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1                   **MANUAL OF THE PRESBYTERY OF WEST VIRGINIA**  
2                                   **SYNOD OF THE TRINITY**  
3                                   **PRESBYTERIAN CHURCH (U.S.A.)**  
4

5   **I.     PREAMBLE**  
6

7           This Presbytery is the corporate expression of the church consisting of all Presbyterian  
8           Church (U.S.A.) congregations and ~~teaching elders~~ *ministers of the Word and Sacrament*  
9           *within our bounds.*

10  
11           *As a Presbytery we seek to strengthen, support, and serve our worshiping communities as*  
12           *they share God's love through mission, ministry, and relationships.*  
13

14           The Our **cooperative** mission of ~~congregations and ministers of the Presbytery~~ is given  
15           form by God's activity in the world as told in the Bible and understood by faith. We  
16           depend upon the Holy Spirit to guide and direct our response to God in all areas of  
17           mission and ministry. Above all else, we are bound to God's authority and thus free to  
18           live in the lively, joyous reality of God's grace. (F-1.01) We recognize the  
19           inconsistencies between the affirmations of our faith and the reality of our contribution to  
20           the sinfulness of the world. We confess our complicity in this sinfulness and yearn for the  
21           healing and wholeness offered us through our Savior, Jesus Christ. ~~He~~ *Jesus* is Lord of  
22           our life and calls us to be God's servants in the world, working to reconcile and heal  
23           divisions both within and beyond the church, and thereby to be the provisional  
24           demonstration of what God intends for all humanity.  
25

26           ~~Our mission as a Presbytery is defined in Book of Order G-3.03 which challenges our~~  
27           ~~response. Thus, the Presbytery is called:~~  
28

- 29           1. ~~to be a sign in and for the world of the new reality which~~  
30           ~~God has made available to people in Jesus Christ;~~
- 31           2. ~~to tell the good news of salvation by the grace of God~~  
32           ~~through faith in Jesus Christ as the only Savior and Lord;~~  
33           ~~and~~
- 34           3. ~~to undertake this mission even at the risk of losing its life,~~  
35           ~~trusting in God alone as author and giver of life, sharing the~~  
36           ~~gospel, and doing those deeds in the world that point~~  
37           ~~beyond itself to the new reality in Christ.~~  
38

39           ~~These following areas of mission seek to~~ *As a baptized covenant people we are called by*  
40           ~~God to reflect Christ's love through mission, ministry, and relationships. It is our vision~~  
41           ~~that everyone will experience this love. Thus our mission is to strengthen support, and~~  
42           ~~serve our congregations and worshiping communities. This provides a vision and firm~~  
43           ~~foundation for the work of the Presbytery in partnership with other governing bodies of~~  
44           ~~the Presbyterian Church (U.S.A.) and in cooperation with other communions of faith.~~  
45

46                   **A.     MINISTRY**

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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 ~~to~~for

- ~~develop~~ effective preaching and teaching ministry;
- ~~offer~~ nurturing educational programs and events;
- ~~implement~~ an on-going program for congregational participation in church development and church revitalization;
- ~~support~~ special ministries in the area of camping, conferences, youth and young adults, and college students;
- ~~provide for~~ new church development and support;
- ~~encourage~~ 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 ~~ways to~~ strategies for

- ~~provide~~ing food to the hungry;
- ~~lending~~ support to the aging;
- ~~fostering the realization of~~ ownership and participation in local and global mission;
- ~~responding~~ to the needs of victims of disaster, discrimination, hunger, ignorance, and poverty;
- ~~be an~~ ~~advocate~~ing for peace and justice;
- ~~provide~~ing 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 ~~systems of support through~~ ways for

- closer fellowship and greater participation in mission with *other neighboring congregations* ~~or within clusters of the Presbytery~~.
- 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.

92  
93 **D. — EVALUATION AND REVIEW**

94 As we seek to accomplish our goals, we recognize that risk is involved and it is essential  
95 for the Presbytery to provide for evaluation and review of all programs and ministries.  
96 ~~THEREFORE, the Leadership Team will develop a system which ensures assessment of~~  
97 ~~corporate programs and structure (G-3.0108).~~

98  
99 Our unity in Christ enables and requires the Presbytery to be open to all persons and to  
100 the varieties of talents and gifts of God's people. The Presbytery will give full expression  
101 to the rich diversity within its membership and shall provide for full participation and  
102 access to representation in decision-making and employment practices, which will assure  
103 a greater inclusiveness leading to wholeness in its emerging life. (*Book of Order G-*  
104 *3.0103*)

105  
106  
107 **II. THE PRESBYTERY**

108  
109 Name

110 The name of this Presbytery shall be Presbytery of West Virginia.

111 Boundaries

112 The Presbytery of West Virginia shall include the Presbyterian Churches (U.S.A.) in  
113 all the counties within the boundaries of the state of West Virginia, except those  
114 currently within the bounds of the presbyteries of Upper Ohio Valley, in the Northern  
115 Panhandle, and Shenandoah, in the Eastern Panhandle. It shall also include the Rome  
116 Church in Ohio.

117 Membership

118 ~~The Teaching Elder membership of the Presbytery shall be as prescribed in the *Book*~~  
119 ~~*of Order,*~~  
120 ~~G-3.0306.~~

121 *Ministers of the Word and Sacrament and ruling elders shall be enrolled as members*  
122 *of Presbytery as described in the Book of Order G-3.0301. Further, each ruling elder*  
123 *elected as an officer of the Presbytery, General Presbyter, or as a member of the*  
124 *Leadership Team shall be enrolled as a member of the Presbytery for the term of*  
125 *office, whether or not commissioned by his or her session.*

126  
127 *Churches with memberships of 1 to 500 may send one ruling elder commissioner to*  
128 *meetings of Presbytery. Churches with memberships of 501 to 1,000 may send two*  
129 *ruling elder commissioners. Churches with memberships of 1,001 to 1,500 may send*  
130 *three ruling elder commissioners.*

131  
132 *Responsibilities and Powers*

133 *The Presbytery of West Virginia is responsible for the mission and government of the*  
134 *church throughout its geographical district. It therefore has those powers as*  
135 *prescribed in the Book of Order.*

136  
137 Clusters

138 ~~—Clusters may facilitate and encourage multi-church training, committee work,~~  
139 ~~fellowship, education, mission projects, affinity groups, and other decentralized needs~~  
140 ~~as they evolve.~~

141  
142 ~~—Clusters will be led by Cluster Shepherds chosen from their own cluster. The~~  
143 ~~Relations Committee is responsible for confirming shepherds as recommended to~~  
144 ~~them by the clusters.~~

145

### 146 **III. RESPONSIBILITIES, POWERS AND MEETINGS OF PRESBYTERY**

147

#### 148 *Membership Voice and Vote*

149 ~~Teaching elders~~ *Ministers of the Word and Sacrament* and ruling elder commissioners  
150 shall have the privilege of voice and vote. Each ruling elder commissioned to  
151 particular pastoral service shall be granted the privilege of voice and vote at meetings  
152 of Presbytery. Ruling elders who are moderators of Presbytery committees and ruling  
153 elder members of the Leadership Team will have privilege of voice and vote at  
154 meetings of Presbytery.

155

156 The privilege of the floor without vote shall be granted to elected ~~lay~~ members of  
157 Presbytery's committees and to ~~laypersons serving on~~ Presbytery's staff, if not  
158 enrolled as members of the Presbytery.

159

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

165

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

171

172 ~~The Leadership Team shall designate at least one meeting annually to which each~~  
173 ~~Session is encouraged to appoint and send a youth advisory delegate. The youth~~  
174 ~~advisory delegate should be a member of the congregation below the age of 22 years,~~  
175 ~~and preferably 16 years or more. Such youth advisory delegates shall be granted the~~  
176 ~~privilege of the floor without vote.~~

177

178 ~~Member ministers who are honorably retired shall not be listed as "absent without~~  
179 ~~excuse" when they do not attend meetings of the Presbytery.~~

180

#### 181 *Business Meetings*

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

184 ~~called meeting may be held at the request of a committee or the Leadership Team.~~  
185 *Called meetings of the Presbytery may be held for the purpose of the examination of a*  
186 *candidate or candidates for ~~teaching elder~~ minister of the Word and Sacrament*  
187 *together with any business incident to the examination(s). The Leadership Team may*  
188 *call such a meeting at the request of the Vocations Committee or the **Ministry***  
189 ~~*Committee*~~ ***Committee on Ministry.** If the Leadership Team determines that there is*  
190 *business of an urgent nature that cannot wait until the next stated meeting it may call*  
191 *a meeting of the Presbytery to deal with this issue.*

192  
193 Meetings of Presbytery and its committees shall be conducted in accordance with the  
194 most recent edition of *Robert's Rules of Order Newly Revised*, except when it is in  
195 contradiction to the Constitution of the Presbyterian Church (USA). (G-3.0105)

196  
197 There shall be no electronic stated or called meetings of the Presbytery.

198  
199 In the event of catastrophic weather conditions, any three of the following leaders: the  
200 Moderator *of Presbytery*, Chair of the Leadership Team, Stated Clerk, and General  
201 Presbyter are authorized to postpone and reschedule meetings of Presbytery,  
202 communicating such decisions to all churches as quickly as possible.

203  
204 In matters of *the sale or purchase of* property, which cannot wait until the next  
205 scheduled meeting of Presbytery; decisions may be made by ~~a committee consisting~~  
206 ~~of any three of the following leaders:~~ the Moderator of Presbytery, ~~and the~~ Chair of  
207 the Leadership Team, *Stated Clerk, and General Presbyter* with the advice of the  
208 Trustees ~~and the concurrence of the Stated Clerk~~, with all such decisions to be  
209 reported to the next stated meeting of Presbytery *by the Trustees*.

210  
211 In matters of communion approval, which cannot wait until the next scheduled  
212 meeting of Presbytery or Leadership Team, any three of the following leaders: the  
213 Moderator *of Presbytery*, Chair of Leadership Team, Stated Clerk, and General  
214 Presbyter are authorized to approve the celebration of the Lord's Supper for  
215 gatherings under its jurisdiction. (~~W-2.4012~~ G-3.0301b)

#### 216 217 Time and Place of Meetings

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

#### 221 Corresponding Members

##### 222 Open Meetings **Policy**

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

#### 227 228 Quorum

229 A quorum for a meeting of Presbytery shall be at least 20% of ~~teaching elder~~

230 *ministers of the Word and Sacrament members, and ruling elder commissioners*  
231 *representing at least 20% of the churches. Ruling elders commissioned to particular*  
232 *pastoral service, ruling elders serving as chairs of Presbytery committees, ruling*  
233 *elders serving on the Leadership Team, and ruling elders serving as general*  
234 *presbyter or as officers of the Presbytery shall be counted as ruling elder*  
235 *commissioners for the purpose of determining quorum.*

236  
237 The only exception to this is a meeting called for the sole purpose of conducting the  
238 examination of a candidate or candidates for ordination as ~~teaching elders~~ *minister of*  
239 *the Word and Sacrament* together with any business incident to that examination. In  
240 this case the quorum shall be 15% of the ~~teaching elders~~ *ministers of the Word and*  
241 *Sacrament.* *Ministers of the Word and Sacrament* and ruling elder commissioners  
242 representing 15% of the churches.

#### 243 244 Business and Reports

245 Each committee shall report ~~regularly~~ to meetings of Presbytery as necessary *but at*  
246 *least annually.*

247  
248 Each committee reporting to Presbytery shall provide a written copy of its report.  
249 *Ordinarily a packet of printed reports shall be distributed electronically* no later than  
250 ten days in advance of the Presbytery meeting.

251  
252 The General Presbyter, Stated Clerk and Moderator shall allocate times and  
253 placements of reports on the docket. In preparation of the docket, chairs of  
254 committees shall request time on the docket, and indicate who will give the report.  
255 The Leadership Team shall determine any special emphases for the meetings of  
256 Presbytery.

257  
258 No new business shall be introduced after Presbytery recesses for lunch (unless by  
259 two-thirds vote Presbytery sets a different deadline for introduction of new business),  
260 and any new business not listed on the docket shall be presented in written form *to the*  
261 *Stated Clerk.*

#### 262 263 Minutes

264 In lieu of having the minutes read and approved at the end of a stated or special  
265 meeting of Presbytery, ~~any four of the following persons are~~ *the Leadership Team is*  
266 authorized to review and correct the minutes and report their review to ~~a later~~ *the*  
267 *next stated* meeting of Presbytery: ~~Moderator, Chair of the Leadership Team, Stated~~  
268 ~~Clerk, and Temporary Clerks.~~

## 269 270 271 IV. POLICIES

272  
273 The Presbytery has established a number of policies which can be found as ~~appendices~~  
274 *in a separate advisory handbook. They are also available on the Presbytery's website.*  
275 *Among these policies are*

276	1. Sexual Misconduct Prevention Policy	Appendix A
277	2. Purpose and Policy for Presbytery of West Virginia	Appendix B
278	Events Involving Children, Youth and Persons	
279	with Disabilities	
280	3. Dissolution of a Church	Appendix C
281	4. Dismissal of a Church	Appendix D
282	5. Sabbatical Leave	Appendix E
283	6. General Assembly Commissioners and Young Adult	
284	Advisory Delegate Selection Criteria	Appendix F
285	7. <i>Continuing Education and Study Leave</i>	
286	8. <i>Dissolution of Pastoral Relationships</i>	
287	9. <i>Ethics for Departing Pastoral Leaders</i>	
288	10. <i>Minimum Salary for Teaching Elders and Certified Christian Educators</i>	
289	11. <i>Leave Policy</i>	
290	12. <i>Interim to Installed Pastor</i>	
291	13. <i>Conflict of Interest</i>	
292	14. <i>Seminary Debt Assistance</i>	
293	15. <i>Overtures to the General Assembly</i>	

295 **V. OFFICERS**

296  
 297 The Officers of the Presbytery shall be the Moderator, Moderator-Elect, **General**  
 298 **Presbyter**, Stated Clerk, Financial Administrator/Treasurer, and Recording Clerk.  
 299

300 **Moderator**

301  
 302 Mode of Election

303 Ordinarily the Moderator-elect who was elected at a previous Stated Meeting will  
 304 become the Moderator for the next year. If the candidate is a ~~teaching elder~~  
 305 *minister of the Word and Sacrament*, the following year the candidate shall be a  
 306 ruling elder. If the candidate is a ruling elder, the following year the candidate  
 307 shall be a ~~teaching elder~~ *minister of the Word and Sacrament*. The Moderator  
 308 shall serve a term of one (1) year as Moderator followed by one (1) year as Chair  
 309 of the Leadership Team and is not eligible for reelection. The Moderator shall be  
 310 installed at the last Stated Meeting of the year, and will take office immediately.  
 311

312 Duties

313 The Moderator shall perform the duties as prescribed in the *Book of Order*, G-  
 314 3.0104. The moderator will ordinarily preside at services of installation and  
 315 ordination.  
 316

317 A sum for the Moderator's expenses shall be allotted in the budget of Presbytery.  
 318

319 **Moderator-elect**

320  
 321 Mode of Election



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

328  
329 **Duties**

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

334  
335 A sum for the Moderator-Elect's expenses shall be allotted in the budget of  
336 Presbytery.

337  
338 **General Presbyter**

339  
340 **Mode of Election**

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

343  
344 At the time of election, the Administration Committee shall present a position  
345 description of this office to the Presbytery, which shall include the duties of the  
346 General Presbyter as set forth in this Manual and the terms of call/employment.  
347 (See Appendix G – General Presbyter Position Description)

348  
349 **Duties**

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

353  
354 **Stated Clerk**

355  
356 **Mode of Election**

357 See section VIII Personnel *of this manual*. This office may be filled by either a  
358 ~~teaching elder~~ *Minister of the Word and Sacrament* or a ruling elder.

359  
360 At the time of election, the Administration Committee shall present a position  
361 description of this office to the Presbytery ~~for approval~~, which shall include the  
362 duties of the Stated Clerk as set forth in this *Manual*, ~~the work time expected~~  
363 ~~(including any vacation and holidays to which the Stated Clerk may be entitled)~~  
364 and the terms of call/employment. (See Appendix H – *Stated Clerk Position*  
365 *Description*)

366  
367 The Stated Clerk shall be *the* :

- 368 A. ~~the~~ continuing ecclesiastical officer of Presbytery;
- 369 B. ~~the~~ custodian of all ecclesiastical records;
- 370 C. ~~the~~ custodian of the rolls of ~~ministers~~ of Presbytery; and
- 371 D. ~~the~~ parliamentarian for Presbytery.

372  
373 Duties:

374 The Stated Clerk shall perform the duties of office as specified in the *Book of*  
375 *Order*, G-3.0104 and G-3.0305 and those other obligatory duties contained in the  
376 *Book of Order*. The Stated Clerk will be responsible for the preservation of the  
377 history of the Presbytery.

378  
379 **Recording Clerk**

380  
381 Mode of Election

382 The Presbytery shall elect, on nomination by the Nominating Committee of  
383 Presbytery, a Recording Clerk for a term of three (3) years and who shall be  
384 eligible for reelection.

385  
386 Duties:

387 The Recording Clerk shall be responsible to and shall assist the Stated Clerk in  
388 the performance of the Clerk's duties, and ~~shall~~, *may* in the absence of the Stated  
389 Clerk at Presbytery meetings, serve in that place.

390  
391 The Recording Clerk shall record the proceedings of Presbytery and submit the  
392 minutes promptly with supportive documents to the Stated Clerk.

393  
394 Honorarium and allowances shall be fixed by the Presbytery upon  
395 recommendation of the Administration Committee.

396  
397 **Financial Administrator/Treasurer**

398  
399 Mode of Election

400 See section VIII Personnel *of this manual*. This office may be filled by either a  
401 ~~teaching elder~~ *Minister of the Word and Sacrament*, a ruling elder, or a layperson.

402  
403 At the time of election, the Administration Committee shall present a position  
404 description of this office to the Presbytery **for approval**, which shall include the  
405 duties of the Financial Administrator/Treasurer and the terms of employment.  
406 (Appendix I – *Position Description Financial Administrator/Treasurer*)

407  
408 The Financial Administrator/Treasurer shall be *the*:

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

411  
412 Duties:

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

417  
418 The Financial Administrator/Treasurer shall be bonded ~~and~~able.

## 419 420 VI. LEADERSHIP TEAM

421  
422 Charge

423 The Leadership Team is charged to:

- 424 1. ~~To~~ Discern a vision for the presbytery based on our core values
- 425 2. ~~To~~ Communicate the vision throughout the presbytery
- 426 3. ~~To~~ Delegate responsibilities *and resources* to our committees and staff *to implement*  
427 *the vision*
- 428 4. ~~To~~ Assess the work of the presbytery in light of the vision
- 429 5. ~~To~~ Revise the vision regularly in light of change

430  
431  
432 Authority

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

436  
437 Responsibilities

- 438 1. Promote the core values of ministry (service to those inside the church), mission  
439 (service to those in the community) and relationship-building (building connections with  
440 God and one another) through implementation of presbytery's written policies, plans,  
441 mission statements, and goals.
- 442 2. Maintain, revise, and communicate a plan *to implement the vision* in order that the  
443 churches, committees, and staff of the presbytery may work together *for the same*  
444 *purpose*.
- 445 3. Receive both ideas and feedback from churches, committees, and staff on their  
446 ministry, mission and their work toward accomplishing *the vision*.
- 447 4. Define, direct, and align the work of committees so that they may better engage the  
448 presbytery in their areas of ministry, mission, and relationship-building,
- 449 5. Plan Presbytery meetings in cooperation with the General Presbyter, Stated Clerk, and  
450 Moderator (this includes setting the theme, facilitating the logistics, and securing *meeting*  
451 *sites*, rotating throughout the presbytery).
- 452 6. Develop and implement a system of evaluation of our current committees and  
453 structure.

454  
455 Members

- 456 1. The Presbytery shall elect three classes of four members each, totaling 12 members of the  
457 Leadership Team. The moderator, moderator-elect, and chair of the Leadership Team,  
458 shall be included in this number.

- 459 2. The Nominating Committee makes nominations, supplemented by those from the floor of  
 460 the appropriate Presbytery meeting.  
 461 3. Each term is three years and may be renewed once. At least one year must pass after  
 462 serving two consecutive terms before serving again.  
 463 4. The immediate past Moderator of presbytery chairs the Leadership Team. She/he votes  
 464 only in the case of a tie.  
 465 5. Two staff members attend the meetings of the Leadership Team, the General Presbyter  
 466 and the Stated Clerk. Both have the power of voice but not vote. *Ordinarily*, the Stated  
 467 Clerk shall serve as the secretary.  
 468  
 469  
 470

471 Meetings

- 472 1. The Leadership Team meets at least quarterly in person approximately one month in  
 473 advance of four regular meetings of the presbytery, preferably in locations rotating  
 474 throughout the presbytery.  
 475 2. Ordinarily one meeting per year will be designated by the Team to plan for the coming  
 476 year and may, at the discretion of the Team, consist of an overnight retreat.  
 477 3. Regular meetings should be supplemented by *subgroups* as needed on particular issues  
 478 facing the Leadership Team. The Leadership Team should meet in ways that best meet  
 479 the needs of the team: face-to-face, conference call, and video conference.  
 480 4. Staff members *and others may be* invited to attend particular meetings and conversations,  
 481 based on their areas of expertise, and service, and agenda before the Leadership Team.  
 482

483 Quorum

- 484 1. The quorum of the Leadership Team shall be a majority of its members.  
 485  
 486

487 **VII. COMMITTEES AND AFFINITY GROUPS**  
 488

489 The standing committees of the Presbytery are (committee descriptions are in Appendix J  
 490 on the pages indicated):

491	Administration	Page 90
492	Bluestone	Page 91
493	Ministry	Page 93
494	Mission	Page 96
495	<b>Nominating</b>	<b>Page 98</b>
496	Nurture	Page 99
497	Permanent Judicial Commission	Page 100
498	Relations	Page 101
499	Representation	Page 102
500	Stewardship	Page 103
501	Trustees	Page 104
502	Vocation	Page 105
503		

504 **Upon recommendation of the committee or upon the initiation of the Leadership Team**  
505 committee descriptions may be amended by two-thirds vote of the Leadership Team and  
506 reported to the Presbytery at its next stated meeting.  
507

508 Membership:

509 All provisions of the *Book of Order* and of this *Manual* pertaining to membership on  
510 specific committees shall apply. The size of committees shall be determined by the  
511 Leadership Team. When there are not constitutional or *Manual* provisions which  
512 require otherwise, ordinarily Presbytery shall seek to elect persons to committees to  
513 provide for equal parity of ~~teaching elders~~ ministers of the Word and Sacrament and  
514 ruling elders/laypersons (G-3.01039). Ordinarily no more than one-half of the  
515 membership of any committee should be ~~teaching elders~~ *ministers of the Word and*  
516 *Sacrament*. The ~~Ministry Committee~~, *Committee on Ministry*, the Vocations  
517 Committee, and the *Permanent Judicial Commission* shall be composed of only  
518 ruling elders and ~~teaching elders~~ *ministers of the Word and Sacrament* (G-  
519 3.0307109). Membership on committees shall be ~~on a proportional basis among the~~  
520 ~~Clusters distributed among the various regions of the Presbytery to the degree~~  
521 ~~practical, except where otherwise specified in this Manual.~~  
522

523 Committees may co-opt people to serve in their assigned area of responsibility. These  
524 people will have no vote on the committees asking them to serve. They will not be  
525 part of a quorum of the appointing committees. Committees may establish sub-  
526 groups, but the committee is ultimately responsible for the sub-group's work. There  
527 shall be an annual review by the committee regarding continuation of sub-groups or  
528 co-opted members.  
529

530 Terms:

531 ~~Except for the Permanent Judicial Commission,~~ Committee members ordinarily shall  
532 serve a term of three years and are eligible for reelection once; however, no person  
533 may serve more than six consecutive years on the same committee. At least one year  
534 must pass after serving two consecutive terms before serving again. *However*  
535 *members of the Permanent Judicial Commission are elected to six years terms and at*  
536 *least four years must pass before serving again. (D-5.0102 and D-5.0105)*  
537

538 Mode of Election

539 The Leadership Team shall nominate persons for service on the Nominating  
540 Committee and a person to serve as Chair of the Nominating Committee.  
541

542 The **Nominating Representation** Committee shall nominate persons for service on all  
543 other committees. Members shall be elected in three classes, as nearly equal as  
544 possible. Terms of service shall run concurrently with the calendar year, with service  
545 to begin January 1.  
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547 Nominations for General Assembly commissioners shall be in accordance with the  
548 Presbytery policy governing selection of commissioners. (See ~~Appendix F~~ *Advisory*  
549 *Handbook on policies and procedures.*)

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

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

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

The ~~Nominating~~ **Representation** Committee shall nominate people to boards such as Kanawha Valley Homes and West Virginia Homes, as needed, adhering to the membership and class requirements of the boards. These boards may recommend names to the Nominating Committee.

The quorum of a committee shall be one-third of its members, ~~except where otherwise specified in the Book of Order (including The quorum of the Permanent Judicial Commission is specified in the Book of Order. (D-5,0204) When the Committee on Ministry and the Vocation Committee is acting as a commission of Presbytery, the quorum shall be a majority of its members.~~

~~Members participating by an electronic means that provides simultaneous aural communication (e.g. video conference, teleconference, including conference call) shall be considered part of the quorum and shall have privilege of voice and vote. Communications by written means (e.g. fax, e mail, "chat rooms") are not appropriate for a deliberative process. Email votes may only be used for action that is able to be rescinded at the next meeting; all votes are to be recorded in the minutes of the next meeting.~~

Committees are responsible for conducting orientation of their own members. **Ordinarily, a person will not be elected to serve on more than one committee at a time.**

After a committee member has had two (2) consecutive, unexplained or unexcused absences, the Committee Chair may contact the member and then request the ~~Nominating~~ **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

595 way to complete the business at hand and the cost, both financial cost and the cost of time  
596 to the members of the committee.

- 597 2. A blend of traditional meeting and electronic meeting is permissible.
- 598 3. Electronic meetings are permissible only if every member of the committee can access  
599 the technology that allows participation in the meeting.
- 600 4. Electronic meetings must provide for simultaneous aural communication among all  
601 participants in order to allow for discussion of the issue(s) being considered.  
602 Collaborative technologies such as web-based Zoom and Skype, conference calls, and  
603 interactive video teleconferences fit the necessary requirements for maintaining the  
604 deliberative character of meetings held in accordance with the most recent edition of  
605 Robert's Rules of Order.
- 606 5. Only the chairperson of the committee may call an electronic meeting; this may be done  
607 upon the request of three members.
- 608 6. Ordinarily notice of electronic meeting shall be given by the committee chair or  
609 Presbytery Office at least three days before the meeting and shall include the purpose(s)  
610 of the meeting. Instructions on how to participate technologically shall accompany the  
611 call for the meeting.
- 612 7. A quorum for an electronic meeting shall be the same as traditional meetings: one-third of  
613 its members. The quorum of the Permanent Judicial Commission is specified in the Book of  
614 Order. When the Ministry Committee and the Vocations Committee act as a commission of  
615 Presbytery, the quorum shall be a majority of its members.
- 616 8. Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
- 617 9. The chair shall give attention to ensuring that all persons are included in the discussion  
618 and have the capability of hearing and participating fully in the meeting. If necessary the  
619 chair shall use a system of roll call discussion and voting.
- 620 10. Minutes for an electronic meeting shall be the same as minutes of a traditional meeting..
- 621 11. The same rules regarding participation apply to electronic meetings as in traditional  
622 meetings: the body may but is not obligated to grant the privilege of the floor to a guest,  
623 who may not vote or speak to an issue once debate closes. A guest in an electronic  
624 meeting is someone who is not a member of a committee.
- 625 12. Motions shall be processed in the same manner as a traditional meeting. The chair shall  
626 also give careful consideration to technological issues that might impact a person's ability  
627 to participate fully and give opportunity for adjustments before business is taken up.  
628 Before a vote is taken or consent measured, the chair will also determine whether any  
629 members are no longer present due to a technological disruption.
- 630 13. When email is used for sharing information and coming to consensus on the matter, the  
631 resulting decision shall be confirmed or rejected by vote at the next meeting of a  
632 committee of the presbytery and recorded in the minutes of the meeting. Email  
633 consensus is only appropriate for actions that may be reconsidered or rescinded at the  
634 next meeting of the committee.

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### **Committees Acting as Commissions**

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

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

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

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

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

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### **Open Meeting Policy**

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*1. The Presbytery of West Virginia is committed to the principle of openness in regard to the rights of individuals having access to the committees of the Presbytery. Each committee shall give public notice of meeting times and places through the Presbytery website. The committee may extend to any visitors who may wish to attend the privilege of the floor in order that they may take part in the committee's discussion of the business for which they are present. Ordinarily, persons making such presentations are excused from the meeting while the committee deliberates and takes its action. After being informed of the committee's action, such persons are then ordinarily excused so that the committee may resume its business.*

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*2. Each committee has the privilege to go into executive session with a majority vote of the members present, in accordance with Robert's Rules of Order Newly Revised.*

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### **Affinity Groups:**

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~~While it can be a challenge to find folks to serve on standing committees, people are more than willing to serve God with one another on issues about which they are passionate. Affinity groups arise in two scenarios: are~~



- 680 1. ~~Small, local groups of people who get together for time-limited projects now and then~~  
681 ~~(to work on clean water projects or to arrange a CROP walk, for example), and~~  
682 2. ~~Sstanding groups that work under the direction of a committee for a long-term project~~  
683 ~~(the partnership with Nyeri Presbytery in Kenya or the Stewardship of Creation~~  
684 ~~Ministry Team, for example).~~

685  
686 ~~Formation~~ *Recognition and Endorsement*

687 ~~The first type can form wherever and whenever there are sufficient people with~~  
688 ~~passion about an issue or project. The group that forms will seek approval and~~  
689 ~~endorsement of their Session (or Sessions if more than one church's members are~~  
690 ~~involved — as part of a cluster project, for example); but they do not need approval~~  
691 ~~from the Presbytery.~~

692  
693 ~~The second type~~ *Affinity Groups* forms by providing the appropriate committee under  
694 which their work falls with sufficient information (name of the group, mission  
695 statement, project descriptions, and contact information for members) so that the  
696 committee can make a recommendation at a Presbytery meeting ~~as to approval for~~  
697 ~~recognition and endorsement. The form for providing such information is posted on~~  
698 ~~the Presbytery's web site. They shall make an annual report to the appropriate~~  
699 ~~committee. Their continuing role within the Presbytery shall be reviewed every three~~  
700 ~~years with a recommendation from the appropriate committee to the Presbytery for~~  
701 ~~recognition and endorsement for another three years.~~

702  
703 **Benefits & Responsibilities**

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

709  
710 In return, affinity groups *and their members* would be expected to sign a  
711 memorandum of understanding acknowledging that they may not act counter to the  
712 policies of the Presbytery or misuse the endorsement to claim greater authority than  
713 appropriate.

714  
715 **The limits of the Presbytery's endorsement**

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

719  
720 **VIII. PERSONNEL**

721  
722 As outlined in G-3.0110, the Presbytery may employ staff members to meet the ministry  
723 and mission needs of the church. ~~Executive staff members (~~ **The** General Presbyter,  
724 **Stated Clerk, & and Treasurer**), are elected by the Presbytery; while other staff members  
725 are appointed by the ~~Administration Committee~~ **General Presbyter as head of staff** (see

726 the Presbytery's Personnel ~~Manual~~ *Handbook* for further details). Those *officers*  
727 employed by the Presbytery as interim **executive** staff may, **in extraordinary**  
728 **circumstances**, be considered for permanent positions when to do so is in keeping with *its*  
729 mission strategy and is approved by a three-quarter vote of the Presbytery. In every case,  
730 an open search shall be conducted.

### 731 732 **General Presbyter**

- 733  
734 1. The General Presbyter shall coordinate ministry, mission, and relationship-  
735 building, as these are the core values of the Presbytery of West Virginia. The  
736 General Presbyter shall be the administrator of the Presbytery, accountable to  
737 Presbytery through the Leadership Team for the implementation of decisions and  
738 matters of strategy, program and resources.
- 739 2. The General Presbyter shall be elected using an open search process. The  
740 Nominating Committee is responsible for nominating the search committee in  
741 consultation with the Leadership Team and the Administration Committee, which  
742 the Presbytery then elects to service.
- 743 3. The Administration Committee will conduct an annual performance review of the  
744 General Presbyter. Two members of the Leadership Team (appointed by its  
745 Chair) shall actively participate in the review. Additional hiring, performance  
746 review, and termination information may be found *in* the Presbytery's Personnel  
747 ~~Manual~~ *Handbook*.

### 748 749 **Stated Clerk**

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

### 760 761 **Treasurer**

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

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**Participation and Representation**

All administrative 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**

*On its own initiative the Leadership Team may create or* the Administration Committee may hire recommend additional, non-executive staff to positions which fulfill the ministry and mission needs of the Presbytery churches as outlined *determined by the Leadership Team*. These staff persons shall function in accord with this Manual, the Personnel ~~Manual~~ *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.

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

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

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

When the Stated Clerk receives a request for an Inquiry for Vindication under Section D-9.0000 of the *Book of Order*, the Ministry Committee Committee on Ministry shall function as Presbytery’s “appropriate committee” to ascertain whether it is proper to grant the request (D-9.0101a).

**X. SUSPENSION OF MANUAL**

Presbytery may suspend this *Manual* for a specific purpose ~~at a meeting~~ by a two-thirds majority vote.

**XI. AMENDMENTS *TO THIS MANUAL***

A majority vote will be necessary to amend this *Manual*, ~~provided~~ The proposed amendment shall be submitted to the Presbytery ~~in writing~~, at the previous stated meeting as information *either as part of the packet or in a written report*.



817 **APPENDIX G**

818

819 **POSITION DESCRIPTION**

820 **TITLE: GENERAL PRESBYTER** Full Time

821

822 **PURPOSE:** The General Presbyter shall facilitate the core values of the Presbytery:  
823 ministry, mission and relationships. The General Presbytery shall assist  
824 the Leadership Team in carrying out the Presbytery’s mission and  
825 vision.

826 **ACCOUNTABILITY:** He/She shall be accountable to the Presbytery through its  
827 Leadership Team.

828

829 **TERM OF SERVICE:** Indefinite

830

831 **RESPONSIBILITIES:**

832 1.To help the Presbytery relate, listen to, and understand each other, and  
833 to help foster experiences of unity in Christ which make our diversity  
834 creative.

835

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

838

839 3.To affirm and support the creative ministry of pastors and sessions  
840 and promote the ministry of the people of God in the world.

841

842 4.To be the administrator of the Presbytery. To be head of staff; to  
843 develop, supervise, motivate, and coordinate the staff team to provide  
844 the needed ministries to carry out the mission of the Presbytery.

845

846 5.To be a resource and to provide for the effective functioning of the  
847 Leadership Team, Administration Committee, Nominating Committee,  
848 Ministry Committee and Relations Committee and other committees of  
849 Presbytery as appropriate.

850

851 6.To communicate to pastors and sessions, as well as to committees,  
852 elected leadership and staff, the validity and value of their ministry, and  
853 to express the caring of the Presbytery for its servants.

854

855 7.To interpret the needs of the Presbytery to the Synod and General  
856 Assembly and the needs of the Synod and the General Assembly to the  
857 Presbytery.

858

859 8.To participate in the life and/or worship of congregations throughout  
860 the Presbytery on a regular basis. (A suggested goal is no less than 30  
861 visits per year.)

862

863

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

866  
867 EVALUATION: An annual performance review by the Administration Committee in concert  
868 with the Leadership Team.

869  
870 TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of  
871 Presbytery, upon the written recommendation of the Leadership Team. Fair  
872 and adequate notification shall be given the General Presbyter.

873  
874 PERSON DESCRIPTION  
875 GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

876  
877 The General Presbyter, insofar as is possible, should have these qualifications, characteristics,  
878 and abilities:

879  
880 GENERAL AND PERSONAL:

- 881 1. A personal commitment to and relationship with God.
- 882
- 883 2. An ordained elder or Minister of the Word and Sacrament of the  
884 Presbyterian Church (U.S.A.).
- 885
- 886 3. Approximately fifteen years of experience in the Presbyterian Church  
887 (U.S.A.).
- 888
- 889 4. A leadership style characterized by servant hood, yet dynamic and  
890 creative.
- 891
- 892 5. A demonstrated ability to organize his/her time and to exercise  
893 discipline in personal life style to the end that time for family and for  
894 personal Christian growth is protected.
- 895

896 PROFESSIONAL AND PASTORAL SKILLS:

- 897 1. Skills in church development and redevelopment, including a special  
898 awareness of the opportunities for ministry existing in the small church.
- 899
- 900 2. To advocate, interpret, and help implement best practices from across  
901 the Presbyterian Church (U.S.A.)
- 902
- 903 3. An articulate, theologically informed leader who can communicate a  
904 vision to others.
- 905
- 906 4. A pastoral, sensitive nature, with ability to affirm, appreciate, mediate  
907 and reconcile. Conflict management skills and maintaining appropriate  
908 confidentiality are essential.
- 909

- 910 5. A skillful administrator who can plan and organize, who can direct  
911 and motivate staff, and who can recognize and utilize talents of  
912 volunteers, both lay and clergy.  
913  
914 6. The ability to understand and appreciate the way theological,  
915 sociological, economic and psychological factors affect the life of the  
916 Church.  
917  
918 7. An ability to relate to persons of diverse points of view, of different  
919 ages, genders and backgrounds.  
920

## 921 APPENDIX H

### 922 POSITION DESCRIPTION

923  
924  
925 TITLE: STATED CLERK Half Time (20 hrs/week)

926  
927 PURPOSE: The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.  
928 The Stated Clerk shall assure the Presbytery's adherence to the Book of Order.  
929

930 ACCOUNTABILITY: As an officer of the Presbytery, the Stated Clerk shall be accountable to  
931 the Presbytery for the responsibilities assigned by the Book of Order. As  
932 a staff member of the Presbytery, the Stated Clerk shall be accountable  
933 to the Leadership Team and supervised by the General Presbyter.  
934

935 TERM OF SERVICE: Five years, eligible for reelection.  
936

#### 937 RESPONSIBILITIES:

- 938 1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order (G-  
939 3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session records;  
940 G-3.0109 –judicial and administrative commissions; D- 11.0600 – judicial process).  
941

942 a. The Stated Clerk shall be the custodian of all ecclesiastical records of the  
943 Presbytery, working with the administrative staff to maintain the records and rolls of  
944 the presbytery.  
945

946 b. The Stated Clerk shall work with the Committee on Ministry in recording and  
947 reporting changes in pastoral relationships, including the establishment and renewal  
948 of temporary pastoral relationships.  
949

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

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

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

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

2. The Stated Clerk shall ordinarily serve as the parliamentarian of the Presbytery.
3. The Stated Clerk shall serve as clerk to the Leadership Team, assisting particularly with the planning of presbytery meetings.
4. The Stated Clerk shall serve as staff support for the Trustees of the Presbytery.
5. The Stated Clerk shall provide orientation and support for Commissioners to meetings of the General Assembly and shall ordinarily attend General Assembly meetings.

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- COMPENSATION: Defined in terms of call, reviewed annually by the Administration Committee and approved by the Leadership Team and the Presbytery. This position is exempt from overtime.
- EVALUATION: An annual performance review by the General Presbyter and reported to the Administration Committee.
- TERMINATION: By mutual consent of the Stated Clerk and the Presbytery, or by action of the Presbytery, upon written recommendation of the Leadership Team. Fair and adequate notification shall be given to the Stated Clerk.

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PERSON DESCRIPTION

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- The Stated Clerk, in so far as possible, should have these qualifications, characteristics, and abilities:
1. Have a personal commitment to and relationship with God.
  2. Be a Ruling Elder or Minister of the Word and Sacrament in the Presbyterian Church (USA).
  3. Have a minimum of five years experience in the Presbyterian Church (USA).



- 994 4. Perceive self as a servant leader and exhibit a working style that is collegial and  
995 consultative.  
996 5. Have an extensive knowledge of Presbyterian polity and the theology that  
997 informs that polity.  
998 6. Ordinarily have some experience with the work of a Stated Clerk.  
999 7. Be willing and able to fulfill the responsibilities of the office with minimal  
1000 clerical assistance.  
1001 8. Have the ability to follow through on details.  
1002 9. Be available to maintain regular hours in the Presbytery office.  
1003 10. Have experience with computers and a willingness to learn specific processes  
1004 currently used in the church  
1005

1006 **APPENDIX I**

1007 **POSITION DESCRIPTION**

1008 **FINANCIAL ADMINISTRATOR/TREASURER** Full Time  
1009

1010 **TITLE:** Financial Administrator/Treasurer of the Presbytery of West Virginia  
1011

1012 **PURPOSE:** The financial administrator/treasurer shall serve as the financial officer of the  
1013 Presbytery and custodian of all financial records.  
1014

1015 **ACCOUNTABILITY:**

- 1016
- 1017 1. He/She shall be accountable to the Presbytery through its Council and the  
1018 ~~Personnel and Administration~~ Administration Committee.  
1019
  - 1020 2. He/She will be supervised by the Executive Presbyter.  
1021
- 1022

1023 **TERM OF SERVICE:** Indefinite  
1024

1025 **RESPONSIBILITIES:**

- 1026 1. To maintain the general ledger for Presbytery, utilizing Presbytery's computer system.  
1027
- 1028 2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.  
1029
- 1030 3. To prepare timely financial reports and budgets as needed, or requested, by the Presbytery, its  
1031 Council and Committees.  
1032
- 1033 4. To support the ~~Finance and Development~~ *Stewardship* Committee in its work of developing,  
1034 implementing and reviewing the annual Presbytery budget.  
1035
- 1036 5. To notify congregations and individuals of the status of their financial commitments to Presbytery  
1037 and other mission beyond the congregation and to respond to related questions and concerns from  
1038 church officers and ministers.

- 1039  
1040 6. To administer the Presbytery's investments under the direction and oversight of the ~~Finance and~~  
1041 ~~Development~~ *Stewardship* Committee.  
1042  
1043 7. To oversee the churchwide reporting forms required of the Presbytery and its churches.  
1044  
1045 8. To provide all financial statements and records to the ~~Finance and Development~~ *Stewardship*  
1046 Committee for carrying out its function as the audit committee of Presbytery, and to submit all  
1047 requested schedules and other documents to the independent auditing firm hired by Presbytery.  
1048  
1049 9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.  
1050  
1051 10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

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1057 EVALUATION: The ~~Personnel and~~ Administration Committee will:

- 1058 1. Annually evaluate the Financial Administrator/Treasurer's performance and  
1059 review terms of call.  
1060 2. Conduct a major evaluation prior to the conclusion of the third year of service.  
1061 3. Review and revise the position description as needed.  
1062

1063 COMPENSATION: Defined in terms of call, reviewed annually by ~~Personnel and~~  
1064 Administration Committee and approved by the ~~Council~~ *Leadership Team* and Presbytery.  
1065

1066 TERMINATION: By mutual consent of the Financial Administrator/Treasurer and the  
1067 Presbytery, or by action of the Presbytery, upon recommendation of the ~~Personnel and~~  
1068 Administration Committee. Fair and adequate notification shall be given to the Financial  
1069 Administrator/Treasurer.

#### 1070 PERSON DESCRIPTION

1071  
1072 FINANCIAL ADMINISTRATOR/TREASURER -- PRESBYTERY OF WEST VIRGINIA  
1073

1074 The Financial Administrator/Treasurer, insofar as possible, should have these  
1075 qualifications, characteristics and abilities:

- 1076 1. A Christian commitment and spiritual maturity.  
1077 2. A commitment to stewardship as a matter of faith and spiritual discipline in which  
1078 money is a means to do mission and ministry.  
1079 3. Perceives self as a servant of the Presbytery and exhibits a working style that is both  
1080 collegial and consultative.  
1081 4. Demonstrated competence in total financial management.  
1082 5. Extensive and detailed working knowledge of computers and computer  
1083 management, including demonstrated ability to use general accounting software  
1084 and outstanding keyboard skills.

- 1085 6. Demonstrated written and oral communication skills, including ability to use  
1086 the telephone.
- 1087 7. Problem-solving skills and the ability to take initiative in enhancing the function of  
1088 the office of Financial Administrator/Treasurer.
- 1089 8. The ability to delegate and supervise staff, including voluntary staff and temporary  
1090 paid staff.
- 1091 9. Fund accounting and bookkeeping knowledge.
- 1092 10. Bondable.

1093 **APPENDIX J**

1094 **COMMITTEE DESCRIPTIONS**

1095  
1096  
1097 **Administration** (Formerly Personnel and Administration) Membership 9  
1098

1099 Purpose: To provide staff for the Presbytery in accordance with the mission of the Presbytery  
1100 and to ensure that they have adequate compensation, supplies, and support to carry out their  
1101 work effectively and faithfully.  
1102

1103 Objectives:

- 1104 1. Develop and maintain staffing plans and policies that implement the mission  
1105 of the Presbytery.  
1106 2. Provide for the functioning of Presbytery through the support of staff  
1107

1108 Responsible for:

- 1109 1. Preparing the job description, terms of calls, and performance reviews of the General  
1110 Presbyter, the Stated Clerk, Presbytery's Financial Administrator/Treasurer, and any  
1111 other exempt professional staff.  
1112 2. Reviewing the Presbytery office staff organization, job descriptions for support staff  
1113 and performance evaluations conducted by the General Presbyter.  
1114 3. Conducting an annual meeting with Presbytery staff.  
1115 4. Evaluating office space, facilities, equipment, and systems in terms of acquisition,  
1116 utilization and effectiveness.  
1117 5. Oversee the compensation of all Presbytery staff, making recommendations to the  
1118 ~~Finance and Development~~ *Stewardship* Committee and/or to Presbytery as appropriate.  
1119 Upon recommendation of the General Presbyter, taking action on matters related to the  
1120 employment of non-exempt staff members.  
1121

1122 Membership: Three classes of three members each, including both Ruling and Teaching  
1123 Elders *and Ministers of the Word and Sacrament* representing ~~clusters~~ *different regions*  
1124 *of the Presbytery* as equally as possible.

1126

1127 Purpose: To provide for promotion, programming, and facilities which support the life,  
1128 mission and ministry of the Bluestone Camp and Conference Center as a vibrant center  
1129 for Christian discipleship.

1130

1131 Objectives:

1132

1. To serve on the Bluestone Conference Center, Inc. Board of Directors

1133

2. To promote the use of Bluestone across the Presbytery, by groups from other  
presbyteries, and by non-Presbyterian groups

1134

1135

3. To coordinate and cooperate with the Nurture Committee in order to provide for  
quality, faith nurturing camp, conference and retreat programming

1136

1137

4. To assure that Bluestone is available, acceptable, and accessible for the delivery of  
quality, faith nurturing camp, conference and retreat programming

1138

1139

5. To develop and implement a long range facilities plan for Bluestone including  
capital improvements

1140

1141

6. To propose and manage the Presbytery's approved Bluestone's facility budget

1142

7. To coordinate with the Friends of Bluestone (FOB) on fund raising and use of FOB  
funds

1143

1144

1145 Responsibilities:

1146

1. Serve, along with the General Presbyter and Financial Administrator/Treasurer on  
the Bluestone Conference Center, Inc. Board of Directors.

1147

1148

2. Promote the use of Bluestone across the Presbytery, by groups from other presbyteries,  
and by non-Presbyterian groups.

1149

1150

3. Coordinate and cooperate with the Nurture Committee in order to provide for quality,  
faith nurturing camp, conference and retreat programming.

1151

1152

4. Provide guidance, support, and encouragement to the Bluestone Director recognizing  
that the General Presbyter has supervisory responsibilities.

1153

1154

5. Communicate to the General Presbyter matters needing attention regarding the Center.

1155

1156

6. Provide input to the General Presbyter, as requested, for periodic performance  
reviews of the Bluestone Director.

1157

1158

7. Oversee the administration of the day-to-day facility's, repair, and enhancement of the  
buildings, grounds, and equipment.

1159

1160

8. Insure that all health, safety and regulatory entities' regulations and licenses are up-to-  
date and in order.

1161

1162

9. Ensure the development, maintenance, and implementation of a comprehensive, long-  
term facilities plan for Bluestone.

1163

1164

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.

1165

1166

1167

11. Ensure safety and accessibility, conduct regular inspections of the buildings,  
grounds, and equipment and communicate findings to the Bluestone Director and  
General Presbyter.

1168

1169

1170

12. Ensure that lease agreements, covenants, purchase agreements and rental contracts are

- 1171           successfully negotiated and appropriately fulfilled.
- 1172           13. Advocate for prudent improvements to the buildings and grounds.
- 1173           14. Assist the Bluestone Director as needed with outside building & utility contractors.
- 1174           15. Ensure the proper supervision of the purchase and installation of all new equipment.
- 1175           16. Provide for the use of volunteers and “work days.”
- 1176           17. Evaluate any facility maintenance or vendor contracts annually; ensuring
- 1177                 Bluestone is receiving adequate and economical services.
- 1178
- 1179           Membership: There shall be at least one (1) member nominated and elected from each cluster,
- 1180           with a mix of Teaching Elders, Ruling Elders, and laity.

1181 **Ministry** (Congregational Development re-incorporated) Membership 24-32

1182

1183 Purpose: to provide that the Word of God may be truly preached and heard; to provide that the  
1184 Sacraments may be rightly administered and received; to nurture the covenant community of  
1185 disciples of Christ. (G-3.0301)

1186

1187 Objectives:

1188 1. to coordinate, guide, encourage, support and resource the work of its congregations for  
1189 the most effective witness to the broader community (G-3.0301);

1190 2. to serve as pastor and counselor to ~~teaching elders~~ *Ministers of the Word and Sacrament*,  
1191 ruling elders commissioned to pastoral service, and certified Christian educators of the  
1192 Presbytery (G-3.0307);

1193 3. to facilitate the relations between the Presbytery and its congregations, ~~teaching~~  
1194 ~~elders~~ *Ministers of the Word and Sacrament*, ruling elders commissioned to  
1195 pastoral service, and certified Christian educators (G-3.0307);

1196 4. to settle difficulties on behalf of the Presbytery where possible and expedient (G-  
1197 3.0307);

1198 5. promoting the peace and harmony of congregations and inquiring into the  
1199 sources of congregational discord

1200 6. taking jurisdiction over members of dissolved congregations and granting transfers of  
1201 their membership to other congregations

1202 7. warning and bearing witness against error in doctrine and immorality in practice within  
1203 its bounds and serving in judicial matters in accordance with the Rules of Discipline.  
1204 (G-3.0301)

1205

1206 Responsibilities:

1207 1. ~~The following would be done in clusters, in the two months between whole~~  
1208 ~~committee meetings:~~

1209 a. changes of call within the Presbytery of WV ~~—if there's a move between~~  
1210 ~~clusters, the calling cluster would approve a match/terms of call, while the~~  
1211 ~~current cluster would dismiss.~~

1212 b. meet with ~~Teaching Elders~~ *Ministers of the Word and Sacrament* seeking to  
1213 transfer in from another Presbytery, examine them on behalf of the whole  
1214 Presbytery, approve match and terms of call

1215 c. ~~meet with Teaching Elders seeking to transfer in from another Presbytery,~~  
1216 ~~approve match and terms of call; dismissing Teachers Elders~~ *Ministers of the*  
1217 *Word and Sacrament* to receive a call from another Presbytery/position

1218 d. approve moderators, liaisons and installations for churches without installed pastors

1219 e. follow up visits with new pastors and triennial visits

1220 f. provide preparation program as needed in cooperation with the Vocations  
1221 Committee; and recommend the commissioning of ruling elders as ~~CLP REs and~~  
1222 ~~ALPs~~ to limited pastoral service ~~to the whole committee~~

1223 g. approving validated ministries

1224 h. approve those on the “available to preach” list

1225 i. assist congregations with mission studies

1226 j. suggest to other entities of Presbytery ideas for leadership training

- 1227 k. work with churches in the call process  
1228 ~~l. establish and dissolve pastoral relations in clusters~~  
1229 m. meet with congregations and Sessions of churches seeking to dissolve, divide, or  
1230 leave the Presbytery ~~and make recommendations to the whole committee~~  
1231 n. creating and developing churches – address initial request ~~in clusters, take it to~~  
1232 ~~the whole committee~~ and then recommend to Presbytery.  
1233 o. counsel with a session concerning reported difficulties within a congregation,  
1234 including:  
1235 1) advising the session as to appropriate actions to be taken to resolve  
1236 the reported difficulties,  
1237 2) offering to help as a mediator, and  
1238 3) acting to correct the difficulties if requested to do so by the session or if  
1239 the session is unable or unwilling to do so, following the procedural  
1240 safeguards of the Rules of Discipline (G-3.0303);  
1241 p. authorizing and training specific Ruling Elders to administer or preside at the  
1242 Lord’s Supper when it deems it necessary to meet the needs for the  
1243 administration of the Sacrament (G-3.0301)  
1244

1245 ~~2. The whole committee:~~

- 1246 a. engage in an organizational meeting early in the year.  
1247 b. recommend minimum compensation standards for pastoral calls and Certified  
1248 Christian Educators and Certified Associate Christian Educators within the  
1249 Presbytery;  
1250 c. ~~meet three (3) more times a year, timed in relationship to the Leadership Team and~~  
1251 ~~Presbytery meetings hear reports from cluster meetings.~~  
1252 d. discuss the dissolution and creation of churches and take these matters to the  
1253 whole Presbytery.  
1254 e. receive ~~and act on recommendation from cluster representation (G-3.0303e) reports~~  
1255 when it is determined that a session cannot exercise its authority and it is therefore  
1256 appropriate to recommend to the whole Presbytery that it assume original  
1257 jurisdiction.  
1258 f. approve the commissioning Ruling Elders to limited pastoral service;  
1259

1260 1. The whole Presbytery would then be responsible for:

- 1261 a. examining ~~Teaching Elders~~ *Ministers of the Word and Sacrament* seeking  
1262 membership in the PWV (through ordination) and providing for their ordination  
1263 and/or installation. (A representative of the Committee on Ministry would ask a  
1264 representative question in the areas of “Christian faith and views in theology, the  
1265 Sacraments, and the government of this church” (G-11.0402) on the floor of  
1266 Presbytery and then commissioners at that Presbytery meeting would be invited to  
1267 add their questions.) ~~Note: The manner of examination of Teaching Elders will be~~  
1268 ~~taken under consideration by those who will be working on Presbytery Manual~~  
1269 ~~changes in consultation with this committee.~~  
1270 ~~b. receiving Teaching Elders seeking membership in the PWV through transfer from~~  
1271 ~~another Presbytery that have been examined and approved by the Ministry~~  
1272 ~~Committee, following a series of representative questions asked by a representative~~



1273 ~~of the committee on the floor of Presbytery. Commissioners at the Presbytery~~  
1274 ~~meeting could ask additional questions in order to get to know their new colleague.~~  
1275 ~~c. granting permission to labor within and outside the bounds of Presbytery.~~  
1276 d. consider and act upon requests from congregations for permission to take the  
1277 actions regarding real property as described in G-4.0206 (G-3.0303f), upon  
1278 recommendation from the whole COM.

1279  
1280 Membership – ~~3-4~~ 24-32 members per cluster. ~~The schedule would be such that all members of~~  
1281 ~~the committee would meet for an organizational meeting early in the year. There would then be~~  
1282 ~~two months of meetings in clusters, with the meeting in the third month being all together to~~  
1283 ~~report actions. Whole committee meetings should be timed with regard to Leadership Team and~~  
1284 ~~Presbytery meetings. (See note on pg. 10 with regard to synchronizing monthly meetings to~~  
1285 ~~allow for whole committee to meet via Skype or similar tool.)~~

1287

1288 Purpose: To enact the Word of God and promote social righteousness through the  
1289 promotion, creation, interpretation, funding and evaluation of mission activities by the  
1290 Presbytery and its congregations.

1291

1292 Objectives:

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Responsible for:

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1. Help foster ownership and participation in local, national and global mission of the PC(USA).
  2. Encourage and develop strategies for mission interpretation throughout the Presbytery
  3. Encourage and assist congregations in active involvement in mission.
  4. Help congregations to do social and ecumenical ministries within local communities.
  5. Link congregations with similar ministries.
  6. Provide leadership on issues such as, but not limited to social justice, hunger, environment, elderly, disabled, and peacemaking, etc.
  7. Provide support to Presbyterian mission ministries within the bounds of the Presbytery
  8. Encourage and support ecumenical and interfaith ministries within the Presbytery.
  9. To be Presbytery's liaison for campus ministry with the Westminster Foundation
- 
1. Helping Presbytery and congregations explore and respond to God's Word as a response to social issues of our time.
  2. Helping Presbytery and congregations develop strategies for increased awareness of local, national and global mission.
  3. Helping Presbytery and congregations create and sustain ministries which, but are not limited to:
    - a. Promote total health for individuals
    - b. Strengthen families
    - c. Address issues of violence
    - d. Seek equality for all people
    - e. Address issues of economic and community development
    - f. Respond to disasters
    - g. Address the problem of hunger
    - h. Work for peace and promote justice
    - i. Promote environmental justice
  4. Supporting, advocating for and publicizing mission ministries within the bounds of the Presbytery by:
    - a. Recommending to Presbytery support of mission ministries within the bounds of the Presbytery.
    - b. Communicate to Presbytery and congregations the nature of the mission ministries of programs, entities and churches in the Presbytery
    - c. Evaluate and assure that the goals and programs of the ministries funded by the Presbytery are being carried out.
    - d. Maintain, promote, and publicize to the Presbytery ecumenical and interfaith partnerships ex. West Virginia Council on Churches.
    - e. Being Presbytery's liaison with campus ministry and the Westminster Foundation.

- 1332 5. Provide training and support in the area of mission for pastors, sessions, and  
1333 congregations.
- 1334 6. Sponsoring and promoting missionary visits throughout the Presbytery
- 1335 Membership: There shall be at least one (1) member nominated and elected from ~~each cluster,~~  
1336 *different regions of the Presbytery* with a mix of ~~Teaching Elders~~ *Ministers of the Word and*  
1337 *Sacrament*, Ruling Elders, and laity.

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**Nominating**

Membership 9

Purpose: to nominate persons (1) to fill vacancies on the Leadership Team, continuing committees (except the Nominating Committee), boards and other bodies that require election by the Presbytery, and (2) to serve as commissioners to higher councils of the church in conformity with the church's commitment to unity in diversity.

Objectives:

- 1. same as purpose

Responsibilities:

- 1. nominating persons for various offices and committees in light of the membership needs of each committee, and
- 2. consulting with the Presbytery's Committee on Representation annually to ensure that various entities are represented on committees and in the leadership of the Presbytery.

Membership: three (3) classes of three (3) by cluster, including Ruling Elders, ~~Teaching Elders~~ *Ministers of the Word and Sacrament* and laity.

Members of the Nominating Committee shall be nominated by the Presbytery Leadership Team.

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**Nurture**

Membership 15

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: 12 (twelve) from throughout the Presbytery based on interest.

1388 **Permanent Judicial Commission**

Membership 9

1389

1390 Purpose: In judicial matters and process, the Presbytery has original jurisdiction in judicial  
1391 matters concerning ~~Teaching Elders~~ *Ministers of the Word and Sacrament* and Commissioned  
1392 ~~Lay Pastor~~-Ruling Elders serving the congregations of the Presbytery. The PJC is to carry out  
1393 these responsibilities for the PWV.

1394

1395 Objective:

1396 1. To implement powers, duties, responsibilities and membership applicable to  
1397 this Presbytery as specified in the Book of Order/Form of Government, “The Rules of  
1398 Discipline, D-5.000.”

1399

1400 Responsibilities:

1401 1. The implementation of powers, duties, responsibilities and membership applicable to  
1402 this Presbytery as specified in the Book of Order/Form of Government, “The Rules of  
1403 Discipline, D-5.000.”

1404 2. Meeting as The Permanent Judicial Commission over lunch during the first  
1405 Presbytery meeting in even years, or at some other time and place determined by the  
1406 Stated Clerk for the purpose of organizing itself by electing its moderator and clerk.

1407

1408 Membership:

1409 The Presbytery shall elect a permanent judicial commission with as equal representation  
1410 of ~~Teaching~~ *Ministers of the Word and Sacrament* and Ruling Elders as possible with no  
1411 more than one member from any one church. The term of office will be six (6) years,  
1412 consisting of three (3) staggered classes of three (3) people each.

1413 **Relations**

Membership TBD 8

1414

1415 Purpose: To foster good communication and ever-deepening relationships throughout the  
1416 PWV.

1417

1418 Objectives:

1419 1. To maintain the Presbytery's systems of communication with its congregations,  
1420 teaching and ruling elders, and members, by means of newsletters, mass media, social  
1421 media, video- conferences, written reports and telephone systems, etc.

1422 ~~2. To develop an affinity group (a Geek Squad?) that can foster the development of an~~  
1423 ~~infrastructure to link the churches of the PWV to better support mission, ministry,~~  
1424 ~~and relationship building.~~

1425 ~~3. To conduct regular surveys of the churches in the PWV to assess their technology~~  
1426 ~~status and/or needs and use this information to prepare a plan for the acquisition of~~  
1427 ~~needed hardware, software, internet access, websites, webcams, and training so that~~  
1428 ~~all churches within the Presbytery can be connected.~~

1429 ~~4. To organize video conferencing hubs in each of the clusters of the PWV.~~

1430 5. To organize face to face meetings of members of the Presbytery in clusters.

1431

1432 Responsibilities (see above)

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1434 Membership: TBD 8

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**Representation**

Membership 3

Purpose: to advise the Presbytery regarding the implementation of principles of unity and diversity; 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)

Objectives:

- 2. to 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. advise the Presbytery’s nominating committee of any need for nominations in particular categories needing increased representation
- 2. advocate for diversity and representation based on the above
- 3. advise the Presbytery on the employment of personnel representing different racial ethnic, gender, age, sex, disability, geography and theological convictions, in conformity with the church-wide plan for equal employment opportunity.
- 4. inform Presbytery of its progress toward fair representation based on race, ethnicity, age, sex, disability, geography and theological conviction

Membership: three (3) from around the Presbytery, representing different categories as stated above.



1460 **Stewardship** (formerly Finance and Development)

Membership 12

1461

1462 Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of  
1463 West Virginia so that the mission and ministry of God may thrive in our hands.

1464

1465 Objectives:

1466 1. Encourage and assist congregations of Presbytery in stewardship commitment and growth.

1467 2. Provide for the use of Presbytery's financial resources in support of Presbytery mission  
1468 and program.

1469

1470 Responsible for:

1471 1. Providing training and support in the areas of stewardship to pastors, sessions  
1472 and congregations.

1473 2. Emphasizing and promoting special offerings approved by the Presbytery, Synod or  
1474 General Assembly throughout the Presbytery.

1475 3. ~~Advising the Leadership Team as they~~ *Developing* the annual budget of the Presbytery.

1476 4. Providing for the development and growth of the financial resources of Presbytery.

1477 5. Providing information about budgets and financial resources to the Presbytery, at its  
1478 regular meetings or through communications, as well as to its committees.

1479 6. Providing financial management of all Presbytery funds and investments.

1480 7. Functioning as the Audit Committee to contract for an independent audit of  
1481 Presbytery's financial records.

1482 8. Assuring that donor requests regarding the use of special gifts are fulfilled.

1483

1484 Membership: ~~eight (3) representing clusters and four (4) twelve~~ from throughout the Presbytery  
1485 based on interest, with a mix of ~~Teaching Elders~~, *Ministers of the Word and Sacrament*, Ruling  
1486 Elders, and laity.

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**Trustees**

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.). (FOG 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:

~~Membership shall rotate between each of the clusters over time.~~ Ordinarily at least one (1) member shall be a practicing attorney, and one (1) member a licensed real estate agent or broker.

1513

1514 Purpose: To enter into a covenant relationship with those exploring a call to church vocation and  
1515 to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned ~~Lay Pastor (CLP)~~  
1516 Ruling Elder (CRE) program in the Presbytery of WV.

1517

1518 Objectives:

1519 1. To enter into covenant relationship with those considering and preparing for  
1520 ordination to the office of ~~Teaching Elder~~ *Minister of the Word and Sacrament*, along  
1521 with the sessions and congregations of which they are members.

1522 2. To enter into covenant relationship with those considering and preparing for Christian  
1523 service in other ministries in the PCUSA, including, but not limited to, Certified  
1524 Christian Educator, Pastoral Counselor, Missionary, ~~CLP-RE~~ / Authorized Lay  
1525 Preacher, along with the sessions and congregations of which they are members.

1526 3. To identify and encourage those who may be discerning a sense of call to ministry.

1527 4. To prepare ruling elders to serve as ALPs or ~~CLP-REs~~ in the Presbytery of WV

1528 5. To provide ongoing oversight and accountability for those who have completed  
1529 training to be ALPs and/or ~~CLP-REs~~ in the Presbytery

1530

1531 Responsibilities:

1532 1. With respect to those seeking ordination as ~~Teaching Elders~~ *Ministers of the Word*  
1533 *and Sacrament*, the committee shall oversee the process of meeting the requirements  
1534 and timetables specified in ~~PCOG~~ G-2.06 (Additionally, the committee may be  
1535 guided by the handbook on preparation for ministry produced and recommended by  
1536 the PCUSA)

1537 2. With respect to those preparing for other forms of Christian service, the committee  
1538 shall oversee the process of meeting all requirements and timetables specified in  
1539 ~~PCOG~~ G- 2.1103a or G-2.01101

1540 3. With respect to those seeking certification as Christian Educators, the committee will  
1541 serve as members of their reference group and carry out other duties in coordination  
1542 with the Presbytery's Educator Certification Advisor.

1543 4. With respect to those preparing to become ~~CLP-REs~~ / Authorized Lay Preachers,  
1544 the committee shall provide a preparation process, including developing courses,  
1545 recruiting leaders, encouraging participation, screening and evaluating applicants,  
1546 and monitoring their progress throughout the program.

1547 5. The committee shall examine elders seeking to be commissioned in the areas of  
1548 personal Christian faith, motives for seeking such a commission, and the areas of  
1549 instruction determined by the Presbytery.

1550 6. To coordinate with the Ministry Committee to utilize existing processes  
1551 in the testing/evaluating/commissioning of participants in the preparation  
1552 process.

1553 7. To inform the Ministry Committee of programs, problems and potentialities of the  
1554 ALP/~~CLP-RE~~ Program

1555 8. To provide mentors for ALPs and ~~CLP-REs~~, defining roles and expectations of mentors

1556 9. To distribute and receive annual reports from ALPs, ~~CLP-REs~~, mentors and Sessions.

1557 10. To keep track of ~~CLP-REs~~ and ALPs serving and available to serve within the

1558            Presbytery.  
1559    Membership: The committee is made up of ~~two (2) members currently serving on, and~~  
1560    ~~designated by, the Ministry Committee; six (6) at large~~ *eight* members from across the  
1561    Presbytery; and the Associate for Education.