod of the Trinity	Susan Faye Wonderland
“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 Nominating Committee	Terry Cunningham
Report of the Administration Committee	George Lilley
- Election of the Stated Clerk	
Report of the Trustees	James Rowe
Report of the Nurture Committee	Kari Preslar
Report of the Stewardship Committee	Karen Kinney
- Financial Reports	Rocky Poole
Report of the Relations Committee	Elizabeth Campbell Maleke
Installation of 2019 Committee Chairs and Presbytery Leaders	Amy W. Parker
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 Committee, Committee on Representation	

**2019 Stated Meetings: February 16, 2019 – Kanawha United Presbyterian Church,
Charleston; May 16, 2019 – First Presbyterian Church, Morgantown; August 24, 2019
– Bluestone Camp and Retreat, Hinton; November 21, 2019 – Teays Valley
Presbyterian Church, Scott Depot**

PRESBYTERY OF WEST VIRGINIA

CONSENT AGENDA

November 15, 2018

RECOMMENDATIONS:

1. From the Stated Clerk
 - a. That the requests for Excused Absences be approved.
2. From the Vocations Committee
 - a. That **Amberlee Elmore**, First Presbyterian Church, Charleston, be enrolled as an Inquirer.
3. From the Ministry Committee
 - a. Approval of Honorable Retirement (Items 1-3)
 - b. Approval of Stated Supply Covenants (Items 4-5)
 - c. Approval of Moderators (Items 6-9)
 - d. Approval of an Installation Commission (Item 10)
 - e. Approval of a Covenant for a Ruling Elder Commissioned to a Particular Pastoral Service (Items 11-13)
 - f. Approval of a renewal of a Stated Supply Covenant (Item 14)
 - g. Approval of Authorized Lay Preachers to Administer the Lord's Supper for 2019 (Item 15)
 - h. Approval of Authorized Lay Preachers to Administer the Lord's Supper for 2018 and 2019 (Item 16)
 - i. Approval of Requests for Waiver of Rotation of Officers (Items 17-18)

PRESBYTERY OF WEST VIRGINIA

OFFICE OF THE STATED CLERK

Maureen Wright

November 15, 2018

Correspondence (received 8/9/18 through 11/2/18)

1. 9/10/18 – A note from Fairmont State University President Mirta M. Martin thanking the Presbytery for its gift to the Every Gift Matters Campaign in recognition of the assistance of Charley Hively and Jeff Miller with the August 18 Stated Meeting of Presbytery.

ACTION: Reported to the Presbytery in this report.

2. 8/6/18 – A letter from Gary K. Bennett, Interim President of Fairmont State Foundation, thanking the Presbytery for its gift to the Every Gift Matters Campaign in recognition of the assistance from the University with the August 18 Stated Meeting of Presbytery.

ACTION: Reported to the Presbytery in this report.

RECOMMENDATION:

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

INFORMATION:

1. The Administrative Commission appointed to dissolve the McKinnon Presbyterian Church has met and will present a report to the February 16, 2019 meeting of Presbytery. The Presbytery is invited to a celebration of the ministry of the church and final worship service on December 30, 2018 at 3:00 p.m.
2. The Administrative Commission appointed to dissolve the Lakeview Presbyterian Church, Lakebottom, has met and is engaged in completing its work. The group will present a report to the February 16, 2019 meeting of Presbytery.
3. The Stated Clerk attended the Mid Council Gathering and the meetings of the Association of the Stated Clerks and the Association of Mid Council Leaders in Chicago, IL, October 5-9, 2018.

PROCEDURAL MATTERS

A. Principles of Parliamentary Law

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

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

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

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

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

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

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

Motion Basics

STEPS OF THE MOTION

1. *Commissioner* rises and addresses the Moderator.
2. *Moderator* recognizes commissioner and grants the floor.
3. *Commissioner* makes motion. (Commissioner may not debate before the motion is seconded.)
4. *Another commissioner* seconds the motion without recognition from the moderator.
5. *Moderator* states the motion.
6. *Moderator* calls for debate. (Maker of the motion has the privilege of first debate.) All speakers must address the moderator and be recognized by the moderator.
7. *Moderator* states the motion.
8. *Moderator* takes the vote and announces the vote and the results of the vote.
9. *Moderator* states the next order of business.

SEVEN USEFUL MOTIONS

1. **Amend.** There are *only* three forms of simple amendment.
 - a. to delete or strike out
 - b. to add or insert
 - c. to strike out and insert

The words proposed for deletion or addition *must be consecutive words*. When the amendment does not involve consecutive words or is longer than a paragraph, the motions "to substitute" (a form of amendment) is used. This is a difficult motion and should *never* be used when the simple form of amendment can be used.

2. **Commit or Refer.** To commit or refer back to committee for further study and amendment allows the consultative process to be used in greater depth. When this motion is made, it needs to state clearly what committee; appointment of the committee, if necessary; the task of the committee; and report time.
3. **Postpone to a Particular Time.** This motion takes precedence over the preceding two and has the power to grant additional time to a particular member or committee or do further study or consultation. It should always be used in preference to "table" because it permits debate on the propriety of postponement.
4. **Limits on Debate.** The assembly always has the power, and the moderator the right of suggestion, to limit debate to a particular hour, or extend or shorten speeches according to the necessity of the moment. Limits on the length of speeches are advisable in instances where the issue before the assembly is highly divisive and many members wish to speak.
5. **Previous Question.** The maker of the motion "to move the previous question" (close debate and immediately take the vote) must be recognized by the moderator and the motion must receive a second. *It is never in order when called from the floor.* This motion should never be considered when it is used to prevent legitimate debate.
6. **Lay on the Table.** This motion is seldom necessary. The motion "to postpone" is always preferable because of its lower rank and its debatability. Misuse of this subsidiary motion can be a strategy that seriously abridges the rights of the assembly because of its high rank and its adoption by a majority vote without debate. The moderator is obliged to explain carefully to the assembly the implications of this motion should it be made.
7. **Consideration by Paragraph or Seriatim.** Consideration by paragraph or seriatim is an incidental motion that may be suggested by the moderator or any two members of the assembly, allowing for orderly consideration of a complex proposal with several different parts, clarifying for the assembly the controversial aspects of the proposal. Each paragraph of the proposal can be amended without finally adopting the new wording until the final action on the main motion as amended.

(Adapted from *Parliamentary Procedures in the Presbyterian Church (U.S.A.)* by Marianne L. Wolfe, P.R.P.)

THE PRESBYTERY OF WEST VIRGINIA

REPORT OF THE GENERAL PRESBYTER

Ed Thompson

November 15, 2018

At the end of this report, you'll find a listing of what I've been up to this past quarter (August-October). What's taken up a good chunk of time, as well as a good chunk of energy, this quarter – and really this year, and for that matter, dating back even to last year – has been revising the presbytery manual. I cannot take credit (or perhaps blame) for all or even most of this work. Maureen Wright, our Stated Clerk, and I have spent more time thinking and talking about this than either one of us would want to remember. The Leadership Team appointed a task force of George Lilley, Jim Musgrave, and Amy Parker that took some of our ideas and revised and strengthened them so that we might have a manual that reflects our current terminology, current practice, and current reality.

Under the Leadership Team report, you'll find the latest draft of the proposed manual. This is not written in stone. If you have suggestions as to how this might be improved, please send them to us. If you have questions as to why some changes are being suggested, please ask. There's a separate, single page with the Leadership Team report that tries to summarize the proposed changes by themes. While this may not cover every single change, it covers most of them. I commend that to you.

Some of the changes have been made in light of our current reality. We don't have as many ministers available and willing to serve on our presbytery committees, so we're proposing that most committees be reduced in size to six members. I've already heard some comments that "we need more members than that to do our work." Well, we could ask more ministers to serve on more than one committee, or we could call on more of our retired ministers to serve on our committees. Or we could simply abandon the idea that there should be balanced numbers of ministers and ruling elders on each committee. In practice, that's what we've been doing. Not that we've done it consciously, but in practice that's how we've filled our committee slots. We could keep doing that I suppose, which would continue to put us out of compliance with the Book of Order, but I'm not sure that this is the best way to conduct business. It's possible that this won't work, and our committees will be overwhelmed and committee members overstressed. It's possible that we'll need to consider reducing the number of committees sooner rather than later. More than likely, this will be only an interim step, but it's hard to predict how long that interim might be. I think it's at least worth a try, and I think it will work. Feel free to disagree. But let's not pretend that we have a system that's working perfectly well.

Another reality we're facing is that a number of our churches are closing. Sometimes, this ends up being a drain on our funds. When churches close, they often leave us very little money, and we end up spending all that and more to maintain insurance on the building, keep at least minimal utilities on, and keep the grass mowed. Sometimes, we can find another church willing to take over the building. Sometimes, we end up looking to sell the property. It's not easy, and it doesn't always happen as quickly as we'd like. We probably need to develop a better template for how we handle church closings and how we dispose of these properties, moving toward an auction if no potential buyer emerges within a few months.

Right now, we have three properties under our care (Brush Creek, Terra Alta, and the former Presbyterian Church of the Covenant), with two more looming on the horizon, as the McKinnon and Lakeview churches will likely close by the end of the year. Potential buyers have

emerged for three of these properties, and strong interest is being expressed in another. We can be grateful this is happening after many months with few prospects and little interest.

If the way be clear, we may potentially end up with more than \$500,000. The questions then become what do we do?, what can we do?, or more importantly, what would God want us to do with these funds? Certainly, one priority should be to reimburse the expenses we've incurred keeping these properties going (insurance, utilities, etc.). Essentially, we've borrowed from our own reserves, but reimbursing these funds would get us back to even.

Since we are a presbytery of small churches, it could be argued that any proceeds should be funneled into the Small Church Fund. But while we are a presbytery of small churches, I'm not sure this is the best or most effective use for this money. The reason I say this is because the primary use of the Small Church Fund for the past several years has been to support staff salaries. It can be argued that this is a good use of these funds because our staff spends a significant amount of time, and in some cases, maybe a majority of their time working with our small churches. It seems to me we're probably drawing on these funds in a way that is not sustainable in the long run, and that has been a decision that has been consciously made. While putting the proceeds from the sale of these church properties in the Small Church Fund may alleviate those pressures for the short term, it would only serve as a distraction from the larger issue of appropriate staffing levels in light of a shrinking number of churches and church membership.

Here are a couple of ideas. We might consider making matching grants of up to \$5,000 or \$10,000 available to our smaller churches (27 members?, 50 members?, 75 members?). We had done something similar to that in the Presbytery of Northern Kansas. After closing and selling three church properties at about the same time, we had a little more than \$100,000 available to use. We set up a Building and Property Maintenance Fund that made matching grants of up to \$5,000 for our churches that had less than 100 members. It helped churches facing problems with their roof, furnace and/or air conditioner, or foundation, among other issues. Churches had to have some skin in the game. They had to come up with their own money, and to prevent them from getting funds and then deciding they couldn't afford the project and pocketing the money, the check wasn't written until the project was completed. Churches appreciated these grants because they saw us investing in our churches and not just sitting on the money. We could do something like that here.

We might also consider spending money at Bluestone to upgrade some of the cabins to allow smaller retreat groups to cook for themselves without having to rely on the camp to provide their meals. This would also make it possible for multiple groups to be at the camp at the same time, as well as make it easier for families and/or individuals to use the camp for private retreats. It seems to me that any investments we've made in Bluestone recently have been playing catch up, replacing equipment or making repairs to maintain the status quo. This kind of investment would allow us to serve more people and make the camp more usable. I think that would be a wise move.

Finally, we might consider funding a retreat for church leaders – pastors as well as ruling elders. This could be a time for reflection and renewal, allowing people to share their joys and to be honest about the challenges they're facing. I think a lot of people are tired and stressed out by the financial pressures they face as individuals and as churches. I think a lot of people are discouraged because nothing they do seems to make a difference and as hard as they work at church, the best they can do is to stay even. They can't seem to get ahead. Almost all of us, if not all of us, are in the same boat. I think it would be helpful to come together to pray, listen and

learn from each other. We could mourn what has been and begin to dream about what could be. While we might bring in an outside speaker, I would see this more as a Sabbath time rather than an educational event.

We've got an opportunity to do something different with our manual, and, if the way be clear, with the funds that will come to us. We could keep doing the same things, but if we do that, we will get the same results. Let's take some risks, and see what God has in store for us.

Worship with churches (*Preach)

First Presbyterian Church, Charleston	9/2
First Presbyterian Church, Huntington	9/16
First Presbyterian Church, Kingwood	8/5
*First Presbyterian Church, Parkersburg	9/30
*First Presbyterian Church, Ripley	10/21
First Presbyterian Church, St. Albans	8/19
*First Presbyterian Church, Williamstown	8/12
*First United Presbyterian Church, Ravenswood	10/21
*Grace Covenant Presbyterian Church	9/23
*Highlawn Presbyterian Church, Huntington	10/14
*Old Stone Presbyterian Church	9/9
Rock Lake Presbyterian Church	10/28
*Waverly-Bethel Presbyterian Church	8/12
Winfield Presbyterian Church	8/26

Committee Meetings

Administration Committee	9/6
Leadership Team	10/16
Ministry Committee	8/8, 8/28, 9/12, 10/10, 10/23
Nominating Committee	9/21
Stewardship Committee	10/31

Staff Meetings 8/6, 9/12, 10/1

Presbytery Meeting 8/18

Visit with Pastors 7 (35 visits with 27 different pastors through October)

Others

Kanawha Pastoral Counseling Center Board Meeting	8/29
Synod Executive Forum	9/17-19
Meet w/ Amy Parker, Steve Hornbeck & Maureen Wright to prepare presbytery meeting	8/10
Meet w/ PNC at Bream Presbyterian Church, Charleston	9/26
Meet w/ Session at Enslow Park Presbyterian Church	8/30, 9/27
West Virginia Council of Churches Executive Committee Meeting	8/7
Davis & Elkins Board of Trustees Meeting	10/10-12
Presbytery Manual Revision Task Force	8/23

Midyear Check-in: Sarah Specht	8/1
Midyear Check-in: Amy Robinson	8/2
Meet with Clifton PNC & Presbytery Search Committee	8/2
Installation of Zac Morton at First Presbyterian Church, Morgantown	8/5
Midyear Check-in: Mark Miller	8/8
Clifton DP Presbytery Search Committee Conference Call	8/10
Congregational Gathering to talk about next steps at First Presbyterian Church, Dunbar	8/19
Boundary Training	8/25, 9/14
Meet w/ sessions of Davis Memorial Presbyterian Church, Gassaway and Upper Glade Presbyterian Church	8/26, 9/30
Zoom Training	8/27
Meet with Elaine Anderson and Maureen Wright	8/27
Work with Beckley PNC representatives to put MIF on-line	8/29, 9/5
Meet with Mark Parsons-Justice	8/30
Meet with Session at Grace Covenant	9/4
Meet with Session at Enslow Park	9/10, 9/27
Meet with Interim PNC at Highlawn, Huntington	9/12
Ministry Committee Task Force on Ministers from Other Denominations	9/13
Small Church Conference	9/15
West Virginia Council of Churches Board of Directors Retreat	9/24-25
Meet with group from First Presbyterian Church, Charleston	10/2
Meet with Susan Perry & Maureen Wright to plan Leadership Team meeting	10/2
Fellowship Dinner at First Presbyterian Church, Bluefield	10/3
Meet with PNC at First Presbyterian Church, Bluefield	10/3
Mid-Council Leader's Gathering	10/4-10/7
Association of Mid-Council Leaders Meeting	10/7-10/9
Meet with Session at First Presbyterian Church, Hinton	10/17
Clifton DP Search Committee Interviews	10/17
Synod Meeting	10/21-22
Small Church/Congregational Development Task Force	10/30

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE VOCATIONS COMMITTEE

Jim Musgrave, Committee Chair

November 15, 2018

RECOMMENDATIONS:

1. (CA) That **Amberlee Elmore**, First Presbyterian Church, Charleston, be enrolled as an Inquirer.
2. That the Presbytery proceed to examine **Amanda K. Hill**, a candidate from New Hope Presbytery, seeking ordination as a minister of the Word and Sacrament to serve as Chaplain at the Mary Randolph Babb Cancer Center, WVU Medicine, in Morgantown.

INFORMATION:

1. The committee reviewed **Amanda K. Hill's** preparation file from New Hope Presbytery and noted the fulfillment of the requirements set forth in G-2.0607 regarding preparation for ministry. The committee reviewed a sermon, statement of faith, exegetical work and biography and conducted a thorough examination of readiness for ordination. Amanda K. Hill's autobiographical statement and Statement of Faith are included in the packet.
2. The Vocations Committee is pleased to report that there are 37 people enrolled in the **Presby Prep** program – 20 are enrolled in the Charleston class, 10 in the Beckley class, and seven in the Buckhannon class. **Presby Prep** has participants enrolled from the following churches (the numbers in parenthesis indicate more than one participant): Beckley (3); Comfort; Davis Memorial, Elkins; Edgewood; Enslow Park (3); First Bluefield (3); First Buckhannon (3); First Charleston (4); First Clarksburg; First Dunbar; First Logan (2); First St. Albans (2); First Whitesville; First Williamstown; Kanawha United; Marlinton; Oak Grove (2); Teays Valley; Tygarts Valley; Upper Glade (2).
3. The committee continues to work with Inquirer **Mark Parsons-Justice** as he completes the necessary requirements for ordination.
4. The committee reviewed the annual reports of Authorized Lay Preachers (ALPs) and recommended to the Ministry Committee those to be approved to serve communion in 2019.

Amanda K. Hill is a lifelong Presbyterian - baptized and confirmed in the PC(USA). In high school, Amanda was very involved with her youth group, which offered her the opportunity to spend many summers at Montreat Conference Center, amidst many other key moments of growth in her relationship with God and the Church. Following her senior sermon, a tradition at Northminster Presbyterian Church in Hickory, North Carolina, many congregants noted her gift of preaching, and encouraged Amanda to explore this gift.

When Amanda attended North Carolina State University in Raleigh, NC she immediately found a home in the Presbyterian Campus Ministry. During her years of undergraduate study she held leadership roles within the group and frequently met with the campus minister for mentorship. During a bible study in the Fall of 2013, Amanda heard the calling from God to go into ministry. She read these words from Matthew 25:40: "Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me." Immediately Amanda experienced a revelation of what her life must be moving forward. Her ministry in college had been one of action and social justice, and this scripture outlined a new path she had never considered before. It was from this point on that Amanda's focus shifted and she knew that ministry was what God needed her to do.

Following graduation from NC State, Amanda found her place at Union Presbyterian Seminary (UPSem) in Richmond, Virginia. UPSem is where Amanda had the privilege of sitting at the feet of professors, mentors, and colleagues who helped shape and ground her formation as a minister. In this season of discernment, Amanda discovered her gifts as a faith leader. During her time at UPSem, she completed her first unit of Clinical Pastoral Education (CPE) at VCU Health in downtown Richmond. It was here, supporting families in the midst of great pain and trauma, that Amanda fell in love with hospital ministry. Matthew 25 once again visited her heart and reminded her that all the people she was visiting within the hospital were Children of God. She graduated with her Masters of Divinity from UPSem in June of 2017. Following the Spirit's call to hospital ministry, Amanda pursued three more units of CPE (Residency), and received a Masters of Science in Pastoral Counseling. During her residency, Amanda served in the Evans Haynes Burn Unit and the Surgical Trauma ICU of VCU Health. Yet again, the Spirit was opening Amanda's heart to the world of pastoral ministry within the realm of the hospital - tending to the sick and grieving, and affirming their stories and pain in light of God's presence with and among them.

After her residency, Amanda excitedly took on a new Chaplain position at WVU Medicine in Morgantown, West Virginia. Amanda now serves as Chaplain to the Mary Babb Randolph Cancer Center and works with the Spiritual Care team at Ruby Memorial. Amanda is excited and humbled by this opportunity to use the gifts she has been given to serve the people of God. She is delighted for the opportunity to further pursue ordination as a Minister of Word and Sacrament in this role to which she has been called, within the Presbytery of West Virginia.

I believe in the Triune God experienced as God, Jesus Christ, and the Holy Spirit. God is creator and sustainer of our universe, a gracious being that is both omnipresent and omnipotent. God is the ultimate judge of all of creation, including but not limited to humanity.

Jesus Christ is the Word made flesh and sent to us as humans and it is Jesus who draws us into the relationship of love, intimacy and oneness that he enjoys with God. Jesus Christ is both truly human and truly divine. Jesus Christ was present on this earth for only a short amount of time and was crucified, died and then was buried here on this earth. Three days from his death Jesus Christ was resurrected by God and is now understood by Christians to be at God's right hand. Jesus Christ is our Messiah and the greatest gift from God.

The Holy Spirit is the moving force throughout this universe that connects all entities of God's reign to the Trinity. The Holy Spirit is equally as omnipresent, divine and omnipotent as God and Jesus Christ. The Holy Spirit is my understanding of connectivity between creation and God. The Holy Spirit is always moving, always connecting and continually working in the lives of believers.

Grace is handed down to all humans from God as a form of ultimate love. Grace is God's gift to this world. Grace is the manifestation of God's love found throughout creation. Grace is understood by Christians to be given to humans through forgiveness. It is God's grace that continually pardons us from our sins and wrongdoings. Grace is also the power that allows for growth through transformation of believers. Jesus Christ and his life, ministry, death and resurrection is the greatest manifestation of God's grace.

Holy Scripture is God's Word. Scripture is sacred because it is our deepest understanding of God's reign and will for this world. Scripture is contextual, as it was written at a certain time by a certain people. However, scripture does not cease to hold relevance, for holy scripture is timeless and wisdom will always be gained from the words. We as Children of God revere scripture as our sacred text that guides us to a more holistic life under God.

The Sacraments are an outward expression of the Grace God has given to us as humans. We as Reformed Christians practice the sacraments of Baptism and The Eucharist as essential activities in the life of faith. Baptism is done to infants as an expression of our understanding of both God's saving Grace and the faith community's commitment to helping raise that Child of God in a loving environment. The Eucharist is practiced frequently by the Christian community as a remembrance of Jesus Christ's life, ministry, death, and resurrection.

The Church of Jesus Christ is the community of all who believe in Jesus Christ as the Messiah and savior of this world. The Church is not a physical building but rather an understanding of a group of humans who work to continue the ministry of Jesus as Christ's metaphorical body.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE MINISTRY COMMITTEE

John F. Koerner, Committee Chair

November 15, 2018

RECOMMENDATIONS:

1. (CA) Approve of the Honorable Retirement of **William Hudson** effective October 1, 2018.
2. (CA) Approve the Honorable Retirement of **Chris Perkins** effective January 1, 2019.
3. (CA) Approve the Honorable Retirement of **Richard McGuire** effective December 31, 2018.
4. (CA) Approve the Stated Supply covenant between **Dale Carey** (American Baptist) and **First Presbyterian Church, Williamson**, through October 31, 2019. Terms: 40 hours per week; cash salary: \$3,000 per month, of which \$500 is designated for housing allowance; reimbursement for travel at IRS rate; medical: \$12,000; Continuing Education: \$1,000; four weeks paid vacation and two weeks paid study leave. This covenant will comply with the Presbytery's Leave Policy. The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the church's spiritual interests.
5. (CA) Approve the Stated Supply covenant between **Julie Hitsman** and **Spencer Presbyterian Church** through December 31, 2019. Terms: 10 hours per week; cash salary: \$958.33 per month, of which \$800 is designated as housing allowance; reimbursement for travel at IRS rate; four weeks paid vacation and two weeks paid study leave. Responsibilities: conduct weekly and special worship services, moderate session, think and pray about the church, and help the church to grow spiritually and in service to the community. This covenant will comply with the Presbytery's Leave Policy. The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the church's spiritual interests.
6. (CA) Approve **Kevin Guerink** as moderator of **First Presbyterian Church, Williamson**.
7. (CA) Approve **Cam Harkness** as moderator of **Beckley Presbyterian Church**.
8. (CA) Approve **Patterson Lyles** as moderator of **Rock Lake Presbyterian Church**, effective January 1, 2019.
9. (CA) Approve **Doug Minnerly** as moderator of **First Presbyterian Church, Dunbar**, effective January 1, 2019.
10. (CA) Approve the Installation Commission for **Casey Lieneman** as Designated Pastor of the Church of the Covenant, Grafton: Steve Hornbeck (Moderator Elect, ruling elder, First

Presbyterian Church, Buckhannon); Ed Thompson (minister, General Presbyter); Shelly Barrick Parsons (minister), Sandy Kennedy (ruling elder, Church of the Covenant, Grafton), and an additional minister and ruling elder to be named by the Ministry Committee.

11. (CA) Approval of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for **John Arbuckle, Jr.** and the **Presbytery of West Virginia** as the Moderator of the **Pocahontas Parish: Alexander Memorial, Baxter, and Liberty Presbyterian Churches** through December 31, 2019. Terms: travel reimbursement paid by the church. Have a voice and vote in meetings of the presbytery. Mr. Arbuckle will be commissioned immediately following this report.
12. (CA) Approval of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for **John Arbuckle, Jr.** and the **Presbytery of West Virginia** as the Moderator of the **Anderson Memorial Presbyterian Church, Welch**, through December 31, 2019. Terms: travel reimbursement paid by the church. Have a voice and vote in meetings of the presbytery. Mr. Arbuckle will be commissioned immediately following this report.
13. (CA) Approval of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for **John Arbuckle, Jr.** and the **Presbytery of West Virginia** as the Moderator of the **First Presbyterian Church, Welch**, through December 31, 2019. Terms: travel reimbursement paid by the church. Have a voice and vote in meetings of the presbytery. Mr. Arbuckle will be commissioned immediately following this report.
14. (CA) Approve the Stated Supply Covenant between **Ryan Snuffer**, American Baptist, and **Mount Hope Presbyterian Church** through December 31, 2019. Terms: 3 hours per week; cash salary \$250 per Sunday; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: weekly worship and other services as negotiated with the Session. The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the church's spiritual interests.
15. (CA) Approve the following **Authorized Lay Preachers** to celebrate the Sacrament of the Lord's Supper (G-3.0301b) in 2019: Rick Accord, John Arbuckle, Sue Ellen Hollandsworth, Jim Johnston, John Nelson, Mary Quick, Betsy Ross, Judy Shaver, Mike Stivers, and Becky Williams.
16. (CA) Approve the following newly-trained **Authorized Lay Preachers** to celebrate the Sacrament of the Lord's Supper (G-3.0301b) in the remainder of 2018 and 2019: Tom Campbell, David Kaufman, and George Lilley.
17. (CA) Approve the request for waiver of rotation of officers (G-2.0404) for **Union Presbyterian Church**.

18. Approve the return to the use and designation of **Commissioned Lay Pastor** (CLP) rather than the current references in the Book of Order as Commissioned Ruling Elder (CRE) or Commissioned Pastor (CP).

19. Approve an increase in **minimum compensation** for Ministers of the Word and Sacrament and Certified Christian Educators for 2019 to:

Cash salary	\$ 33,500
Housing	\$ 10,125
Utilities	<u>\$ 3,375</u>
TOTAL	<u>\$ 47,000</u>

Rationale: Minimum compensation was not increased in 2018. The committee is aware of the financial strain of many of our churches. The committee also wants to take care of the Presbytery's pastors. If this increase is approved, all of the increases in minimum compensation since 2013 amount to 1% a year. This is less than the rate of inflation. The committee also encourages all churches to consider a 2% salary increase for all church professionals currently working above the minimum compensation level.

20. Approve an increase in the **minimum continuing education compensation** to \$1,500 for 2020. Note that this figure has remained at \$1,000 for more than 20 years. All churches are encouraged to raise the continuing education allowance to at least \$1,500 for 2019.

21. Approve the policy on **Temporary Membership in the Presbytery of West Virginia** for pastors of other Christian denominations serving our churches. The proposed policy follows this report.

INFORMATION:

1. Reviewed the report of the six-month interview with **Laura Brekke Wagoner** Chaplain at **Davis & Elkins College**.

2. Approved the following persons be added to the Pulpit Supply List: **Timothy Allen** (United Methodist Church, Fairmont), **Jacq Campbell** (Evangelical Lutheran Church America, Fairmont), **Emily Misfeldt** (Morgantown), and **Carl Pattison** (Shenandoah Presbytery, Lexington, VA).

3. Approved a \$125 honorarium for a pianist for the Small Church Conference.

4. Examined and approved **Amanda K. Hill** for membership in the Presbytery of West Virginia, pending Presbytery approval of her ordination.

5. Updated the guidelines on suggested compensation for a guest preacher (pulpit supply) to a minimum of \$125 for one worship service. This information will be updated on the

Presbytery's website, and included with the Pulpit Supply List.

- a) A suggested honorarium of at least \$125 for one worship service, plus an additional \$50 for additional worship services.
 - b) The guest preacher's expenses should be reimbursed in addition to the honorarium. If the person must drive more than 20 miles one way, travel reimbursement at the current IRS rate per mile, plus tolls, is suggested. Reimbursement should include an amount to cover any meals eaten away from home, unless other arrangements are made.
 - c) If necessary, provision should be made for overnight housing.
6. The committee is exploring options for offering officer training, which is a Book of Order requirement for officers (G-2.0402). Options for the training include Festival of Faith or daylong workshops around the presbytery.
7. Approved the request from **Bob Carter**, retired Presbyterian Church (USA) minister, living in Greenville, WV, to be granted permission to labor within the bounds of the Presbytery on the Pulpit Supply List while remaining a member of the Northwest Coast Presbytery.
8. Reviewed the report of the six-month interview with **Joan Stewart** and the **Summersville Presbyterian Church**.
9. Transferred **Christian Johnson** to Monmouth Presbytery, New Jersey.
10. Received the request for waiver of rotation of officers (G-2.0404) for the Trustees of **First Presbyterian Church, Dunbar**, and support the session's decision. The Presbytery does not need to act on issues regarding Trustees.
11. Ruling Elders Commissioned to a Particular Pastoral Service **John Arbuckle, Jr.** and **Robert Lynn Randolph** will be commissioned immediately following this report.
12. A celebration of the ministry and Honorable Retirement of **William Hudson**, **Chris Perkins**, and **Richard McGuire** will take place following this report.

Policy on Temporary Membership in the Presbytery of West Virginia

Ordinarily churches in the Presbytery of West Virginia will be served by a Presbyterian Minister of the Word and Sacrament or by a Commissioned Ruling Elder. In cases where it is not practical to do so, congregations may engage the services of a minister of another Christian denomination, who may be received as a Temporary Member of the presbytery.

In order for a minister of another denomination to become a temporary member of the presbytery

- a) The General Presbyter shall do a reference check with their current denomination to determine if they are in good standing, if they have been disciplined, if they have had charges filed against them, or if there are any allegations of misconduct.
- b) They shall undergo a criminal background check.
- c) To be authorized to moderate the session, the person shall satisfactorily complete a course on Presbyterian Polity that has been approved by the Committee on Ministry.

After having received reports on the results of these steps, the Committee on Ministry shall examine this person for Temporary Membership in the presbytery.

The Committee on Ministry may authorize a Temporary Member of the Presbytery to serve a particular congregation as well as to moderate the session. The Committee on Ministry shall also appoint a Minister of the Word and Sacrament to moderate the session meetings with the Temporary Member present as an observer for at least the first six months; the temporary member will then moderate the session meeting with the appointed moderator present for at least an additional six months. After that time, the appointed moderator shall consult with the Temporary Member prior to each session meeting and may give them permission to moderate that meeting. A Minister of the Word and Sacrament shall provide annual officer training.

Temporary Members are subject to the Rules of Discipline of the Constitution of the Presbyterian Church (U.S.A.) and shall be granted voice at Presbytery meetings. A Temporary Member of the Presbytery shall attend at least two presbytery meetings each year. They are also encouraged to attend a peer group with other Presbyterian pastors and shall meet face-to-face with a mentor at least quarterly. Temporary membership status shall be reviewed annually and reported to the Temporary Member's denominational authority.

In order to receive approval for the continued service of a Temporary Member of the Presbytery, the congregation shall submit their session records for approval annually. Failure to do so shall result in the termination of the authorization for the Temporary Member to moderate session meetings.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE LEADERSHIP TEAM

Susan Shelton Perry, Committee Chair

October 28, 2018

RECOMMENDATIONS:

1. That Presbytery approve the ruling elders listed immediately following this report on pages 21-22 to celebrate the Sacrament of the Lord's Supper in their particular congregation under the provisions in G-3. 0301b. This provision was approved by the Presbytery at its meeting on August 18, 2018.
2. The first reading of a proposed Manual revision
That Presbytery approve the revised Manual of Administrative Operations for the Presbytery of West Virginia which can be found in the Appendix on pages 47-83.

A summary of the changes can be found immediately following this report on pages 23-24.
3. The Leadership Team nominates Susan Shelton Perry (Ruling Elder, First Logan) to serve on the presbytery's Nominating Committee, Class of 2019.
4. The Leadership Team nominates Pam Johnson (Ruling Elder, Riverlawn) to serve as the Chair of the Nominating Committee for 2019.

INFORMATION:

1. The Leadership Team met on October 16, 2018 at First Presbyterian Church.
2. The Leadership Team had a conversation with Andy Ceperley regarding the future of the West Virginia Housing Program.
3. The Leadership Team approved the minutes from the July 12, 2018, meeting of the Leadership Team.
4. Ed Thompson shared that he had received confirmation that J. Herbert Nelson, Stated Clerk of Presbyterian Church (USA), will speak at our February 2019 presbytery meeting.
5. The Leadership Team heard an update on the ongoing efforts to obtain legal counsel for the presbytery.
6. A date was set for the 2019 Leadership Team retreat.

7. The Leadership Team received, reviewed, and discussed reports of their work from Administration, Bluestone, Representation, Ministry, Nurture, Relations, Vocations and Stewardship Committees.
8. The Leadership reviewed the final draft of the proposed amendments to the presbytery's manual.
9. The Leadership Team made preparations for this presbytery meeting.

Ruling Elders to celebrate the Sacrament of the Lord's Supper

Mary Beth Adams, Buckhannon
Chris Allman, Teays Valley
Elaine Anderson, Grace Covenant
Gary Anderson, First Colcord
Jennifer Anderson, First Whitesville
Leslie Anderson, First South Charleston
Scott Anderson, Grace Covenant
Houston Arbuckle, Clifton
David Barnhart, First Oak Hill
Debbie Barnhart, First Oak Hill
Stephen Beane, Davis Memorial, Gassaway
Margaret Bickford, First Oak Hill
Lilly Booth, South Park
Paul Brady, Tygarts Valley
Bari Brake, St. Marys
David Brown, Teays Valley
Jason Burdette, First Fairmont
Betty Caldwell, First Dunbar
Jim Casey, Upper Glade
Caroline Cassell, Alexander Memorial
Barbara Chalfant, Bream Memorial
Al Combs, Beckley
Sue Cunningham, First Dunbar
Kim Danielson, St. Marys
Betty Davis, First Oak Hill
Brenda Davis, Gilbert
Bruce Davis, Teays Valley
Danna Davis, First Oak Hill
Charley Dodson, First Bluefield
Agnes Doyle-Kalland, Alexander Memorial
Nancy Frame, Westminster, Charleston
Gary Gunnoe, Westminster, Charleston
Justin Gunnoe, Westminster, Charleston
Martha Harless, Gilbert

Barry Harron, First Colcord
John Haynes, Rock Lake
Sherry Hoppe, First Colcord
Jessica Houck, Gilbert
Paul Jacoby, Clifton
Frank Keener, Sugar Grove
Judy Keener, Sugar Grove
Sandra Keener, Westminster, Charleston
Kathy Kennedy, First Bluefield
Curt Lester, Gilbert
Larry Lewis, St. Marys
Marie Lewis, Beckley
James Matheny, Beulah Humble
Judy Matheny, Beulah Humble
John Melton, South Park
Kathy Moss, First Oak Hill
Suzanne Murphy, Philippi
Jay Nunley, First Logan
David Oliver, Beechwood
Forrest Palmer, First Dunbar
Rene Poe, Belington
Billy Richmond, Beckley
Ed Roberts, Belington
Kristy Robeson, First Oak Hill
Tim Rutledge, Gilbert
Alice Ann Sarver, First Bluefield
Ken Schmidt, Rock Lake
Debbie Schultz, South Park
Sammy Searls, South Park
Larry Sites, South Park
Melinda Testerman, First Bluefield
Dot Thomas, First Dunbar
Bobby Tucker, Edgewood
Anna Winans, Bridgeport
Emmett Withrow, First Colcord

Background: At the August 18, 2018 meeting of Presbytery, the following recommendation of the Leadership Team was approved.

That Presbytery approve the training of ruling elders to celebrate the Sacrament of the Lord's Supper in their particular congregation under the provisions in G-3. 0301b. This motion includes the following:

- a. The training is for ruling elders in good standing upon recommendation of their session; ruling elders do not have to be currently serving on the session. Sessions shall send the name(s) of participants to the Stated Clerk of the Presbytery, Maureen Wright. To be authorized by Presbytery, participants must attend the entire training event.
- b. Those ruling elders who are authorized by Presbytery will be required to submit an annual report to Presbytery detailing the number of times they have celebrated the Lord's Supper. The sessions of congregations participating in the program must have their session records reviewed annually in order to continue in the program. With the completion of these requirements, ruling elders may be re-authorized annually. Names for authorization will be presented to Presbytery at the last stated meeting of each calendar year.

The proposed revision to the Manual of the Presbytery of West Virginia contains probably hundreds of specific changes. These changes can be grouped mostly under several different themes:

1. Terminology

For example, at the time the last manual was adopted, ministers were called “teaching elders.” The Book of Order now refers to them as “ministers of the Word and Sacrament,” bringing back language that had previously been used.

2. Committees

- a. The Ministry Committee has requested that the title of their committee be changed to “Committee on Ministry” which also brings it into conformity with usage throughout the denomination.
- b. The current manual provides for 62-66 slots for ministers. At this point, our ministers fill 44 slots and that includes several ministers serving on more than one committee. While a few committees have a balance or are close to having a balance of ruling elders and ministers of the Word and Sacrament, most of our committees do not. To address this issue and to reflect the actual number of ministers that we have and will likely have moving forward, most of the committees have been reduced in size. We are proposing that the Ministry Committee have 21 members, the Leadership Team remain to have 12 members, the Nurture Committee and the Permanent Judicial Commission each have 9 members and that all other committees now have six members. This will mean that there would be 41 slots for ministers, which seems to be a more realistic and more sustainable number.
- c. We are also proposing that the Committee on Representation take on the responsibilities of the Nominating Committee and the Nominating Committee be eliminated. While we are required by the Book of Order to have a Committee on Representation, there are no restrictions as to what responsibilities may be assigned to that committee. While this does not change our numbers significantly, it does create a more robust Committee on Representation and reflects the fact that the Nominating Committee was already working on balancing “race, ethnicity, age, sex, disability, geography and theological conviction” for the membership of our committees.

3. Current Practice

- a. The previous manual called for churches to send youth advisory delegates to one meeting a year. Since that wasn’t happening, that section was dropped. If at some point, the presbytery wishes to try this again, it could easily be added in.
- b. There were also frequent references to clusters. The reality is that the clusters actually work well in only a few parts of the presbytery. The language has been revised to call for representation of different areas or for different groups of churches to work together rather than for clusters.
- c. There were also changes made to clarify the status of affinity groups and how they relate to the presbytery.

4. General Presbyter

- a. For some reason, the general presbyter was not named as one of the officers of the presbytery in the previous manual.
- b. We are proposing that be changed. The Administration Committee has also suggested the General Presbyter be given some additional responsibilities to clarify his/her authority as head of staff.

5. Technology

The proposed revisions to the manual clarify the conditions that would allow electronic meetings of committees to be held.

6. Policies

Rather than including presbytery policies as a part of the manual, they would now be named in the manual and placed in a separate policy handbook. This would also allow policies to be revised more easily, rather than requiring changes to a policy to be handled as a change of the manual.

*A copy of the manual that shows all of the changes with the words being dropped struck through and words being added placed in italics is also available on the presbytery website.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE NOMINATING COMMITTEE

Terry Cunningham, Committee Chair

November 15, 2018

RECOMMENDATION:

1. For Presbytery Committee Chairs, 2019:

- a. **Ministry Committee** – Shelly Barrick Parsons (Minister)
- b. **Nurture Committee** – Kari Preslar (RE, First Charleston)

2. For Presbytery Committees:

- a. **Leadership Team – Class of 2020:**
Cyndi Taylor (RE, Ronceverte)
- b. **Leadership Team – Class of 2021:**
Pamilla Ferrell (RE, First St. Albans)
Derek Hudson (RE, Bream Memorial)
Andrew Rice (Minister)
Tina Vial (RE, Davis Memorial, Elkins)
- c. **Administration Committee – Class of 2021:**
Stephen Baldwin (Minister)
Pamilla Ferrell (RE, First St. Albans)
Debbie Schwirian (RE, Elk Hills)
- d. **Bluestone Committee – Class of 2021:**
Amy Kesterson (Laity, Old Stone)
Natalie King Selario (RE, Bridgeport)
Chris Selvey (RE, Fayetteville)
- e. **Committee on Representation – Class of 2021:**
Doug Pendleton (Minister)
- f. **Ministry Committee – Class of 2020:**
Carolyn Napier (RE, Edgewood)
Michael Walker (RE, First Fairmont)
- g. **Ministry Committee – Class of 2021:**
Barbara Accord (Honorably Retired Minister)
David Bower (Honorably Retired Minister)
Dan Calvert (RE, Beckley)
Cinda Harkless (Minister)
Lanny Howe (Honorably Retired Minister)

Doug Minnerly (Minister)
Rick Wilson (Honorably Retired Minister)

h. Mission Committee – Class of 2021:

Rick Accord (RE, Davis Memorial, Gassaway)
Robin Ray (Minister)
Pat Ryan (Minister)

i. Nurture Committee – Class of 2021:

Claire Butler (Minister)
Pat Collier (RE, Bates Memorial)
Sue Ellen Hollandsworth (RE, Oak Grove)

j. Stewardship Committee – Class of 2021:

Becky Ceperly (RE, First Charleston)
Jack Dilley (RE, Kuhn Memorial)
Karen Kinney (Minister)
James Morley (Minister)

k. Trustees – Class of 2021:

Katie Capito (Laity, First Charleston)
Randy Fife (RE, Bream Memorial)

l. Vocations – Class of 2021:

Jim Musgrave (RE, Highlawn, Huntington)
Ann Wells (RE, First Hinton)

3. Ordination Exam Readers

- a. John Koerner (Minister)
- b. Sue Ellen Hollandsworth (RE, Oak Grove)
- c. Alternate: Susan Sharp Campbell (Minister)

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE ADMINISTRATION COMMITTEE

George Lilley, Committee Chair

November 15, 2018

RECOMMENDATION:

1. Approve a second five-year term for the Stated Clerk effective immediately.

INFORMATION:

1. Regular meeting held at Office of Presbytery on September 6, 2018.
2. Staff Roles/Contact Information pamphlet – a pamphlet is in progress to hand out at a Presbytery meeting and post online.
3. Staff Evaluation Process – The committee reviewed a Staff Evaluation Process document to add this document to the employee handbook.
4. The committee discussed PWV Manual Revisions:
 - a. Administration Committee Description: After discussion, changes were recommended in Purpose, Responsibilities and membership (two classes with 3 members each).
 - b. Regarding Review of the Draft Position Descriptions:
 - i. General Presbyter Position:
 - PURPOSE paragraph, strike the words, “The General Presbyter shall assure the Presbytery’s adherence to the Book of Order.”
 - RESPONSIBILITIES add Nurture and Relations committees and strike Trustees.
 - In # 7, strike the words, “no more than 35.”
 - ii. Stated Clerk Position:
 - PURPOSE paragraph, add the sentence, “The Stated Clerk shall assure the Presbytery’s adherence to the Book of Order.”
 - iii. Financial Administrator/Treasurer Description. The draft position description was approved as presented.
5. Personnel Handbook review is in progress and a legal review of revised Handbook has been secured.
6. Heard that the Admin. Committee Budget is on target to be at or below budget in all line items. The carpet expenses did not come out of this budget, but were accounted for as an expense out of a restricted fund. The committee acknowledges and thanks the staff for their efforts with moving and assisting the carpet installers. Special thanks to Amy Robinson for her efforts in talking with contractors to get the bids, and to Nellie Howard and her husband, Jeff Howard, for all their efforts with the Resource Center materials.

7. 2019 Employer Benefits agreement with the Board of Pensions. The projected cost came within \$500 of the actual cost. The committee approved the employer agreement that Rocky submitted to the Board of Pensions.
8. Heard a report of the General Presbyter: concerning the installation of carpet; staff has divided the churches among themselves to call the clerks of session once each quarter; and an update on the work of each Presbytery staff member.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE TRUSTEES

James Rowe, Trustees Chair

November 15, 2018

RECOMMENDATIONS:

1. That the Presbytery approve the real estate purchase agreement of the McKinnon Church property to God's Lighthouse church for \$30,500 over five years effective January 1, 2019.
2. That the Presbytery approve the sale of the real property of the dissolved First Presbyterian Church, Terra Alta, to the Terra Alta Church of the Nazarene for \$35,000.

INFORMATION:

1. The Trustees met to approve the sale of adjacent lots owned by the Trinity Presbyterian Church, Shady Spring, for \$72,500 to East River Investments. In accordance with the Manual of the Presbytery of West Virginia, James Rowe, chair of Trustees, met with Amy Wallace Parker, Moderator, and Susan Shelton Perry, Leadership Team chair, and Maureen Wright, Stated Clerk to present the recommendation of the Trustees and approve the sale. The sale was approved.
2. The Trustees are working to auction the property of the dissolved Brush Creek Presbyterian Church following long-term efforts to sell the Boone County property through a realtor.
3. The Trustees are in discussion with a potential buyer of the property from the dismissed Presbyterian Church of the Covenant.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE NURTURE COMMITTEE

Kari Preslar, Committee Chair

November 15, 2018

INFORMATION:

1. The 2019 Presbyterian Youth Triennium will take place at Purdue University, July 16-20, 2019. It is open to rising 9th graders through graduated seniors. The cost for youth will be \$450. The cost for adult advisors will be covered by the presbytery for the required adults. Promotional DVDs are available on a first-come, first-served basis.
2. Youth Day of Service will take place on February 2, 2019. Confirmed locations include Village Chapel (Charleston), Highlawn (Huntington), and Old Stone (Lewisburg).
3. Festival of Faith will take place on April 6, 2019 at First Presbyterian, Charleston. Brian McLaren will provide the keynote address and lead a workshop. Brian is an author, speaker, activist, and public theologian. A former college English teacher and pastor, he is a passionate advocate for “a new kind of Christianity” – just, generous, and working with people of all faiths for the common good. Brian works closely with the [Center for Progressive Renewal/Convergence](#), the [Wild Goose Festival](#) and the [Fair Food Program](#)’s Faith Working Group.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE STEWARDSHIP COMMITTEE

Karen Kinney, Committee Chair

November 15, 2018

INFORMATION:

1. The Stewardship Committee met on October 31, 2018 and received the 2017 financial review from the accounting firm of Brown Edwards. No exceptions or issues were noted in their report. Copies of the report are available by contacting Rockland Poole at the Presbytery office.

PRESBYTERY of WEST VIRGINIA

Budget vs. Actual

YTD September 2018

COMPOSITE BY COMMITTEE

Committee	YTD 09/30/18	Budget	%	Restricted Fund Support
ADMINISTRATION	471,070.52	673,000.00	70.0%	149,800.00
BLUESTONE	4,500.00	6,000.00	75.0%	4,500.00
LEADERSHIP	7,423.76	22,500.00	41.7%	8,000.00
MINISTRY	6,886.78	21,500.00	32.0%	11,500.00
MISSIONS	38,373.94	56,250.00	68.2%	34,000.00
NOMINATING	100.47	300.00	33.5%	
NURTURE	3,046.76	19,150.00	15.9%	11,000.00
PJC	56.84	300.00	18.9%	
PRESBYTERIAN WOMEN	4,000.00	6,000.00	66.7%	
RELATIONS	154.84	3,000.00	5.2%	
REPRESENTATION	0.00	100.00	0.0%	
STEWARDSHIP	7,551.80	12,000.00	62.9%	
TRUSTEES	6.05	2,000.00	0.3%	
VOCATIONS	2,074.75	10,900.00	19.0%	8,000.00
TOTAL	\$ 545,246.51	\$ 833,000.00	65.5%	\$ 226,800.00
SHARED MISSION (net)	189,914.62	360,000	52.8%	
PER CAPITA (net)	98,740.74	172,679	57.2%	
PREV. YR BENEV./PER CAPITA	4,873.02	12,221	39.9%	
OUTSIDE FUNDING	46,000.00	46,300	99.4%	
INTEREST & GIFTS	9,488.12	15,000	63.3%	
RESTRICTED FUND SUPPORT	161,536.08	226,800	71.2%	
TOTAL	\$ 510,552.58	\$ 833,000.00	61.3%	

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD September 2018

	YTD 09/30/18	Budget	%	Restricted Fund Support
<u>ADMINISTRATION</u>				
OFFICE EXPENSES				
Postage	419.85			59,000 Mission Dev. Fund
Supplies	4,616.95			12,000 Funds of PWV
Publications & Subscriptions	157.90			
Presbytery Directory	611.50			
Telephone	2,714.63			
Utilities	5,336.24			
Cleaning/Bldg Maintenance	2,841.45			
Equipment	0.00			
Equipment Maintenance	3,600.00			
Staff Expenses	2,505.99			
Insurance - Property	14,623.50			
Bad Debt Expense	0.00			
Web Site Maintenance	1,634.73			
Internet Service	1,315.53			
Bank service fees	739.38			
Miscellaneous	0.00			
TOTAL OFFICE EXPENSE	41,117.65	68,550	60.0%	
SALARY & PERSONNEL EXPENSE				
All Salaries (including housing & utilities)	266,311.40	355,600	74.9%	78,800 \$46.3K Small Church, \$25K MDF
Pension Expense	31,373.41	41,900	74.9%	\$7.5K Funds of PWV
Medical Insurance Expense	99,208.08	145,800	68.0%	
Payroll Taxes	14,082.20	19,600	71.8%	
Workers' Compensation	783.00	1,450	54.0%	
Continuing Education & Professional Expense	5,632.45	12,600	44.7%	
Travel Expense	12,220.40	25,000	48.9%	
TOTAL SALARY & PERSONNEL EXPENSE	429,610.94	601,950	71.4%	
COMMITTEE EXPENSE				
Consultant Fees	0.00	500	0.0%	
Staff Development	0.00	1,000	0.0%	
Committee Meetings	341.93	1,000	34.2%	
TOTAL COMMITTEE EXPENSE	341.93	2,500	13.7%	
	\$ 471,070.52	\$ 673,000	70.0%	
<u>BLUESTONE</u>				
CIT Support	4,500.00	4,500	100.0%	4,500 Rachel McClintic Fund
Committee Meetings	0.00	1,500	0.0%	
	\$ 4,500.00	\$ 6,000	75.0%	
<u>LEADERSHIP TEAM</u>				
GOVERNING BODY EXPENSE				
Presbytery Meetings	1,128.59	2,000	56.4%	
Moderator Expenses	319.01	1,000	31.9%	
General Assembly	3,481.66	4,000	87.0%	4,000 Mission Dev. Fund
Denomination Resources	(40.57)			
Leadership Development Program	1,075.36	4,000	26.9%	4,000 Small Church Fund
Legal Consultation	0.00	8,000	0.0%	
Leadership Team	1,459.71	3,500	41.7%	
	\$ 7,423.76	\$ 22,500	33.0%	

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD September 2018

	YTD 09/30/18	Budget	%	Restricted Fund Support
MINISTRY				
CONGREGATIONAL DEVELOPMENT				
1,001 New Worshipping Comm.	0.00	2,500	0.0%	2,500 Small Church Fund
Small Church Conf.	0.00	2,000	0.0%	2,000 Small Church Fund
COMMITTEE ON MINISTRY				
CRE Training (Cont. Ed.)	0.00	500	0.0%	500 Small Church Fund
Ministry Training	0.00	500	0.0%	500 PEPS
Kanawha Pastoral Care Center	0.00	1,500	0.0%	
Professional Development	1,795.00	3,500	51.3%	3,500 Small Church Fund
Church Professional Orientation	48.00	1,000	4.8%	
COM Resources	113.64	500	22.7%	
Congregational Care Travel	364.66	500	72.9%	
Memorials	250.00	500	50.0%	500 Funds of PWV - COM Disc.
Miscellaneous	12.75	500	2.6%	
Emergency Church Assistance	0.00	2,000	0.0%	2,000 Small Church Fund
Committee Meetings	4,302.73	6,000	71.7%	
	\$ 6,886.78	\$ 21,500	32.0%	
MISSIONS				
SOCIAL & ECUMENICAL MINISTRIES				
INSTITUTIONAL PARTNERSHIPS				
Davis & Elkins College	937.50	1,250	75.0%	
Davis-Stuart	937.50	1,250	75.0%	
Covenant House, Inc	2,250.00	3,000	75.0%	
Westminster Foundation	937.50	1,250	75.0%	
CEPAD	0.00	2,000	0.0%	
MISSIONS PARTNERSHIPS				
Kenya Partnership	250.00	2,000	12.5%	1,500 Kenya Partnership
The Shack NH Support	11,250.00	15,000	75.0%	15,000 Mission Dev. Fund
Tyrand Coop. Ministry Support	1,875.00	2,500	75.0%	2,500 Midland Memorial
WVMAW	11,250.00	15,000	75.0%	15,000 Mission Dev. Fund
MISSIONS GRANTS				
		12,000		
Davis Mem. Elkins Afterschool	1,125.00	1,500	75.0%	
NCR Resident Assistance	1,424.00	3,000	47.5%	
Beechwood PC-Sanctuary House	2,250.00	3,000	75.0%	
Rock Lake PC-Community Life Ctr	1,500.00	2,000	75.0%	
Tyrand Coop. Ministry	2,000.00	2,000	100.0%	
Committee Meetings	387.44	1,000	38.7%	
	\$ 38,373.94	\$ 56,250	68.2%	
NOMINATING				
Nominating Committee	100.47	300	33.5%	
NURTURE				
CHRISTIAN NURTURE & WORSHIP				
Resource Ctr Acquisitions	1,012.90	1,800	56.3%	
Resource Ctr. - Supplies/Equip.	186.63	400	46.7%	
Resource Ctr. - Subscriptions	105.93			
Resource Ctr. - Catalog Program	795.00	800	99.4%	
Video License	0.00	250	0.0%	
Festival of Faith	(262.44)	700	-37.5%	
Church Educators Support	140.69	400	35.2%	
Educator/Clergy/CRE Retreat	1,082.77	1,000	108.3%	
Younger Youth Retreat	(118.28)	1,000	-11.8%	1,000 Rachel McClintic Fund
Older Youth Retreat	520.60	1,600	32.5%	1,600 Rachel McClintic Fund
HS Youth Conf. Mission Trip	(482.89)	6,000	-8.0%	6,000 Rachel McClintic Fund
Youth Council	294.17	400	73.5%	400 Rachel McClintic Fund
Adult Spiritual Development	(400.00)	1,500	-26.7%	

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD September 2018

	YTD 09/30/18	Budget	%
Scholarships	0.00	2,000	0.0%
Presbytery Worship	0.00	300	0.0%
Miscellaneous	0.00	200	0.0%
APCE Membership	0.00	200	0.0%
Committee Meetings	171.68	600	28.6%
	\$ 3,046.76	\$ 19,150	15.9%

PJC

Permanent Judicial Commission	56.84	300	18.9%
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PRESBYTERIAN WOMEN

Presbyterian Women Support	4,000.00	6,000	66.7%
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RELATIONS

Cluster Shepherds	0.00	2,000	0.0%
Relations Committee Expenses	154.84	1,000	15.5%
	\$ 154.84	\$ 3,000	5.2%

REPRESENTATION

Committee on Representation	0.00	100	0.0%
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STEWARDSHIP

FINANCE & DEVELOPMENT

Transition Expenses	0.00	0	0.0%
Outside CPA Costs	7,500.00	11,000	68.2%
Committee Meetings	51.80	1,000	5.2%
	\$ 7,551.80	\$ 12,000	62.9%

TRUSTEES

Trustees	6.05	2,000	0.3%
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VOCATIONS

PREPARATION FOR MINISTRY

Care of Candidates	106.82	500	21.4%
Career Counseling	0.00	500	0.0%
Scholarships	3,076.64	5,000	61.5%
Conferences	0.00	900	0.0%
ALP/CLP Preparation Program	(1,720.00)	3,000	-57.3%
Committee Meetings	611.29	1,000	61.1%
	\$ 2,074.75	\$ 10,900	19.0%

5,000 Bush Fund

3,000 Small Church Fund

TOTAL	\$ 545,246.51	\$ 833,000	65.5%
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REVENUE IN SUPPORT of BUDGET	YTD 09/30/18	Budget
Shared Mission (net of GA & Synod support)	189,915	360,000
Per Capita (net of GA & Synod support)	98,741	172,679
Previous Year Shared Mission & Per Capita	4,873	12,221
Outside Funding (Presby. Housing & PHP)	46,000	46,300
Interest & Gifts	9,488	15,000
Restricted Fund Support	161,536	226,800
TOTAL	\$ 510,553	\$ 833,000

2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
Church	2018 PLEDGE	2018 Giving at 9/30/18	12/31/16 Mbrship.	2018 Per Capita (\$29.50/mbr)	Per Capita Rec'd at 9/30/18
Alderson	100	100	9	265.50	266
Alexander Memorial		260	8	236.00	236
Anderson Memorial			22	649.00	305
Arthurdale - Community	1,062	531	36	1,062.00	531
Bates Memorial	1,000	1,000	99	2,920.50	2,192
Baxter		500	12	354.00	290
Beckley		11,333	231	6,814.50	5,111
Beechwood	0		84	2,478.00	1,859
Belington	600	400	28	826.00	555
Belle	1,215	911	6	177.00	133
Bethlehem	110	110	18	531.00	
Beulah Humble			13	383.50	
Beverly			24	708.00	708
Beverly Hills		500	51	1,504.50	1,508
Big Spring	295	590	10	295.00	590
Bluefield-First		5,845	111	3,274.50	2,186
Bradley	0		21	619.50	620
Bramwell			14	413.00	
Bream Memorial	2,500	1,875	181	5,339.50	3,995
Bridgeport (all PWV)	2,500	1,875	109	3,215.50	2,453
Buckhannon-First	708	720	24	708.00	720
Buffalo			4	118.00	
Canyon Community			10	295.00	
Centerville	4,000	4,000	35	1,032.50	1,033
Ch. of the Covenant-Grafton		1,643	22	649.00	608
Charleston-First (all PWV)	40,000	26,667	975	28,762.50	19,175
Church of Our Saviour	1,700	1,700	15	442.50	442
Clarksburg-First	4,000	2,000	213	6,283.50	3,245
Clear Creek			18	531.00	
Clifton	1,200	800	75	2,212.50	1,475
Clothier			9	265.50	236
Colcord-First	0		38	1,121.00	747
Comfort			15	442.50	
Davis Memorial-Elkins	16,112	10,741	203	5,988.50	4,000
Davis Memorial-Gassaway	591	321	30	885.00	590
Dunbar-First	900	600	74	2,183.00	1,455
DuPont City			10	295.00	
Edgewood	5,515	2,253	107	3,156.50	1,587
Eleanor			21	619.50	
Elk Hills	6,600	4,400	66	1,947.00	1,298
Enslow Park			165	4,867.50	2,400
Fairmont-First	4,700	3,133	153	4,513.50	2,700
Falls View	1,765	883	9	265.50	133
Fayetteville	6,500	3,794	93	2,743.50	1,603
Fleming Memorial	2,800	1,400	37	1,091.50	546
Frankford	2,205	1,654	23	678.50	609
Gilbert			50	1,475.00	1,475
Glenville	3,800	3,800	17	501.50	502
Grace Covenant	2,980	2,199	15	442.50	656

2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
Church	2018 PLEDGE	2018 Giving at 9/30/18	12/31/16 Mbrship.	2018 Per Capita (\$29.50/mbr)	Per Capita Rec'd at 9/30/18
Harman			29	855.50	856
Highlawn Huntington		12,950	172	5,074.00	3,229
Highlawn St. Albans	4,900	3,709	77	2,271.50	1,663
Hinton-First	2,100	1,050	27	796.50	398
Hughes River - Cairo		2,000	17	501.50	502
Huntington-First			439	12,950.50	4,350
Huntington Second			23	678.50	679
Kanawha United	12,000	6,000	155	4,572.50	4,573
Keller			7	206.50	207
Kenova-First			32	944.00	500
Kesler Memorial			38	1,121.00	
Kingwood-First	5,200	3,467	53	1,563.50	767
Kuhn Memorial	2,714	1,900	98	2,891.00	2,168
Lakeview			5	147.50	
Liberty			17	501.50	
Logan-First	7,665	5,749	82	2,419.00	2,419
Mannington-First			20	590.00	
Marlinton			86	2,537.00	1,663
Marsh Fork	500	500	12	354.00	354
McElhenney			12	354.00	
McKinnon	1,172	902	23	678.50	520
Mill Creek		3,300	19	560.50	561
Milton		500	22	649.00	300
Mingo			13	383.50	384
Morgantown-First		9,480	209	6,165.50	4,150
Mount Hope			13	383.50	384
Nitro-First	1,000	500	82	2,419.00	1,219
Oak Grove			67	1,976.50	
Oak Hill-First			27	796.50	348
Old Stone	25,200	18,900	283	8,348.50	6,195
Parkersburg-First			156	4,602.00	3,068
Parsons	400	200	27	796.50	384
Philippi		1,220	9	265.50	266
Pickens	177		6	177.00	
Pineville			35	1,032.50	602
Pres. Ch of the Covenant			97	2,861.50	
Pt. Pleasant	7,720	5,085	83	2,448.50	1,632
Ravenswood-First	3,030	3,030	29	855.50	856
Red Sulphur Springs	150	150	6	177.00	177
Richwood		925	31	914.50	266
Ripley-First		667	51	1,504.50	1,003
Riverlawn	500	125	105	3,097.50	1,032
Rock Forge		100	19	560.50	551
Rock Lake	12,405	5,818	137	4,041.50	2,021
Rome	120	90	6	177.00	133
Ronceverte	2,800	1,400	75	2,212.50	1,106
Ruffner Memorial			25	737.50	
Salem	3,310	2,483	13	383.50	288

2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
Church	2018 PLEDGE	2018 Giving at 9/30/18	12/31/16 Mbrship.	2018 Per Capita (\$29.50/mbr)	Per Capita Rec'd at 9/30/18
Smithers	1,000	900	17	501.50	502
South Charleston-First			146	4,307.00	3,230
South Park	1,985	1,489	32	944.00	708
Spencer	880	440	9	265.50	133
Spring Creek	820	820	24	708.00	708
Spring Valley			54	1,593.00	
St. Albans-First		4,157	213	6,283.50	4,189
St. Andrew			146	4,307.00	630
St. Marys	100	100	12	354.00	354
Sugar Grove	1,765	1,765	29	855.50	856
Summerlee		50	11	324.50	174
Summersville	1,920	1,280	51	1,504.50	1,003
Teays Valley		5,400	228	6,726.00	3,914
Thomas-First		375	30	885.00	376
Trinity	400	400	18	531.00	457
Tygarts Valley		2,775	27	796.50	
Union	2,200	1,100	35	1,032.50	516
Upper Glade	2,520	1,260	57	1,681.50	841
Valley Bend	1,875	1,875	26	767.00	767
Village Chapel	17,850	5,950	223	6,578.50	2,193
Waverly-Bethel	1,215	911	15	442.50	385
Welch-First	2,205	2,205	21	619.50	638
Westminster-Chas.	7,940		24	708.00	
Westminster-Vienna	4,410	3,201	83	2,448.50	1,933
Weston-First	1,050	1,050	11	324.50	325
White Sulphur Springs-First	1,200	1,050	33	973.50	900
Whitesville-First	0		10	295.00	295
Whittico Memorial			7	206.50	
Williamson-First	1,859		63	1,858.50	1,859
Williamstown-First	4,960	2,480	88	2,596.00	1,298
Winfield	590		20	590.00	
Zion			33	973.50	
TOTALS	267,265	231,767	8,478	250,101	151,720
Presbytery portion 80%	213,812	185,414		168,868	100,135
GA portion 15%	40,090	34,765		61,400	39,751
Synod portion 5%	13,363	11,588		19,833	11,834

BLUESTONE CONFERENCE CENTER, INC

FINANCIAL REPORT as of SEPTEMBER 30, 2018

INCOME STATEMENT

INCOME	09/30/18	Budget	%
Grant Subsidy - McClintic Fund	\$ 4,500.00	\$ 4,500	100.0%
Retreats - Bluestone Events	6,150.00	9,500	64.7%
Retreats - Presbyterian	6,545.00	12,000	54.5%
Retreats - Presbyterian Affiliate	6,128.00	3,000	204.3%
Retreats - Non - Presbyterian	16,109.60	47,500	33.9%
Summer Camp Registrations	69,229.50	74,500	92.9%
Donations	12,448.00	15,000	83.0%
Friends of Bluestone	19,315.00	40,000	48.3%
Interest	0.76	-	-
Miscellaneous	35.30	-	-
TOTAL INCOME	\$ 140,461.16	\$ 206,000	68.2%
EXPENSES			
Salaries & Personnel	\$ 48,097.58	\$ 61,700	78.0%
Office & Administration	11,994.45	18,550	64.7%
Bluestone Events	501.11	1,200	41.8%
Plant & Operation	65,997.08	88,050	75.0%
Summer Staff & Salary	22,424.15	28,000	80.1%
Summer Program	1,132.52	2,000	56.6%
Summer Camp Trips	7,136.36	6,500	109.8%
TOTAL EXPENSE	\$ 157,283.25	\$ 206,000	76.4%
NET GAIN/(LOSS)	\$ (16,822.09)	(excl. store acct. & depr. exp.)	

BALANCE SHEET

	09/30/18	09/30/17
ASSETS		
Current Assets	\$ 355.60	\$ 21,445
Property & Equip. (net of depr.)	154,775.87	154,776
TOTAL ASSETS	\$ 155,131.47	\$ 176,221
LIABILITIES		
Current Liabilities	\$ 12,046.98	\$ 14,078
Long Term Debt	64,944.30	74,418
TOTAL LIABILITIES	\$ 76,991.28	\$ 88,496
EQUITY	\$ 78,140.19	\$ 87,725
TOTAL LIABILITIES & EQUITY	\$ 155,131.47	\$ 176,221

***NOTE* - Presbytery Support**

Facilities Director comp	\$ 69,257
Program Director comp	35,611
Property Insurance	12,044
Committee expense	1,500
Banking fees	160
Misc. office expense	50
	\$ 118,622

8:23 AM

11/03/18

Accrual Basis

Friends of Bluest one, Inc.
Profit & Loss
 January through September 2018

	Jan - Sep 18
Income	
4000 · Donations - Churches	6,603.98
4001 · Donations - Individuals	9,272.30
4005 · Donations - Restricted	400.00
4008 · Fundraiser - Other	6,295.10
4010 · Golf Tournament Sponsors	500.00
4012 · golf Tournament Donation	50.00
4100 · Interest Earned	1.07
Total Income	23,122.45
Expense	
5000 · Operating Expenses	
5001 · Distributions to Presbytery	
5002 · Camp - Major Improvements	25,000.00
5030 · Camp-General Operating Expense	0.00
Total 5001 · Distributions to Presbytery	25,000.00
5500 · Direct Expenses	
5506 · Supplies	2,985.00
6001 · Thriva/PayPal Discount Fees	42.46
6005 · Postage	35.00
6006 · PO Box Rental	120.00
6020 · Fundraising Expenses	1,120.05
6050 · Licenses and Fees	116.00
Total 5500 · Direct Expenses	4,418.51
5000 · Operating Expenses - Other	22.60
Total 5000 · Operating Expenses	29,441.11
Total Expense	29,441.11
Net Income	-6,318.66

Friends of Bluest one, Inc.

Balance Sheet

As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash - BB&T	
1000-1 · Unrestricted Funds	10,085.45
1000-2 · Restricted Funds	5,100.00
1000 · Cash - BB&T - Other	-6,318.65
Total 1000 · Cash - BB&T	8,866.80
Total Checking/Savings	8,866.80
Total Current Assets	8,866.80
Fixed Assets	
1600 · Equip ment	2,200.00
Total Fixed Assets	2,200.00
TOTAL ASSETS	11,066.80
LIABILITIES & EQUITY	
Equity	
32000 · Fund Asset	17,385.46
Net Income	-6,318.66
Total Equity	11,066.80
TOTAL LIABILITIES & EQUITY	11,066.80

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE RELATIONS COMMITTEE

Elizabeth Campbell Maleke, Committee Chair

November 15, 2018

INFORMATION:

1. The focus of the Relations Committee in 2018 has been to plan and conduct Triennial Visits, sharing reports and concerns with the Ministry Committee. Churches visited by the Relations Committee this year are listed below.
 - a. Lakeview Presbyterian Church – January (via phone)
 - b. Philippi Presbyterian Church – January
 - c. Grace Covenant Presbyterian Church – March 11
 - d. Davis Memorial Presbyterian Church, Elkins – April
 - e. Enslow Park Presbyterian Church – April
 - f. Westminster Presbyterian Church, Vienna – June
 - g. Mount Hope Presbyterian Church – July
 - h. Bradley Presbyterian Church – July
 - i. Zion Presbyterian Church – August
 - j. First Presbyterian Church, Thomas – August
2. The committee has reviewed ***Building Bridges: A Communications Plan for PWV*** developed in 2016; with input from the General Presbyter and the Leadership Team, this plan will be updated for 2019.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE BLUESTONE COMMITTEE

Denny Dodson, Committee Chair

November 15, 2018

INFORMATION:

1. The Fall Getaway retreat, "Fall In Love with Appalachia," was held October 5-7 at Bluestone.
2. The Bluestone Board of Directors met on site at Bluestone on October 6 for its annual Board meeting, which is required by rule.
3. The Older Youth Retreat, sponsored by the Nurture Committee, will be held November 16-18 at Bluestone.
4. Pete Gant with Friends of Bluestone (FOB) attended the recent Bluestone Committee meeting and was able to discuss the work of FOB and some upcoming fundraisers. The annual golf tournament was held on October 13 at Little Creek Park in South Charleston. The committee has invited Mr. Gant or other FOB members to committee meetings as they are able to attend in order to ensure that, as much as possible, the two groups are working together for the good of Bluestone and all of its programs and facilities.
5. There is a new internet network at the camp, which is a satellite provider. The cost is within budget, and the service thus far has been better.
6. There is a continued need for consistency in maintenance staff, and the committee is looking at the sufficiency of compensation for this role in order to find a qualified candidate.
7. There were major sewer issues this summer during camp, and those issues have been resolved, at least for now.
8. The guttering system and the facia for the chapel needs to be replaced, and the committee hopes to do that with seamless gutters for no more than \$2,500.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE COMMITTEE ON REPRESENTATION

Gary McGrew, Committee Chair

November 15, 2018

Members

Gary McGrew, TE, Chair

Terry Cunningham, RE

Mavis Grant-Lilley, RE

Maureen Wright, Stated Clerk, Staff Support

The Committee on Representation makes an annual report to the Presbytery. The purpose of the committee is to advise Presbytery regarding the implementation of principles of unity and diversity. The Committee meets annually, normally by conference call. The Stated Clerk shall attend meetings of the Nominating Committee and report to Committee on Representation.

Snapshot of Committees' Makeup Balance

Ethnic	Poor, but indicative of Presbytery
Gender	Excellent
Clergy and Lay	Good
Younger (under 50 years)	Fair
Disability	Poor
Geographic	Good
Economic	Good
Theological	Good

Comment

Committee on Representation is most appreciative of everything the Nominating Committee is doing to identify people to serve. We recognize the great challenges that face them when striving for representation, especially geographic balance. They are to be commended for their work.

Suggestions for greater diversity

1. Leadership Team is encouraged to remind Committee Chairs to be sensitive to allowing **different voices** on their committees, so that members hear without rancor the contribution of all, even those who may have a dissimilar theological understanding on a controversial issue (presidential politics, sexual orientation, nationalism and just war, racism and ethnic diversity, immigration and xenophobia, sexual assault, etc.).

2. Leadership Team is encouraged to continue to remind all committees to continue to look at **modifications in the frequency of meetings and meeting conditions** (phone, Zoom, Skype) as part of the big picture for recruiting members.
3. Leadership Team is encouraged to continue to remind all committees to practice meeting occasionally at **sites other than Charleston** as part of the big picture for recruiting members.
4. Leadership Team is encouraged to **YouTube Presbytery Worship**, some Presbytery business (presentations on special topics), and some special conference workshops, and also to archive (or at least link) these via Presbytery's webpage.

FEEDBACK

We want to hear from you!

1. What part of today's meeting was meaningful to you?

2. How can we improve the meeting?

3. How can Presbytery be more sensitive to the needs of your congregation?

4. Did you experience any issues with accessibility and the meeting? Do you know anyone who did not attend today's meeting due to accessibility?

5. I would be willing to help with worship at a future Presbytery meeting: ____ Y ____ N

6. Other comments:

Your name (optional) _____

Phone _____ Email _____

Put in basket at exit doors at the end of the meeting, or mail to:
Presbytery of West Virginia, 520 Second Avenue, South Charleston, WV 25303

APPENDIX

MANUAL OF THE PRESBYTERY OF WEST VIRGINIA SYNOD OF THE TRINITY PRESBYTERIAN CHURCH (U.S.A.)

I. PREAMBLE

This Presbytery is the corporate expression of the church consisting of all Presbyterian Church (U.S.A.) congregations and ministers of the Word and Sacrament within our bounds.

As a Presbytery we seek to strengthen, support, and serve our worshiping communities as they share God's love through mission, ministry, and relationships.

Our mission is given form by God's activity in the world as told in the Bible and understood by faith. We depend upon the Holy Spirit to guide and direct our response to God in all areas of mission and ministry. Above all else, we are bound to God's authority and thus free to live in the lively, joyous reality of God's grace. (Book of Order F-1.01)¹ We recognize the inconsistencies between the affirmations of our faith and the reality of our contribution to the sinfulness of the world. We confess our complicity in this sinfulness and yearn for the healing and wholeness offered us through our Savior, Jesus Christ. Jesus is Lord and calls us to be God's servants in the world, working to reconcile and heal divisions both within and beyond the church, and thereby to be the provisional demonstration of what God intends for all humanity.

As a baptized covenant people we are called by God to reflect Christ's love through mission, ministry, and relationships. It is our vision that everyone will experience this love. Thus our mission is to strengthen, support, and serve our congregations and worshiping communities. This provides a firm foundation for the work of the Presbytery in partnership with other governing bodies of the Presbyterian Church (U.S.A.) and in cooperation with other communions of faith.

A. MINISTRY

The Presbytery is called to serve those inside the church—members, congregations, leaders—so that they may grow in faith.

THEREFORE, the Presbytery will develop strategies for

- effective preaching and teaching ministry;
- nurturing educational programs and events;

¹ References to the Book of Order shall be given by using the abbreviations F for the Foundations of Presbyterian Polity, G for the Form of Government, W for the Directory for Worship and D for the Rules of Discipline followed by the chapter number and a period followed by the numbering of the appropriate section and subsection.

- an on-going program for congregational participation in church development and church revitalization;
- special ministries in the area of camping, conferences, youth and young adults, and college students;
- new church development and support;
- celebration of the Reformed tradition and the distinctive nature of Presbyterian interpretation of faith and discipleship.

B. MISSION

The Presbytery is called to serve those in the community—local neighbors and national/international mission partners—to point towards a new reality in Christ.

THEREFORE, the Presbytery will develop strategies for

- providing food to the hungry;
- lending support to the aging;
- fostering ownership and participation in local and global mission;
- responding to the needs of victims of disaster, discrimination, hunger, ignorance, and poverty;
- advocating for peace and justice;
- providing opportunities for ecumenical as well as interfaith dialogue and mission.

C. RELATIONSHIP BUILDING

The Presbytery is called to build relationships with God and one another.

THEREFORE, the Presbytery will develop strategies for

- closer fellowship and greater participation in mission with other neighboring congregations.
- appropriate concern for and oversight of congregations, giving particular attention to smaller congregations;
- training and support for volunteers, especially in education and leadership development;
- pastoral care for church professionals;
- resources for development and personal growth;
- encouragement of individuals to study for ministry.

As we seek to accomplish our goals, we recognize that risk is involved and it is essential for the Presbytery to provide for evaluation and review of all programs and ministries.

Our unity in Christ enables and requires the Presbytery to be open to all persons and to the varieties of talents and gifts of God's people. The Presbytery will give full expression to the rich diversity within its membership and shall provide for full participation and

84 access to representation in decision-making and employment practices, which will assure
85 a greater inclusiveness leading to wholeness in its emerging life. (G-3.0103)
86
87

88 **II. THE PRESBYTERY**

89

90 Name

91 The name of this Presbytery shall be Presbytery of West Virginia.
92

93 Boundaries

94 The Presbytery of West Virginia shall include the Presbyterian Churches (U.S.A.) in
95 all the counties within the boundaries of the state of West Virginia, except those
96 currently within the bounds of the presbyteries of Upper Ohio Valley, in the Northern
97 Panhandle, and Shenandoah, in the Eastern Panhandle. It shall also include the Rome
98 Church in Ohio.
99

100 Membership

101 Ministers of the Word and Sacrament and ruling elders shall be enrolled as members
102 of Presbytery as described in the Book of Order G-3.0301. Further, each ruling elder
103 elected as an officer of the Presbytery, General Presbyter, or as a member of the
104 Leadership Team shall be enrolled as a member of the Presbytery for the term of
105 office, whether or not commissioned by his or her session.
106

107 Churches with memberships of 1 to 500 may send one ruling elder commissioner to
108 meetings of Presbytery. Churches with memberships of 501 to 1,000 may send two
109 ruling elder commissioners. Churches with memberships of 1,001 to 1,500 may send
110 three ruling elder commissioners.
111

112 Responsibilities and Powers

113 The Presbytery of West Virginia is responsible for the mission and government of the
114 church throughout its geographical district. It therefore has those powers as
115 prescribed in the Book of Order.
116
117

118 **III. MEETINGS OF PRESBYTERY**

119

120 Voice and Vote

121 Ministers of the Word and Sacrament and ruling elder commissioners shall have the
122 privilege of voice and vote. Each ruling elder commissioned to particular pastoral
123 service shall be granted the privilege of voice and vote at meetings of Presbytery.
124 Ruling elders who are moderators of Presbytery committees and ruling elder
125 members of the Leadership Team will have privilege of voice and vote at meetings of
126 Presbytery.
127

The privilege of the floor without vote shall be granted to elected members of Presbytery's committees and to Presbytery staff, if not enrolled as members of the Presbytery.

The privilege of the floor without vote shall be granted to Certified Christian Educators and other certified church workers serving the churches of Presbytery, if not enrolled as members of the Presbytery. Certified Christian Educators who are ruling elders and serving in an educational ministry under jurisdiction of Presbytery shall have privilege of voice and vote. (G-2.1103b).

Ministers of the Word and Sacrament who are members of other presbyteries and are serving within the bounds of the Presbytery of West Virginia may be enrolled as corresponding members for the duration of their service in the Presbytery of West Virginia. They shall have the privilege of voice on the floor of Presbytery, but not vote.

Business Meetings

The Presbytery shall hold at least four (4) stated meetings each year, and special meetings if necessary, according to the provision of the *Book of Order* G-3.0304.

Called meetings of the Presbytery may be held for the purpose of the examination of a candidate or candidates for Minister of the Word and Sacrament together with any business incident to the examination(s). The Leadership Team may call such a meeting at the request of the Vocations Committee or the Committee on Ministry. If the Leadership Team determines that there is business of an urgent nature that cannot wait until the next stated meeting it may call a meeting of the Presbytery to deal with this issue. The business to be transacted shall be limited to the items specifically listed in the call for the meeting.

Meetings of Presbytery and its committees shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when it is in contradiction to the Constitution of the Presbyterian Church (USA). (G-3.0105)

There shall be no electronic stated or called meetings of the Presbytery.

In the event of catastrophic weather conditions, any three of the following leaders: the Moderator of Presbytery, Chair of the Leadership Team, Stated Clerk, and General Presbyter are authorized to postpone and reschedule meetings of Presbytery, communicating such decisions to all churches as quickly as possible.

In matters of the sale or purchase of property, which cannot wait until the next scheduled meeting of Presbytery, decisions may be made by any three of the following leaders: the Moderator of Presbytery, Chair of the Leadership Team, Stated Clerk, and General Presbyter with the advice of the Trustees with all such decisions to be reported to the next stated meeting of Presbytery by the Trustees.

In matters of communion approval, which cannot wait until the next scheduled meeting of Presbytery or Leadership Team, any three of the following leaders: the Moderator of Presbytery, Chair of Leadership Team, Stated Clerk, and General Presbyter are authorized to approve the celebration of the Lord's Supper for gatherings under its jurisdiction. (G-3.0301b)

Time and Place of Meetings

Meetings shall rotate throughout the bounds of Presbytery. With recommendation from the Leadership Team, Presbytery shall establish the dates and places for its meetings in the coming year no later than its August Stated Meeting.

Open Meetings

Meetings of the Presbytery are open to any visitors who may wish to attend. Presbytery may choose to go into executive session with a majority vote of the ministers of Word and Sacrament and ruling elder commissioners present, in accordance with *Robert's Rules of Order Newly Revised*.

Quorum

A quorum for a meeting of Presbytery shall be at least 20% of ministers of the Word and Sacrament and ruling elder commissioners representing at least 20% of the churches. Ruling elders commissioned to particular pastoral service, ruling elders serving as chairs of Presbytery committees, ruling elders serving on the Leadership Team, and ruling elders serving as general presbyter or as officers of the Presbytery shall be counted as ruling elder commissioners for the purpose of determining quorum at stated as well as called meetings.

The only exception to this is a meeting called for the sole purpose of conducting the examination of a candidate or candidates for ordination as minister of the Word and Sacrament together with any business incident to that examination. In this case the quorum shall be 15% of the ministers of the Word and Sacrament and ruling elder commissioners representing 15% of the churches.

Business and Reports

Each committee shall report to meetings of Presbytery as necessary but at least annually.

Each committee reporting to Presbytery shall provide a written copy of its report. Ordinarily a packet of printed reports shall be distributed electronically no later than ten days in advance of the Presbytery meeting.

The General Presbyter, Stated Clerk and Moderator shall allocate times and placements of reports on the docket. In preparation of the docket, chairs of committees shall request time on the docket, and indicate who will give the report. The Leadership Team shall determine any special emphases for the meetings of Presbytery.

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 to the Stated Clerk.

Minutes

In lieu of having the minutes read and approved at the end of a stated or special meeting of Presbytery, the Leadership Team is authorized to review and correct the minutes and report their review to the next stated meeting of Presbytery.

IV. POLICIES

The Presbytery has established a number of policies which can be found in a separate advisory handbook. They are also available on the Presbytery's website. Among these policies are

1. Sexual Misconduct Prevention Policy
2. Purpose and Policy for Presbytery of West Virginia
Events Involving Children, Youth and Persons
with Disabilities
3. Dissolution of a Church
4. Dismissal of a Church
5. Sabbatical Leave
6. General Assembly Commissioners and Young Adult
Advisory Delegate Selection Criteria
7. Continuing Education and Study Leave
8. Dissolution of Pastoral Relationships
9. Ethics for Departing Pastoral Leaders
10. Minimum Salary for Ministers of Word and Sacrament and Certified Christian
Educators
11. Leave Policy
12. Interim to Installed Pastor
13. Conflict of Interest
14. Seminary Debt Assistance
15. Overtures to the General Assembly

V. OFFICERS

The Officers of the Presbytery shall be the Moderator, Moderator-Elect, General Presbyter, Stated Clerk, Financial Administrator/Treasurer, and Recording Clerk.

Moderator

Mode of Election

Ordinarily the Moderator-elect who was elected at a previous Stated Meeting will become the Moderator for the next year. If the candidate is a Minister of the Word and Sacrament, the following year the candidate shall be a ruling elder. If

the candidate is a ruling elder, the following year the candidate shall be a Minister of the Word and Sacrament. The Moderator shall serve a term of one (1) year as Moderator followed by one (1) year as Chair of the Leadership Team and is not eligible for reelection. The Moderator shall be installed at the last Stated Meeting of the year, and will take office immediately.

Duties

The Moderator shall perform the duties as prescribed in the *Book of Order*, G-3.0104. The moderator will ordinarily preside at services of installation and ordination.

A sum for the Moderator's expenses shall be allotted in the budget of Presbytery.

Moderator-elect

Mode of Election

Upon nomination by the Presbytery's Committee on Representation and election by the Presbytery, this individual shall ordinarily be elected to serve for three years in the following roles: Moderator-Elect, Moderator, and Chair of the Leadership Team. The formula for electing the Moderator shall govern the selection of the moderator-elect candidate. Ordinarily, the Moderator-Elect shall be installed at the last Stated Meeting of the year, and will take office immediately.

Duties

The Moderator-Elect shall prepare for and develop the skills for assuming the role of Moderator and perform any duties as may be determined by the Presbytery. The Moderator-Elect will preside at services of installation and ordination in the absence of the Moderator.

A sum for the Moderator-Elect's expenses shall be allotted in the budget of Presbytery.

General Presbyter

Mode of Election

See section VIII Personnel of this manual. This office may be filled by either a minister of the Word and Sacrament or a ruling elder.

At the time of election, the Administration Committee shall present a position description of this office to the Presbytery, which shall include the duties of the General Presbyter as set forth in this manual and the terms of call/employment. (See Appendix A – General Presbyter Position Description)

309 Duties

310 The General Presbyter shall facilitate ministry, mission, and relationship-
311 building, be the administrator of the Presbytery, assist the Leadership Team
312 in carrying out the Presbytery's mission and vision, and serve as head of staff.

313
314 **Stated Clerk**

315
316 Mode of Election

317 See section VIII Personnel of this manual. This office may be filled by either a
318 minister of the Word and Sacrament or a ruling elder.

319
320 At the time of election, the Administration Committee shall present a position
321 description of this office to the Presbytery, which shall include the duties of the
322 Stated Clerk as set forth in this manual and the terms of call/employment. (See
323 Appendix B – Stated Clerk Position Description)

324
325 The Stated Clerk shall be the:

- 326 A. continuing ecclesiastical officer of Presbytery;
327 B. custodian of all ecclesiastical records;
328 C. custodian of the rolls of Presbytery; and
329 D. parliamentarian for Presbytery.

330
331 Duties:

332 The Stated Clerk shall perform the duties of office as specified in the Book of
333 Order, G-3.0104 and G-3.0305 and those other obligatory duties contained in the
334 Book of Order. The Stated Clerk will be responsible for the preservation of the
335 history of the Presbytery.

336
337 **Recording Clerk**

338
339 Mode of Election

340 The Presbytery shall elect, on nomination by the Representation Committee of
341 Presbytery, a Recording Clerk for a term of three (3) years and who shall be
342 eligible for reelection.

343
344 Duties:

345 The Recording Clerk shall be responsible to and shall assist the Stated Clerk in
346 the performance of the Clerk's duties, and may in the absence of the Stated Clerk
347 at Presbytery meetings, serve in that place.

348
349 The Recording Clerk shall record the proceedings of Presbytery and submit the
350 minutes promptly with supportive documents to the Stated Clerk.

351
352 Honorarium and allowances shall be fixed by the Presbytery upon
353 recommendation of the Administration Committee.

Financial Administrator/Treasurer

Mode of Election

See section VIII Personnel of this manual. This office may be filled by either a —minister of the Word and Sacrament, a ruling elder, or a layperson.

At the time of election, the Administration Committee shall present a position description of this office to the Presbytery, which shall include the duties of the Financial Administrator/Treasurer and the terms of employment. (Appendix C – Position Description Financial Administrator/Treasurer)

The Financial Administrator/Treasurer shall be the:

- A. continuing financial officer of the Presbytery; and
- B. custodian of all financial records.

Duties:

The Financial Administrator/Treasurer shall fulfill those duties and responsibilities assigned to this office by the Presbytery, and shall, at least annually, submit all records for financial review. The Stewardship Committee shall report the findings of the financial review to the Presbytery.

The Financial Administrator/Treasurer shall be bondable.

VI. LEADERSHIP TEAM

Charge

The Leadership Team is charged to:

1. discern a vision for the presbytery based on our core values
2. communicate the vision throughout the presbytery
3. delegate responsibilities and resources to our committees and staff to implement the vision
4. assess the work of the presbytery in light of the vision
5. revise the vision regularly in light of change

Authority

The Leadership Team is the governing council of the Presbytery to which all presbytery committees and entities are accountable. They act in the best interest of the Presbytery on matters not specifically reserved for the full body, committees, or staff.

Responsibilities

1. Promote the core values of ministry (service to those inside the church), mission (service to those in the community) and relationship-building (building connections with God and one another) through implementation of presbytery's written policies, plans, mission statements, and goals.

2. Maintain, revise, and communicate a plan to implement the vision in order that the churches, committees, and staff of the presbytery may work together for the same purpose.
3. Receive both ideas and feedback from churches, committees, and staff on their ministry, mission and their work toward accomplishing the vision.
4. Define, direct, and align the work of committees so that they may better engage the presbytery in their areas of ministry, mission, and relationship-building,
5. Plan Presbytery meetings in cooperation with the General Presbyter, Stated Clerk, and Moderator (this includes setting the theme, facilitating the logistics, and securing meeting sites, rotating throughout the presbytery).

Members

1. The Presbytery shall elect three classes of four members each, totaling 12 members of the Leadership Team. The moderator, moderator-elect, and chair of the Leadership Team, shall be included in this number.
2. The Representation Committee makes nominations, supplemented by those from the floor of the appropriate Presbytery meeting.
3. Each term is three years and may be renewed once. At least one year must pass after serving two consecutive terms before serving again.
4. The immediate past Moderator of presbytery chairs the Leadership Team. She/he votes only in the case of a tie.
5. Two staff members attend the meetings of the Leadership Team, the General Presbyter and the Stated Clerk. Both have the power of voice but not vote. Ordinarily, the Stated Clerk shall serve as the secretary.

Meetings

1. The Leadership Team meets at least quarterly in person approximately one month in advance of four regular meetings of the presbytery, preferably in locations rotating throughout the presbytery.
2. Ordinarily one meeting per year will be designated by the Team to plan for the coming year and may, at the discretion of the Team, consist of an overnight retreat.
3. Regular meetings should be supplemented by subgroups as needed on particular issues facing the Leadership Team. The Leadership Team should meet in ways that best meet the needs of the team: face-to-face, conference call, or video conference.
4. Staff members and others may be invited to attend particular meetings and conversations, based on their areas of expertise, and service, and agenda before the Leadership Team.

Quorum

The quorum of the Leadership Team shall be a majority of its members.

VII. COMMITTEES AND AFFINITY GROUPS

The standing committees of the Presbytery are (committee descriptions are in Appendix D):

Administration	Page
Bluestone	Page
Committee on Ministry	Page
Mission	Page
Nurture	Page
Permanent Judicial Commission	Page
Relations	Page
Representation	Page
Stewardship	Page
Trustees	Page
Vocation	Page

Upon recommendation of the committee or upon the initiation of the Leadership Team committee descriptions may be amended by two-thirds vote of the Leadership Team and reported to the Presbytery at its next stated meeting.

Membership:

All provisions of the *Book of Order* and of this manual pertaining to membership on specific committees shall apply. The size of committees shall be determined by the Leadership Team. When there are not constitutional or Manual provisions which require otherwise, ordinarily Presbytery shall seek to elect persons to committees to provide for parity of ministers of the Word and Sacrament and ruling elders/laypersons (G-3.0109). Ordinarily no more than one-half of the membership of any committee should be ministers of the Word and Sacrament. The Committee on Ministry, the Vocations Committee, and the Permanent Judicial Commission shall be composed of only ruling elders and ministers of the Word and Sacrament (G-3.0109). Membership on committees shall be distributed among the various regions of the Presbytery to the degree practical.

Committees may co-opt people to serve in their assigned area of responsibility. These people will have no vote on the committees asking them to serve. They will not be part of a quorum of the appointing committees. Committees may establish sub-groups, but the committee is ultimately responsible for the sub-group's work. There shall be an annual review by the committee regarding continuation of sub-groups or co-opted members.

Terms:

Committee members ordinarily shall serve a term of three years and are eligible for reelection once; however, no person may serve more than six consecutive years on the same committee. At least one year must pass after serving two consecutive terms before serving again. However members of the Permanent Judicial Commission are

489 elected to six years terms and at least four years must pass before serving again. (D-
490 5.0102 and D-5.0105)

491
492 Mode of Election

493 The Leadership Team shall nominate persons for service on the Representation
494 Committee and a person to serve as Chair of the Representation Committee.

495
496 The Representation Committee shall nominate persons for service on all other
497 committees. Members shall be elected in three classes, as nearly equal as possible.
498 Terms of service shall run concurrently with the calendar year, with service to begin
499 January 1.

500
501 Nominations for General Assembly commissioners shall be in accordance with the
502 Presbytery policy governing selection of commissioners. (See Advisory Handbook
503 on policies and procedures.)

504
505 The Permanent Judicial Commission shall elect its own Moderator from its
506 membership (D-5.0201).

507
508 The Representation Committee shall nominate a person to serve as Chair of each
509 other committee. Committee Chairs are elected annually, with eligibility for re-
510 election. A Committee Chair shall not serve more than three consecutive years. Each
511 committee shall elect its own secretary, vice chair, or any other officers it deems
512 necessary for doing its work.

513
514 In the event a committee's Chair becomes unable to serve, the Moderator of
515 Presbytery is empowered to appoint an Acting Chair to serve until Presbytery can
516 elect a new Chair.

517
518 The Representation Committee shall nominate people to boards such as Kanawha
519 Valley Homes and West Virginia Homes, as needed, adhering to the membership and
520 class requirements of the boards. These boards may recommend names to the
521 Committee on Representation.

522
523 The quorum of a committee shall be one-third of its members. The quorum of the
524 Permanent Judicial Commission is specified in the Book of Order. (D-5.0204) When
525 the Committee on Ministry and the Vocation Committee acts as a commission of
526 Presbytery, the quorum shall be a majority of its members.

527
528 Committees are responsible for conducting orientation of their own members.

529
530 After a committee member has had two (2) consecutive, unexplained or unexcused
531 absences, the Committee Chair may contact the member and then request the
532 Representation Committee to nominate a replacement.

Electronic Meetings

1. Electronic meetings may be held to conduct business by the committees of the Presbytery, including the Leadership Team. When considering whether to meet traditionally or by electronic alternative, consideration should be made regarding the best way to complete the business at hand and the cost, both financial cost and the cost of time to the members of the committee.
2. A blend of traditional meeting and electronic meeting is permissible.
3. Electronic meetings are permissible only if every member of the committee can access the technology that allows participation in the meeting.
4. Electronic meetings must provide for simultaneous aural communication among all participants in order to allow for discussion of the issue(s) being considered. Collaborative technologies such as web-based Zoom and Skype, conference calls, and interactive video teleconferences fit the necessary requirements for maintaining the deliberative character of meetings held in accordance with the most recent edition of Robert's Rules of Order.
5. Only the chairperson of the committee may call an electronic meeting; this may be done upon the request of three members.
6. Ordinarily notice of electronic meeting shall be given by the committee chair or Presbytery Office at least three days before the meeting and shall include the purpose(s) of the meeting. Instructions on how to participate technologically shall accompany the call for the meeting.
7. A quorum for an electronic meeting shall be the same as traditional meetings: one-third of its members. The quorum of the Permanent Judicial Commission is specified in the Book of Order. When the Committee on Ministry Committee and the Vocations Committee act as a commission of Presbytery, the quorum shall be a majority of its members.
8. Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
9. The chair shall give attention to ensuring that all persons are included in the discussion and have the capability of hearing and participating fully in the meeting. If necessary the chair shall use a system of roll call discussion and voting.
10. Minutes for an electronic meeting shall be the same as minutes of a traditional meeting.
11. The same rules regarding participation apply to electronic meetings as in traditional meetings: the body may but is not obligated to grant the privilege of the floor to a guest, who may not vote or speak to an issue once debate closes. A guest in an electronic meeting is someone who is not a member of a committee.
12. Motions shall be processed in the same manner as a traditional meeting. The chair shall also give careful consideration to technological issues that might impact a person's ability to participate fully and give opportunity for adjustments before business is taken up. Before a vote is taken or consent measured, the chair will also determine whether any members are no longer present due to a technological disruption.
13. When email is used for sharing information and coming to consensus on the matter, the resulting decision shall be confirmed or rejected by vote at the next meeting of a committee of the presbytery and recorded in the minutes of the meeting. Email consensus is only appropriate for actions that may be reconsidered or rescinded at the next meeting of the committee.

581 **Committees Acting as Commissions**

582 The Committee on Ministry when acting as a commission has been empowered to:

- 583 a. receive and dismiss ministers of the Word and Sacrament as members of this Presbytery
584 b. approve installation commissions to ordain and install
585 c. approve terms of call, changes of terms, and other covenants for pastoral service
586 d. approve requests for Honorable Retirement
587 e. approve moderators for pastorless churches
588 f. approve validated ministries
589 g. approve requests for waivers of rotation of officers

590 The Vocations Committee when acting as a commission has been empowered to:

- 591 a. receive and dismiss inquirers under care of the Presbytery
592 b. receive and dismiss candidates under care of the Presbytery
593 c. certify candidates as ready to receive a call

594 All such actions taken by either committee acting as a commission shall be reported to
595 the next stated meeting of the Presbytery.
596

597 **Open Meeting Policy**

- 598 1. The Presbytery of West Virginia is committed to the principle of openness in
599 regard to the rights of individuals having access to the committees of the
600 Presbytery. Each committee shall give public notice of meeting times and places
601 through the Presbytery website. The committee may extend to any visitors who
602 may wish to attend the privilege of the floor in order that they may take part in the
603 committee's discussion of the business for which they are present. Ordinarily,
604 persons making such presentations are excused from the meeting while the
605 committee deliberates and takes its action. After being informed of the
606 committee's action, such persons are then ordinarily excused so that the
607 committee may resume its business.
608
609 2. Each committee has the privilege to go into executive session with a majority vote
610 of the members present, in accordance with Robert's Rules of Order Newly
611 Revised.
612
613 3. The minutes and records of each committee are the property of that committee
614 and the Presbytery of West Virginia. Consent of the current chairperson of the
615 particular committee and the General Presbyter, or consent of the committee
616 itself, must be given before material from a committee's records is allowed to be
617 released.
618

619 **Affinity Groups:**

620
621 Affinity groups are standing groups that work under the direction of a committee for a
622 long-term project (the Stewardship of Creation Ministry Team and the Clergy Women's
623 Group, for example).
624

Recognition and Endorsement

Affinity groups form by providing the appropriate committee under which their work falls with sufficient information (name of the group, mission statement, project descriptions, and contact information for members) so that the committee can make a recommendation at a Presbytery meeting for recognition and endorsement. They shall make an annual report to the appropriate committee. Their continuing role within the Presbytery shall be reviewed every three years with a recommendation from the appropriate committee to the Presbytery for recognition and endorsement for another three years.

Benefits & Responsibilities

Affinity groups further the core values of the Presbytery in specific and widespread ways. They benefit by being allowed to use Presbytery communications (as space allows) and to request table display space at events or time on the Presbytery agenda through their committee of oversight. This allows the group to expand their impact and access to carry out mission and ministry.

In return, affinity groups and their members would be expected to sign a memorandum of understanding acknowledging that they may not act counter to the policies of the Presbytery or misuse the endorsement to claim greater authority than appropriate.

The limits of the Presbytery's endorsement

The Presbytery's endorsement does not mean that Affinity groups have access to Presbytery funds or a claim on the staff's time. It does **not** permit the group to claim to speak on behalf of the whole Presbytery.

VIII. PERSONNEL

As outlined in G-3.0110, the Presbytery may employ staff members to meet the ministry and mission needs of the church. The General Presbyter, Stated Clerk, and Treasurer are elected by the Presbytery while other staff members are appointed by the General Presbyter as head of staff (see the Presbytery's Personnel Handbook for further details). Those officers employed by the Presbytery as interim staff may be considered for permanent positions when to do so is in keeping with its mission strategy and is approved by a three-quarter vote of the Presbytery. In every case, an open search shall be conducted.

General Presbyter

1. The General Presbyter shall coordinate ministry, mission, and relationship-building, as these are the core values of the Presbytery of West Virginia. The General Presbyter shall be the administrator of the Presbytery, accountable to Presbytery through the Leadership Team for the implementation of decisions and matters of strategy, program and resources.

2. The General Presbyter shall be elected using an open search process. The Representation Committee is responsible for nominating the search committee in consultation with the Leadership Team and the Administration Committee, which the Presbytery then elects to service.
3. The Administration Committee will conduct an annual performance review of the General Presbyter. Two members of the Leadership Team (appointed by its Chair) shall actively participate in the review. Additional hiring, performance review, and termination information may be found in the Presbytery's Personnel Handbook.

Stated Clerk

1. As detailed in Section V of this Manual, the Stated Clerk is the continuing ecclesiastical officer, custodian of all ecclesiastical records and rolls, and parliamentarian of the Presbytery.
2. The Stated Clerk shall be elected by the Presbytery on the recommendation of a Search Committee appointed by and working under the Administration Committee. This Search Committee will include voices from Administration as well as other committees and members of the Presbytery to ensure diversity and representation in decision-making.
3. Hiring, performance review, and termination information may be found in the Presbytery's Personnel Handbook.

Treasurer

1. As detailed in Section V of this Manual, the Treasurer is the *continuing* financial officer and custodian of all financial records of the Presbytery.
2. The Treasurer shall be elected by the Presbytery on the recommendation of a Search Committee appointed by and working under the Administration Committee. This Search Committee will include voices from Administration as well as other committees and members of the Presbytery to ensure diversity and representation in decision-making.
3. Hiring, performance review, and termination information may be found in the Presbytery's Personnel Handbook.

Participation and Representation

All staff in the Presbytery shall be filled in accordance with the principles of participation and representation found in the *Book of Order*, G-3.0103.

Other Staff

The Administration Committee may recommend additional staff positions which fulfill the ministry and mission needs of the Presbytery. These staff persons shall function in accord with this Manual, the Personnel Handbook and an approved position description, which shall include duties and responsibilities, accountability, the process of calling, terms of service, method of annual review of work, and the manner of reelection or termination of employment.

715 **IX. INITIATION OF PRELIMINARY PROCEDURES IN JUDICIAL PROCESS**

716
717 When the Stated Clerk receives notification that the Presbytery is a respondent in a
718 remedial case, as soon as possible the Stated Clerk shall notify the Moderator of
719 Presbytery, who promptly shall appoint a Committee of Counsel of three persons as
720 provided for in Section D-6.0300 of the Book of Order. These actions shall be reported to
721 Presbytery at its next stated meeting.
722

723 When the Stated Clerk receives an accusation filed in accordance with Section D-10.0100
724 of the Book of Order, as soon as possible the Stated Clerk shall notify the Moderator of
725 Presbytery, who promptly shall appoint an Investigating Committee of three to five
726 persons as provided for in Section D-10.0201 of the Book of Order. These actions shall
727 be reported to Presbytery at its next stated meeting.
728

729 When the Stated Clerk receives a request for an Inquiry for Vindication under Section D-
730 9.0000 of the Book of Order, the Committee on Ministry shall function as Presbytery's
731 "appropriate committee" to ascertain whether it is proper to grant the request (D-
732 9.0101a).
733

734 **X. SUSPENSION OF MANUAL**

735
736 Presbytery may suspend this Manual for a specific purpose by a two-thirds majority vote.
737

738 **XI. AMENDMENTS TO THIS MANUAL**

739
740 A majority vote of the presbytery will be necessary to amend this Manual. The proposed
741 amendment shall be submitted to the Presbytery at the previous stated meeting as
742 information either as part of the packet or in a written report.

743 **APPENDIX A**

744 **POSITION DESCRIPTION**

745 **TITLE: GENERAL PRESBYTER**

Full Time

746 **PURPOSE:** The General Presbyter shall facilitate the core values of the Presbytery:
747 ministry, mission and relationships. The General Presbytery shall assist
748 the Leadership Team in carrying out the Presbytery's mission and
749 vision.
750

751 **ACCOUNTABILITY:** He/She shall be accountable to the Presbytery through its
752 Leadership Team.
753

754 **TERM OF SERVICE:** Indefinite
755

756 **RESPONSIBILITIES:**

757 1.To help the Presbytery relate, listen to, and understand each other, and
758 to help foster experiences of unity in Christ which make our diversity
759 creative.
760

761 2.To work with the Leadership Team in developing a vision and
762 strategic direction and then develop commitment to that vision.
763

764 3.To affirm and support the creative ministry of pastors and sessions
765 and promote the ministry of the people of God in the world.
766

767 4.To be the administrator of the Presbytery. To be head of staff; to
768 develop, supervise, motivate, and coordinate the staff team to provide
769 the needed ministries to carry out the mission of the Presbytery.
770

771 5.To be a resource and to provide for the effective functioning of the
772 Leadership Team, Administration Committee, Representation
773 Committee, Committee on Ministry and Relations Committee and other
774 committees of Presbytery as appropriate.
775

776 6.To communicate to pastors and sessions, as well as to committees,
777 elected leadership and staff, the validity and value of their ministry, and
778 to express the caring of the Presbytery for its servants.
779

780 7.To interpret the needs of the Presbytery to the Synod and General
781 Assembly and the needs of the Synod and the General Assembly to the
782 Presbytery.
783

784 8.To participate in the life and/or worship of congregations throughout
785 the Presbytery on a regular basis. (A suggested goal is no less than 30
786 visits per year.)
787
788
789

COMPENSATION: Defined in terms of call, reviewed annually by the Administration Committee, and recommended to the Stewardship Committee.

EVALUATION: An annual performance review by the Administration Committee in concert with the Leadership Team.

TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of Presbytery, upon the written recommendation of the Leadership Team. Fair and adequate notification shall be given the General Presbyter.

PERSON DESCRIPTION

GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

The General Presbyter, insofar as is possible, should have these qualifications, characteristics, and abilities:

GENERAL AND PERSONAL:

1. A personal commitment to and relationship with God.
2. An ordained elder or minister of the Word and Sacrament of the Presbyterian Church (U.S.A.).
3. Approximately fifteen years of experience in the Presbyterian Church (U.S.A.).
4. A leadership style characterized by servant hood, yet dynamic and creative.
5. A demonstrated ability to organize his/her time and to exercise discipline in personal life style to the end that time for family and for personal Christian growth is protected.

PROFESSIONAL AND PASTORAL SKILLS:

1. Skills in church development and redevelopment, including a special awareness of the opportunities for ministry existing in the small church.
2. To advocate, interpret, and help implement best practices from across the Presbyterian Church (U.S.A.)
3. An articulate, theologically informed leader who can communicate a vision to others.
4. A pastoral, sensitive nature, with ability to affirm, appreciate, mediate and reconcile. Conflict management skills and maintaining appropriate confidentiality are essential.

- 836 5. A skillful administrator who can plan and organize, who can direct
837 and motivate staff, and who can recognize and utilize talents of
838 volunteers, both lay and clergy.
839
- 840 6. The ability to understand and appreciate the way theological,
841 sociological, economic and psychological factors affect the life of the
842 Church.
843
- 844 7. An ability to relate to persons of diverse points of view, of different
845 ages, genders and backgrounds.

846 **APPENDIX B**

847 **POSITION DESCRIPTION**

849
850 **TITLE: STATED CLERK**

Half Time (20 hrs/week)

851
852 **PURPOSE:** The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.
853 The Stated Clerk shall assure the Presbytery's adherence to the Book of Order.
854

855 **ACCOUNTABILITY:** As an officer of the Presbytery, the Stated Clerk shall be accountable to
856 the Presbytery for the responsibilities assigned by the Book of Order. As
857 a staff member of the Presbytery, the Stated Clerk shall be accountable
858 to the Leadership Team and supervised by the General Presbyter.
859

860 **TERM OF SERVICE:** Five years, eligible for reelection.
861

862 **RESPONSIBILITIES:**

- 863 1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order (G-
864 3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session records;
865 G-3.0109 –judicial and administrative commissions; D- 11.0600 – judicial process).
866

867 a. The Stated Clerk shall be the custodian of all ecclesiastical records of the
868 Presbytery, working with the administrative staff to maintain the records and rolls of
869 the presbytery.
870

871 b. The Stated Clerk shall work with the Committee on Ministry in recording and
872 reporting changes in pastoral relationships, including the establishment and renewal
873 of temporary pastoral relationships.
874

875 c. The Stated Clerk shall work with the Committee on Ministry in establishing
876 pastoral relationships, sharing information with Pastors and Sessions about
877 commissions to ordain and/or install, notifying members of the commission, and
878 receiving and filing the minutes of commissions.
879

880 d. The Stated Clerk shall conduct the annual Session records review.
881

882 e. The Stated Clerk shall provide minutes and other records of the Presbytery to the
883 Synod as required and shall ordinarily participate in the Synod's review of presbytery
884 records.
885

886 f. The Stated Clerk shall provide assistance to Sessions in preparing Annual
887 Statistical Reports and shall prepare and transmit the Presbytery's report to the Stated
888 Clerk of the General Assembly.

- 889 2. The Stated Clerk shall ordinarily serve as the parliamentarian of the Presbytery.
890
891 3. The Stated Clerk shall serve as clerk to the Leadership Team, assisting particularly with
892 the planning of presbytery meetings.
893
894 4. The Stated Clerk shall serve as staff support for the Trustees of the Presbytery.
895
896 5. The Stated Clerk shall provide orientation and support for Commissioners to meetings of
897 the General Assembly and shall ordinarily attend General Assembly meetings.
898

899 COMPENSATION: Defined in terms of call, reviewed annually by the Administration
900 Committee and approved by the Leadership Team and the
901 Presbytery. This position is exempt from overtime.
902

903 EVALUATION: An annual performance review by the General Presbyter and
904 reported to the Administration Committee.
905

906 TERMINATION: By mutual consent of the Stated Clerk and the Presbytery, or by
907 action of the Presbytery, upon written recommendation of the
908 Leadership Team. Fair and adequate notification shall be given to
909 the Stated Clerk.
910

911 PERSON DESCRIPTION

912

913 The Stated Clerk, in so far as possible, should have these qualifications, characteristics,
914 and abilities:

- 915 1. Have a personal commitment to and relationship with God.
916 2. Be a ruling elder or minister of the Word and Sacrament in the Presbyterian
917 Church (USA).
918 3. Have a minimum of five years experience in the Presbyterian Church (USA).
919 4. Perceive self as a servant leader and exhibit a working style that is collegial and
920 consultative.
921 5. Have an extensive knowledge of Presbyterian polity and the theology that
922 informs that polity.
923 6. Ordinarily have some experience with the work of a Stated Clerk.
924 7. Be willing and able to fulfill the responsibilities of the office with minimal
925 clerical assistance.
926 8. Have the ability to follow through on details.
927 9. Be available to maintain regular hours in the Presbytery office.
928 10. Have experience with computers and a willingness to learn specific processes
929 currently used in the church

930 **APPENDIX C**

931 **POSITION DESCRIPTION**

932
933
934 **FINANCIAL ADMINISTRATOR/TREASURER** **Full Time**

935
936 **TITLE:** Financial Administrator/Treasurer of the Presbytery of West Virginia

937
938 **PURPOSE:** The financial administrator/treasurer shall serve as the financial officer of the
939 Presbytery and custodian of all financial records.

940
941 **ACCOUNTABILITY:**

942 1. He/She shall be accountable to the Presbytery through its Leadership Team and
943 the Administration Committee.

944
945 2. He/She will be supervised by the General Presbyter.

946
947 **TERM OF SERVICE:** Indefinite

948
949 **RESPONSIBILITIES:**

950 1. To maintain the general ledger for Presbytery, utilizing Presbytery's computer system.

951
952 2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.

953
954 3. To prepare timely financial reports and budgets as needed, or requested, by the Presbytery, its
955 Leadership Team and Committees.

956
957 4. To support the Stewardship Committee in its work of developing, implementing and reviewing
958 the annual Presbytery budget.

959
960 5. To notify congregations and individuals of the status of their financial commitments to Presbytery
961 and other mission beyond the congregation and to respond to related questions and concerns from
962 church officers and ministers.

963
964 6. To administer the Presbytery's investments under the direction and oversight of the Stewardship
965 Committee.

966
967 7. To oversee the churchwide reporting forms required of the Presbytery and its churches.

968
969 8. To provide all financial statements and records to the Stewardship Committee for carrying out its
970 function as the audit committee of Presbytery, and to submit all requested schedules and other
971 documents to the independent auditing firm hired by Presbytery.

972
973 9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.

974
975 10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

976
977 **EVALUATION:** The Administration Committee will:

1. Annually evaluate the Financial Administrator/Treasurer's performance and review terms of call.
2. Conduct a major evaluation prior to the conclusion of the third year of service.
3. Review and revise the position description as needed.

COMPENSATION: Defined in terms of call, reviewed annually by Administration Committee and approved by the Leadership Team and Presbytery.

TERMINATION: By mutual consent of the Financial Administrator/Treasurer and the Presbytery, or by action of the Presbytery, upon recommendation of the Administration Committee. Fair and adequate notification shall be given to the Financial Administrator/Treasurer.

PERSON DESCRIPTION

FINANCIAL ADMINISTRATOR/TREASURER -- PRESBYTERY OF WEST VIRGINIA

The Financial Administrator/Treasurer, insofar as possible, should have these qualifications, characteristics and abilities:

1. A Christian commitment and spiritual maturity.
2. A commitment to stewardship as a matter of faith and spiritual discipline in which money is a means to do mission and ministry.
3. Perceives self as a servant of the Presbytery and exhibits a working style that is both collegial and consultative.
4. Demonstrated competence in total financial management.
5. Extensive and detailed working knowledge of computers and computer management, including demonstrated ability to use general accounting software and outstanding keyboard skills.
6. Demonstrated written and oral communication skills, including ability to use the telephone.
7. Problem-solving skills and the ability to take initiative in enhancing the function of the office of Financial Administrator/Treasurer.
8. The ability to delegate and supervise staff, including voluntary staff and temporary paid staff.
9. Fund accounting and bookkeeping knowledge.
10. Bondable.

1013 **APPENDIX D**

1014 **COMMITTEE DESCRIPTIONS**

1015 **Administration**

Membership 6

1016 Purpose: In conjunction with the General Presbyter, this committee will ensure that the
1017 Presbytery has the appropriate staff to carry out the mission of the Presbytery in light of
1018 available funding. To oversee staff compensation as well as the office facilities and
1019 equipment so that the staff can carry out their work affectively and faithfully.
1020

1021 Objectives:

- 1022
- 1023 1. Develop and maintain staffing plans, policies and procedures that implement
 - 1024 the mission of the Presbytery.
 - 1025 2. Provide for the functioning of Presbytery through the support of staff
 - 1026

1027 Responsible for:

- 1028 1. Preparing the job description, terms of calls, and performance reviews of the General
- 1029 Presbyter, the Stated Clerk, Presbytery's Financial Administrator/Treasurer, and any
- 1030 other staff.
- 1031 2. Conduct the Performance review of the General Presbyter and ensure that
- 1032 performance reviews of all other staff occur.
- 1033 3. Reviewing the Presbytery office staff organization, job descriptions for staff and
- 1034 performance evaluations conducted by the General Presbyter.
- 1035 4. Conducting an annual meeting with Presbytery staff.
- 1036 5. Evaluating office space, facilities, equipment, and systems in terms of acquisition,
- 1037 utilization and effectiveness.
- 1038 6. Oversee the compensation of all Presbytery staff, making recommendations to the
- 1039 Stewardship Committee and/or to Presbytery as appropriate. On its own initiative or
- 1040 upon recommendation of the General Presbyter, taking action on human resource
- 1041 management matters.
- 1042 7. Maintenance of Presbytery's Personnel Handbook.
- 1043 8. Making committee members available to sit on hiring committees.
- 1044

1045

1046 Membership: Two classes of three members each, including both ruling elders and ministers of the Word
1047 and Sacrament, ruling elders, and laity from throughout the geographic bounds of the presbytery.

Bluestone

Membership 6

Purpose: To provide for promotion, programming, and facilities which support the life, mission and ministry of the Bluestone Camp and Conference Center as a vibrant center for Christian discipleship.

Objectives:

1. To serve on the Bluestone Conference Center, Inc. Board of Directors
2. To promote the use of Bluestone across the Presbytery, by groups from other presbyteries, and by non-Presbyterian groups
3. To coordinate and cooperate with the Nurture Committee in order to provide for quality, faith nurturing camp, conference and retreat programming
4. To assure that Bluestone is available, acceptable, and accessible for the delivery of quality, faith nurturing camp, conference and retreat programming
5. To develop and implement a long range facilities plan for Bluestone including capital improvements
6. To propose and manage the Presbytery's approved Bluestone's facility budget
7. To coordinate with the Friends of Bluestone (FOB) on fund raising and use of FOB funds

Responsibilities:

1. Serve, along with the General Presbyter and Financial Administrator/Treasurer on the Bluestone Conference Center, Inc. Board of Directors.
2. Promote the use of Bluestone across the Presbytery, by groups from other presbyteries, and by non-Presbyterian groups.
3. Coordinate and cooperate with the Nurture Committee in order to provide for quality, faith nurturing camp, conference and retreat programming.
4. Provide guidance, support, and encouragement to the Bluestone Directors recognizing that the General Presbyter has supervisory responsibilities.
5. Communicate to the General Presbyter matters needing attention regarding the Center.
6. Provide input to the General Presbyter, as requested, for periodic performance reviews of the Bluestone Directors.
7. Oversee the administration of the day-to-day facility's, repair, and enhancement of the buildings, grounds, and equipment.
8. Insure that all health, safety and regulatory entities' regulations and licenses are up-to-date and in order.
9. Ensure the development, maintenance, and implementation of a comprehensive, long-term facilities plan for Bluestone.
10. Ensure the development of and adherence to appropriate facility use policies and maintenance manuals. i.e. a Property Management Manual which gives detailed information about the facility maintenance plan, facility operating procedures, electrical, plumbing, heating and air-conditioning, specifications of the facilities.
11. Ensure safety and accessibility, conduct regular inspections of the buildings, grounds, and equipment and communicate findings to the Bluestone Facilities Director and General Presbyter.
12. Ensure that lease agreements, covenants, purchase agreements and rental contracts are

- 1094 successfully negotiated and appropriately fulfilled.
- 1095 13. Advocate for prudent improvements to the buildings and grounds.
- 1096 14. Assist the Bluestone Facilities Director as needed with outside building & utility
- 1097 contractors.
- 1098 15. Ensure the proper supervision of the purchase and installation of all new equipment.
- 1099 16. Provide for the use of volunteers and “work days.”
- 1100 17. Evaluate any facility maintenance or vendor contracts annually; ensuring
- 1101 Bluestone is receiving adequate and economical services.
- 1102
- 1103 Membership: There shall be a mix of ministers of Word and Sacrament, ruling elders, and laity
- 1104 from throughout the geographic bounds of the presbytery.
- 1105

Committee on Ministry

Membership 21

Purpose: to provide that the Word of God may be truly preached and heard; to provide that the Sacraments may be rightly administered and received; to nurture the covenant community of disciples of Christ. (G-3.0301)

Objectives:

1. Coordinate, guide, encourage, support and resource the work of its congregations for the most effective witness to the broader community (G-3.0301);
2. Serve as pastor and counselor to ministers of Word and Sacrament, ruling elders commissioned to particular pastoral service, and certified Christian educators of the Presbytery (G-3.0307);
3. Facilitate the relations between the Presbytery and its congregations, ministers of Word and Sacrament, ruling elders commissioned to particular pastoral service, and certified Christian educators (G-3.0307);
4. Settle difficulties on behalf of the Presbytery where possible and expedient (G-3.0307);
5. Promote the peace and harmony of congregations and inquiring into the sources of congregational discord
6. Take jurisdiction over members of dissolved congregations and granting transfers of their membership to other congregations
7. Warn and bear witness against error in doctrine and immorality in practice within its bounds and serving in judicial matters in accordance with the Rules of Discipline. (G-3.0301)
8. Grow and nurture new worshipping communities and congregations

Responsibilities:

The Committee on Ministry has the following responsibilities with churches and new worshipping communities:

- a) support the creation, development, and growth of churches
- b) initiate and schedule follow up visits with new pastors
- c) recommend minimum compensation standards for pastoral calls and certified Christian educators within the Presbytery;
- d) assist congregations with mission studies
- e) suggest to other entities of the Presbytery ideas for leadership training for churches and church professionals
- f) provide, as needed, training opportunities in the Presbytery for congregations
- g) discuss the dissolution and creation of churches and take these recommendations to the whole Presbytery
- h) counsel with a session concerning reported difficulties within a congregation, including:
 - i. advise the session as to appropriate actions to be taken to resolve the reported difficulties,
 - ii. offer to help as a mediator, and
 - iii. act to correct the difficulties if requested to do so by the session or if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline (G-3.0303);

The Committee on Ministry has the following responsibilities with church professionals:

- a) initiate follow up visits with new pastors
- b) provide preparation program as needed in cooperation with the Vocations Committee; and recommend the commissioning of ruling elders to particular pastoral service and Authorized Lay Preachers to limited pastoral service
- c) approve those on the Pulpit Supply List
- d) approve validated ministries
- e) recommend minimum compensation standards for pastoral calls and Certified Christian Educators within the Presbytery;
- f) authorize and train specific ruling elders to celebrate the Lord's Supper when it deems it necessary to meet the needs for the administration of the Sacrament (G-3.0301)
- g) provide support and encouragement to church professionals including making sure church professionals are caring for themselves and families
 - a. grant permission to labor within and outside the bounds of Presbytery.

The Committee on Ministry has the following responsibilities with churches and professionals in transition:

- a) approve changes of call within the Presbytery
- b) meet with ministers of Word and Sacrament seeking to transfer in from another Presbytery, examine them on behalf of the whole presbytery, approve match, terms of call, and Presbytery membership
- c) dismiss ministers of Word and Sacrament to receive a call from another Presbytery
- d) approve moderators and liaisons for churches without installed pastors
- e) work with churches in the call process by providing a liaison from its membership
- f) establish and dissolve pastoral relationships
- g) meet with congregations and sessions of churches seeking to dissolve, divide, or leave the Presbytery and make recommendations to the Presbytery
- h) examine ministers of Word and Sacrament seeking membership in the Presbytery. The examination should include questions in the areas of Christian faith, theology, worship and sacraments and polity as well as additional questions from committee members
- i) approve ordination/installation commissions for ministers of Word and Sacrament.

Membership – The Committee on Ministry membership will be made up of ministers of Word and Sacrament and ruling elders from congregations and ministries within the bounds of the presbytery. Care will be given to have an equal distribution of ministers of Word and Sacrament and ruling elders with representation on the committee from throughout the geographic bounds of the presbytery. Ordinarily, the committee divides itself into teams to complete its work such as: Church Professional Care, Relationships, Congregational Development, and Transitions. The COM ordinarily meets monthly with one retreat each year.

1195	Mission	Membership 6
1196	Purpose	
1197		
1198	Recognizing both the enduring and the current challenges to God’s kingdom in West Virginia—	
1199	injustice, poverty, natural disasters and degradation—the committee seeks to enable the	
1200	Presbytery and its congregations to respond to God’s call for social righteousness by promoting,	
1201	creating, interpreting, funding and evaluating their mission activities.	
1202		
1203	Objectives and Responsibilities	
1204	1. To interpret, articulate and advocate the Presbytery’s missions, encouraging congregations to	
1205	situate their efforts in the context of the PC(USA)’s local, national and global initiatives,	
1206	<ul style="list-style-type: none"> • recommending Presbytery support of mission ministries within the bounds of the • communicating to Presbytery and congregations the nature of the ministries of programs, • maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith • partnerships such as the West Virginia Council on Churches. 	
1207		
1208		
1209		
1210	<ul style="list-style-type: none"> • Presbyterian ministries within the Presbytery • congregations with similar ministries. • ecumenical and interfaith ministries within the Presbytery • campus ministry with the Westminster Foundation 	
1211		
1212		
1213		
1214	2. To coordinate	
1215		
1216		
1217	3. To educate	
1218	<ul style="list-style-type: none"> • Providing training and support in the area of mission for pastors, sessions, and • Sponsoring and promoting missionary visits throughout the Presbytery 	
1219		
1220		
1221	4. To evaluate and allocate	
1222	<ul style="list-style-type: none"> • assuring that the goals and programs of the ministries funded by the Presbytery are being • distributing available funds to applicants for hunger, garden and other grants. 	
1223		
1224		
1225	Membership: Three classes of members from across the Presbytery to include rulings elders,	
1226	ministers of the Word and Sacrament, and laity from throughout the geographic bounds of the	
1227	presbytery.	

Nurture

Membership 9

Purpose: To provide encouragement, guidance and resources to congregations in the areas:

- spiritual formation
- discipleship
- leadership development

Objectives:

1. Encourage the disciplines that deepen the faith and witness of churches and their members (e.g. faithful participation in worship, Bible study, prayer, stewardship and commitment) so that members of all ages are nurtured in their faith, learning and service.
2. Deepen and enrich people's knowledge, love and service of Jesus Christ that they may lead lives of faithful discipleship.
3. Help churches and members to listen for the call of God in their particular places of worship and life, and to respond in faithful partnership with Jesus Christ, understanding themselves as life-long learners.

Responsible for:

1. Assisting congregations in the development of resources for spiritual formation and discipleship.
2. Equipping and supporting those called to educational ministries of the church.
3. Providing educational resources for people of all ages
4. Cultivating and planning opportunities for spiritual formation, discipleship and leadership development in congregations and within the Presbytery.
5. Overseeing and administering scholarship funds available through the Presbytery for undergraduate studies.
6. Supporting, publicizing, and encouraging the use of the Presbytery Resource Center in developing and nurturing faith.
7. Providing for worship at Presbytery meetings

Membership: 9 (nine) from throughout the Presbytery based on interest.

Permanent Judicial Commission

Membership 9

Purpose: In judicial matters and process, the Presbytery has original jurisdiction in judicial matters concerning ministers of the Word and Sacrament and ruling elders commissioned to a particular pastoral service serving the congregations of the Presbytery. The PJC is to carry out these responsibilities for the PWV.

Objective:

1. To implement powers, duties, responsibilities and membership applicable to this Presbytery as specified in the Book of Order D-5.0000.”

Responsibilities:

1. The implementation of powers, duties, responsibilities and membership applicable to this Presbytery as specified in the Book of Order D-5.0000.”
2. Meeting for the purpose of organizing itself by electing its moderator and clerk.

Membership:

The Presbytery shall elect a permanent judicial commission with as equal representation of ministers of the Word and Sacrament and ruling elders as possible with no more than one member from any one church. The term of office will be six (6) years, consisting of three (3) staggered classes of three (3) people each.

1280	Relations	Membership 6
1281		
1282	Purpose: To foster ever-deepening relationships throughout the Presbytery.	
1283		
1284	Objective: To visit with sessions of the congregations of the presbytery and to develop and	
1285	implement a communications plan	
1286		
1287	Responsibilities:	
1288		
1289	1. To conduct Triennial Visits with sessions reporting difficulties or challenges faced by the	
1290	congregations to the Committee on Ministry and celebrating events and programs of	
1291	congregation by writing articles for the presbytery newsletter which may also be	
1292	distributed on social media	
1293	2. To strengthen the ways we get information to and receive information from the churches	
1294	of the presbytery	
1295		
1296	Membership: Three classes of members from across the Presbytery to include ruling elders,	
1297	ministers of Word and Sacrament, and laity.	

Representation

Membership 6

Purpose:

- 1) advise the Presbytery regarding the implementation of principles of unity and diversity;
- 2) advocate for diversity in leadership and to consult with the Presbytery on the employment of personnel in accordance with principles of unity and diversity (F-1.0403);
- 3) to nominate persons (a) to fill vacancies on the Leadership Team, continuing committees (except the Representation Committee), boards and other bodies that require election by the Presbytery, and (b) to serve as commissioners to higher councils of the church in conformity with the church's commitment to unity in diversity.

Objective:

Ensure fair and effective representation in the decision making of the Presbytery to assist the Presbytery in having representation based on race, ethnicity, age, sex, disability, geography and theological conviction on its committees, its leadership and its staff.

Responsibilities:

- 1) advocate for diversity and representation for nominations in particular categories needing increased representation to ensure that various entities are represented on committees and in the leadership of the Presbytery;
- 2) advise the Presbytery on the employment of personnel representing different racial ethnic, age, sex, disability, geography, and theological convictions, in conformity with the church-wide plan for equal employment opportunity;
- 3) inform Presbytery of its progress toward fair representation based on race, ethnicity, age, sex, disability, geography, and theological conviction;
- 4) nominate persons for various offices and committees in light of the membership needs of each committee.

Membership: three (3) classes of two (2) including ruling elders, ministers of the Word and Sacrament and laity from throughout the geographic bounds of the presbytery. Members of the Representation Committee shall be nominated by the Presbytery Leadership Team.

Stewardship

Membership 6

Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of West Virginia so that the mission and ministry of God may thrive in our hands.

Objectives:

- 1) Encourage and assist congregations of Presbytery in stewardship commitment and growth
2. Provide for the use of Presbytery's financial resources in support of Presbytery mission and program.

Responsible for:

1. Providing training and support in the areas of stewardship to pastors, sessions and congregations.
2. Emphasizing and promoting special offerings approved by the Presbytery, Synod or General Assembly throughout the Presbytery.
3. Developing the annual budget of the Presbytery.
4. Providing for the development and growth of the financial resources of Presbytery.
5. Providing information about budgets and financial resources to the Presbytery, at its regular meetings or through communications, as well as to its committees.
6. Providing financial management of all Presbytery funds and investments.
7. Functioning as the Audit Committee to contract for an independent audit of Presbytery's financial records.
8. Assuring that donor requests regarding the use of special gifts are fulfilled.

Membership: 6 (six) from throughout the Presbytery based on interest, with a mix of ministers of the Word and Sacrament, ruling elders, and laity.

Trustees

Membership 6

Purpose: To manage the property of the Presbytery of West Virginia on its behalf in order to further the mission and ministry God has entrusted into our hands.

Objectives

1. To work on behalf of the Presbytery to manage or dispose of property.
2. To provide good counsel to congregations regarding their property.

Responsibilities:

1. Trustees have the following powers as delegated by the Presbytery:
 - to receive, hold, encumber, manage, and transfer property, real or personal, for the Presbytery;
 - to insure and care for such property;
 - to hold and defend title to such property;
 - all at the direction of the Presbytery and under the provisions of the Constitution of the Presbyterian Church (U.S.A.). (G-4.0101)
2. They shall review requests from congregations with respect to congregation's property and make appropriate recommendations to Presbytery.
3. They may receive other assignments from the Presbytery.

Membership:

Ordinarily at least one (1) member shall be a practicing attorney, and one (1) member a licensed real estate agent or broker.

Vocations

Membership 6

Purpose: To enter into a covenant relationship with those exploring a call to church vocation and to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned Ruling Elder (CRE) program in the Presbytery.

Objectives:

1. To enter into covenant relationship with those considering and preparing for ordination to the office of Minister of the Word and Sacrament, along with the sessions and congregations of which they are members.
2. To enter into covenant relationship with those considering and preparing for Christian service in other ministries in the PCUSA, including, but not limited to, Certified Christian Educator, Pastoral Counselor, Missionary, Commissioned Ruling Elder/ Authorized Lay Preacher, along with the sessions and congregations of which they are members.
3. To identify and encourage those who may be discerning a sense of call to ministry.
4. To prepare ruling elders to serve as ALPs or CREs in the Presbytery.
5. To provide ongoing oversight and accountability for those who have completed training to be ALPs and/CREs in the Presbytery.

Responsibilities:

1. With respect to those seeking ordination as Ministers of the Word and Sacrament, the committee shall oversee the process of meeting the requirements and timetables specified in the Book of Order G-2.06. The committee may also be guided by the handbook on preparation for ministry produced and recommended by the PCUSA).
2. With respect to those preparing for other forms of Christian service, the committee shall oversee the process of meeting all requirements and timetables specified in Book of Order G- 2.1103a or G-2.01101.
3. With respect to those seeking certification as Christian Educators, the committee will serve as members of their reference group and carry out other duties in coordination with the Presbytery's Educator Certification Advisor.
4. With respect to those preparing to become Commissioned Ruling Elders/ Authorized Lay Preachers, the committee shall provide a preparation process, including developing courses, recruiting leaders, encouraging participation, screening and evaluating applicants, and monitoring their progress throughout the program. The committee shall examine those elders seeking to be commissioned in the areas of personal Christian faith, motives for seeking such a commission, and the areas of instruction determined by the Presbytery.
5. To inform the Committee on Ministry of programs, problems and potentialities of the ALP/CRE Program.
6. To provide mentors for ALPs defining roles and expectations of mentors.
7. To distribute and receive annual reports from ALPs.
8. To keep track of ALPs available to serve within the Presbytery.

Membership: The committee is made up of six (6) at large members from across the Presbytery, with parity of ministers of the Word and Sacrament and ruling elders, and staffed by the Associate for Educational Ministry.



Worship

Bulletin

Presbytery Worship
November 15, 2018
Ronceverte Presbyterian Church

Prelude

Call to Worship

Sing, children of God. Let choruses of God's glory catch the breeze and dance their way to the sky.

O give thanks to the Lord, for God is good! God's steadfast love endures forever.

Seek, children of God. Make life a treasure hunt for signs of God's strength and faithfulness.

O give thanks to the Lord, for God is good! God's steadfast love endures forever.

Remember, children of God. May your daydreams overflow with memories of miracles.

May your night dreams replay God's wonders unfathomable.

O give thanks to the Lord, for God is good! God's steadfast love endures forever.

Worship, children of God. Bow the knees of your trembling heart before our holy Creator.

O give thanks to the Lord, for God is good! God's steadfast love endure forever. Let us worship God!

Prayer of Adoration

*Hymn #40 For the Beauty of the Earth

Prayer of Confession (unison) *based on the words by Chief Seattle, 1855*

Creator God, we confess that we do not always remember you.

We forget that all we have and are comes from you.

We forget that the earth is our mother – we are made from the earth.

Whatever befalls the earth befalls the children of the earth. We are a part of the earth, and the earth is part of us.

We forget that the rivers are our brothers.

We forget that the perfumed flowers are our sisters.

We forget that the air is precious, for all of us share the same breath.

The wind gives our children the spirit of life.

We forget that the earth does not belong to us; we belong to the earth.

We forget that all things are connected, like the blood that unites one family.

We forget that you are the same God whose compassion is equal for all.

We forget that we did not weave the web of life, that we are merely a strand in it.

Forgive us, O Creator, and help us to remember that whatever we do to the web we do to ourselves.

Forgive us, and accept our thanks for your gift of life.

Words of Assurance

Scripture Exodus 12:1-14

Sermon The Dinner Table Anna Pinckney Straight

*Hymn #14 Now Thank We All Our God

Offering “Thanks Be to Thee” Handel

*Doxology

*Prayer of Thanksgiving (**unison**)

We thank you God that we can share in the life and work of your church through these gifts. You have blessed us, and now we offer our gifts in response to your great love for us. Amen.

Celebration of the Lord’s Supper

Come Lord Jesus and be our guest. We love a celebration. With friend, with stranger, with young and with old, Jesus be among us this day. This is the joyful feast of the people of God!

Men: We have come from east and west.

Women: We have come from north and south.

All: To feast at our Lord’s table.

When our risen Lord was at the table with his disciples, he took bread, and blessed it and broke it and gave it to them. Their eyes were opened, and they recognized him.

Reader: Who can come to this table?

Our Savior invites all those who trust him to come to this table. The Lord be with you!

All: And also with you!

Lift up your hearts

All: We lift them to the Lord.

It is right to give thanks and praise.

Reader: Why do we give thanks at this table?

Men: We give thanks for God’s creation, for making us in God’s image.

Women: We give thanks because God never gave up on us even though we were not faithful to God.

All: We give thanks because when it was time, God sent Jesus to show God's love for us.

Reader: How do we praise God for this?

With all the faithful of every time and place, we sing this song to God's glory:

All: Holy, holy, holy Lord. God of power and might. Heaven and earth are full of Your glory. Hosanna in the highest. Blessed is he who comes in the name of the Lord. Hosanna in the highest.

Reader: What do we remember at this table?

All: We remember God's Son Jesus.

Men: He healed the sick and restored sight to the blind.

Women: He welcomed strangers and ate with outcasts.

All: Dying on the cross he saved us from our sin. Risen from the dead he gives us new life.

Reader: Why do we eat bread at this table?

Jesus took bread, blessed it, and gave it to his friends.

Reader: Why do we drink from the cup at this table?

Jesus gave them the cup as the promise that our sins are forgiven.

Reader: But this is just everyday bread and grape juice.

Then we shall pray that the everyday bread and everyday cup will become holy. Let us pray. Gracious God, pour out your Holy Spirit upon us and upon these gifts of bread and on this cup, so that the bread we break and the cup we bless may be the communion of the body and blood of Christ.

All: Through Christ, with Christ, in Christ, in the unity of the Holy Spirit, all glory And honor are yours, Almighty Father, now and forever.

As our Savior Christ has taught us, we are bold to pray together saying:

Our Father, who art in heaven, hallowed be thy name, thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our debts, as we forgive our debtors; and lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever. Amen.

Words of Institution

Communion of the People

Prayer following Communion

*Hymn #22 Let All Things Now Living

*Benediction

*Postlude

Participants

Liturgist: Larry Davis

Preacher: Rev. Anna Pinkney Straight

Communion Celebrants: Rev. Elizabeth Campbell-Maleke
Rev. Andy Rice

Organist: Rodger Trent

Soloist: Doug Hylton

Harpist: Leah Trent

Resources Used:

Call to Worship: Thanksgiving worship service from UKirk Resources

Prayer of Adoration, Confession, Assurance: A Thanksgiving Service compiled by Marilyn Perry.

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Celebration of the Lord's Supper: compiled by Presbytery pastor Joan Stewart

Prayer following Communion: Before the Amen by Maren Tirabassi & Maria Tirabassi, editors



Flyers & Information

Presbytery of West Virginia
Leadership Development Coordinating Team Presents



EXPANDING YOUR MINISTRY TOOLBOX 2019

Who: Commissioned Ruling Elders, Authorized Lay Preachers, Christian Educators, Ministers of Word and Sacrament, and others in congregational leadership.

What: Five new courses in 2019. Mark your calendars now!

- **Friday, January 11- Saturday, January 12:** *Creative Worship for Lent*
Leaders: Christine Chakoian, Pittsburgh Theological Seminary; Mary Odin, First Presbyterian Church, Charleston; and Amy Parker, Village Chapel Presbyterian Church, Charleston
- **Friday, March 15:** *Understanding Addiction and Recovery 101*
Leader: Sky Kerschner, Kanawha Pastoral Counseling Center
- **Tuesday, April 30:** *Team Building with the Enneagram and Communication in Leadership*
Leaders: Will Messer and Sky Kerschner, Kanawha Pastoral Counseling Center
- **Thursday, October 24:** *Soul Shop Event – Responding to Suicidality*
Leader: Michelle Snyder, Director, Soul Shop Movement
- **Saturday, November 2:** *Leading Congregations Amid Change*
Leader: Ken McFayden, Union Presbyterian Seminary, Richmond

Where: Presbytery office in South Charleston (January will be at Village Chapel PC, Charleston; October may be at a Charleston church)

When: Most courses will take place from 9:30 a.m. – 4:30 p.m. with a break for lunch (not included in the cost). The Creative Worship course will be Friday from 7-9 p.m. and Saturday 9 a.m. – 4 p.m.

Why: To strengthen our churches by providing them with strong and capable leadership and further equipping those leaders with skills and resources; to provide opportunities locally for leadership development and continuing education

Cost: The cost per course will be **\$60** per person. (Note: cost reduction from previous years)

Registration Deadlines: The registration deadline for each course will be three weeks in advance of the course.

Full information with registration forms will be made available several months in advance by email and the presbytery newsletter.

Questions? Contact Susan Sharp Campbell, susan_sharp_campbell@hotmail.com or 304-645-4568.

Presbytery of West Virginia's
Leadership Development Coordinating Team Presents:

Creative Worship for Lent



*Preaching, Music, & Visual Arts
Grounded in the Biblical Texts*

Friday, January 11 - Saturday, January 12

(7-9 p.m. on Friday and 9 a.m. - 4 p.m. on Saturday)
at Village Chapel Presbyterian Church, Charleston

Friday, explore **Year C** lectionary texts for **Lent**
with **Christine Chakoian**

Saturday, choose two of three workshops:

- ◆ Preaching the Lenten texts
- ◆ Music in Lent
- ◆ Visual Arts for Lent



Leaders: Christine Chakoian (Preaching) is the Vice President for Seminary Advancement at Pittsburgh Theological Seminary and a contributor to *The Christian Century*.

Mary Odin (Music) is the Director of Music at First Presbyterian Church, Charleston.

Amy Parker (Visual Arts) is the Minister of Education and the Arts at Village Chapel Presbyterian Church, Charleston.

Cost: **\$60 per person.**

Registration deadline: **Thursday, December 19, 2018.**

To register, please complete the information below and return it, with payment, to:
Presbytery of WV, attn: Susan Sharp Campbell, 520 Second Avenue, S. Charleston, WV, 25303

Name _____

Phone _____

Address (street, city, zip) _____

Church _____

Email _____

Saturday workshop choices – choose two:

- _____ Preaching the Lenten Texts
- _____ Music in Lent
- _____ Visual Arts in Lent

Part of the
**EXPANDING YOUR
MINISTRY TOOLBOX 2019**



Youth in Service: MISSION POSSIBLE 2019



A Day of Service around the Presbytery for Youth in grades 6-12 and their Adult Advisors!

Saturday, February 2
10 a.m. – 2 p.m.

Four different sites, a common purpose:

- ❖ First Presbyterian Church, Clarksburg
- ❖ Old Stone Presbyterian Church, Lewisburg
- ❖ Village Chapel Presbyterian Church (with South Park Presbyterian Church assisting), Charleston
- ❖ Highlawn Presbyterian Church, Huntington

Youth across the presbytery are encouraged to join together at different sites to participate in local mission in a variety of forms. You might find yourself at a food pantry, a clothes closet, or helping elderly persons in their homes.

Each site will begin with an Opening Gathering, after which participants will go out to local mission sites, before coming back together for a Closing Gathering. Each site will follow the same Opening and Closing Gathering process, while local mission sites/projects will vary.

Each participant is asked to bring a brown bag lunch. There is no cost for the day.



The **REGISTRATION DEADLINE** is **THURSDAY, JANUARY 24, 2019**
in order to enable planners to have the appropriate
number of work sites available.

For more information, contact Susan Sharp Campbell, 304-645-4568, or
susan_sharp_campbell@hotmail.com.



The Presbytery of West Virginia's Nurture Committee is thrilled to announce:

Festival of Faith 2019
Keynote Presenter
BRIAN MCLAREN

April 6, 2019

First Presbyterian Church
Charleston, WV

Brian D. McLaren is an author, speaker, activist, public theologian, and leading figure in the emergent church movement. A former English professor and pastor, he is a passionate advocate for “a new kind of Christianity” – just, generous, and working with people of all faiths for the common good.

His books include:

- *The Great Spiritual Migration* (2017)
- *We Make the Road by Walking* (2014)
- *Why Did Jesus, Moses, the Buddha and Mohammed Cross the Road? (Christian Identity in a Multi-Faith World)* (2012)
- *A New Kind of Christianity* (2010)
- *Everything Must Change* (2007)
- *A Generous Orthodoxy* (2004)

See more at www.brianmclaren.net.

Registration information
and full event details will be
available in January 2019.

Early registration deadline is March 18.





PRESBYTERIAN YOUTH TRIENNium 2019
July 16-20, 2019 • Purdue University

WHO: YOUTH WHO ARE CURRENTLY IN GRADES 8-12
AND
ADULT ADVISORS
(Adults who are at least 25 years old and interested in being advisors
should contact Susan Sharp Campbell.)

WHERE: Purdue University, West Lafayette, IN

WHEN: Tuesday, July 16th- Saturday July 20th, 2016

(We will gather **Monday evening, July 15**, for community building and an early
departure. This is a **mandatory** gathering for all participants.)

THEME: *"Here's My Heart"*

COST: The cost per youth is \$450.
This **cost**, which is supplemented by the Rachel McClintic funds, **includes**
housing, meals, t-shirts, program costs and transportation.
Churches are encouraged to assist with the registration costs.



Registration Deadline: Thursday, March 28, 2019

Information and registration forms were emailed to church leaders at the end of October.
The Presbytery's Registrar for this event is Susan Sharp Campbell.
Please contact her with questions at susan_sharp_campbell@hotmail.com or 304-645-4568.

More information on this event can be found at presbyterianyouthtriennium.org.

BLUESTONE

Summer Camp 2019

Four Weeks of Camp:

06/09 - 06/15

06/16 - 06/22

06/23 - 06/29

06/30 - 07/06

Scholarships!

(check out our website)

Summer Staff Positions

Senior Counselors

Completed 1 year of College

Junior Counselors

High School Graduate

Counselor-In-Training

*Rising High School
Juniors and Seniors*

Volunteers!

(check out our website)

Read all about our different Summer Camp options and register
online by visiting our web site:

www.bluestonecamp.com

Staff Applications are due by March 31 and are printable from our website.

For additional information, please call Sarah Specht (304) 690-6667
or email sarah@bluestonecamp.com



***“Go therefore
and make
disciples of
all nations,
baptizing
them in the
name of
the Father
and of the Son
and of the
Holy Spirit,
and teaching
them to obey
everything
that I have
commanded
you. And
surely I am
with you
always,
to the
very end
of the age.”***

**Matthew
28:19-20**

SEND-A-KID-TO-CAMP 2019

Bluestone Summer Camp is a powerful tool for evangelism and outreach. For generations, Presbyterian camps across the country have been places of significant faith formation for our children and youth. As we grow into our future as a camp, we have a vision of how the Holy Spirit might use Bluestone to move beyond the walls of our congregations and reach out to children and youth all across West Virginia. We want to plant the seeds of faith in the hearts of children who have never experienced anything like Bluestone.

We need your help to do that and we are calling that partnership SEND-A-KID-TO-CAMP. Several congregations have responded to our challenge over the past two years, and we have heard several uplifting stories as a direct result of sponsored children experiencing a week of summer camp. So again this year we challenge each and every church in the Presbytery of West Virginia to SEND-A-KID-TO-CAMP. Our prayer for Bluestone is always to give the Holy Spirit a chance to change lives in communities across our presbytery. To that end, we hope all of our churches will commit to making at least one week of summer camp available to a needy child in their local community this summer.

SEND-A-KID-TO-CAMP is a faith formation experience that touches the lives of both a child in need and the members of your congregation. The child you enroll will experience Christian community and the love of Christ witnessed in daily camp living. Your congregation's faith will be deepened as they experience evangelism and outreach in a new and exciting way.

HOW TO SEND-A-KID-TO-CAMP:

1. Secure funding for camp and any camper personal needs in relation to camp. The fees are as \$340 for Discovery, Venture, and Sojourner Camps; \$240 for Pioneer Camps; and \$500 for Adventure Camps. *Commit to this program before May 1st and save \$25.*
2. Identify a child in your community who would benefit from the experience.
3. Have persons from your congregation meet with the child and his/her parents to explain to them about Bluestone.
4. Register camper. Please use the form printed on the back of this letter or email the camp office to alert them if you register online.
5. Provide adequate shoes, clothing, etc. for camp if needed.
6. Provide transportation to and from camp if needed or provide gas card for parent if needed.

SEND-A-KID-TO-CAMP OPTION 2

If there are no children in your local community, you can SEND-A-KID-TO-CAMP by simply sending in a \$340 check to cover the general registration fee for a week of residential camp, and we'll work on your behalf to find a child to benefit from your generosity.

NEED HELP? HAVE QUESTIONS? WE WANT TO DO EVERYTHING WE CAN TO HELP SEND KIDS TO CAMP!! CONTACT SARAH (304) 690-6667 OR EMAIL sarah@bluestonecamp.com



THANK YOU FOR YOUR SUPPORT!

BLUESTONE SUMMER CAMP 2018: SEND-A-KID TO CAMP

Please remit the full amount for the appropriate camp along with this form. Save \$25 off the following fees by registering before May 1: Discovery, Venture, and Sojourner Camps = \$340. Pioneer Camps = \$240 and Adventure Camps = \$500.

Name _____ Boy _____ Girl _____
 Last First

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ Email _____

Birth Date _____ Age in June _____ Grade Completed in June _____ Parent's Name(s) _____

1st Camp Choice _____ Date _____ 2nd Camp Choice _____ Date _____

Signature of Parent _____ Signature of Minister, DCE, or Clerk of Session _____ Local Church Name _____

Date Received	Fee Paid	Balance Due	Balance Paid

Make sure you have all of the necessary forms!
Downloaded them from our webpage:

bluestonecamp.com

The following questions are designed to help us place campers in groups, plan our program, and provide helpful information to the Camp Director and counseling staff who will be assigned to your son or daughter. Only those directly responsible for your child will have access to this information.

- Has your child ever been away from home overnight? Yes _____ No _____ Lived in a group outside of your home? Yes _____ No _____
- My child prefers to play with _____ younger children _____ older children _____ children of his/her own age.
- Any physical disabilities? Yes _____ No _____ If so, describe _____
- Is your child bothered with bedwetting? If so, how often? _____
- Any other particular health problems? Yes _____ No _____ If so, describe _____
- Would you describe your child as _____ exceptionally athletic _____ average athletically _____ needs extra help athletically?
- Does your child swim? _____
- What would you like your child to get out of the camp experience? _____
- What does your son or daughter want to get out of the camp experience? _____

Years at Bluestone: 20 _____ 20 _____ 20 _____ 20 _____ 20 _____ 20 _____

PARENT'S SUGGESTIONS TO THE COUNSELOR – Please indicate anything else that would be helpful for your child's counselor to know at the bottom of this form.

CAMPER GROUPS Bluestone serves children from many different communities. The success of the camp for your child depends mostly on his or her happiness with in their camper group. It is our policy to group together two friends from the same church or area in our cabins and hogans. In order that the camper and his/her parent may be happy with the grouping, *parents are asked to indicate one friend (a BUDDY) of the same school grade with whom their child would like to be grouped. Please check with the friend to be sure he/she registers for the same camp and date before listing the name.*

Please indicate the name of your child's buddy (ONLY ONE PLEASE) _____