

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 ministers of the Word and Sacrament within our
9 bounds.

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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.

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

24
25 As a baptized covenant people we are called by God to reflect Christ’s love through
26 mission, ministry, and relationships. It is our vision that everyone will experience this
27 love. Thus our mission is to strengthen, support, and serve our congregations and
28 worshiping communities. This provides a firm foundation for the work of the Presbytery
29 in partnership with other governing bodies of the Presbyterian Church (U.S.A.) and in
30 cooperation with other communions of faith.

31
32 **A. MINISTRY**

33
34 The Presbytery is called to serve those inside the church—members,
35 congregations, leaders—so that they may grow in faith.

36 THEREFORE, the Presbytery will develop strategies for

- 37 • effective preaching and teaching ministry;
38 • nurturing educational programs and events;
39

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.

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- 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.

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48 **B. MISSION**

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

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53 THEREFORE, the Presbytery will develop strategies for

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- 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.

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63 **C. RELATIONSHIP BUILDING**

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

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67 THEREFORE, the Presbytery will develop strategies for

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- 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.

77

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

80

81 Our unity in Christ enables and requires the Presbytery to be open to all persons and to
82 the varieties of talents and gifts of God's people. The Presbytery will give full expression
83 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

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

131
132 The privilege of the floor without vote shall be granted to Certified Christian
133 Educators and other certified church workers serving the churches of Presbytery, if
134 not enrolled as members of the Presbytery. Certified Christian Educators who are
135 ruling elders and serving in an educational ministry under jurisdiction of Presbytery
136 shall have privilege of voice and vote. (G-2.1103b).

137
138 Ministers of the Word and Sacrament who are members of other presbyteries and are
139 serving within the bounds of the Presbytery of West Virginia may be enrolled as
140 corresponding members for the duration of their service in the Presbytery of West
141 Virginia. They shall have the privilege of voice on the floor of Presbytery, but not
142 vote.

143
144 Business Meetings

145 The Presbytery shall hold at least four (4) stated meetings each year, and special
146 meetings if necessary, according to the provision of the *Book of Order* G-3.0304.
147 Called meetings of the Presbytery may be held for the purpose of the examination of
148 a candidate or candidates for Minister of the Word and Sacrament together with any
149 business incident to the examination(s). The Leadership Team may call such a
150 meeting at the request of the Vocations Committee or the Committee on Ministry. If
151 the Leadership Team determines that there is business of an urgent nature that cannot
152 wait until the next stated meeting it may call a meeting of the Presbytery to deal with
153 this issue. The business to be transacted shall be limited to the items specifically
154 listed in the call for the meeting.

155
156 Meetings of Presbytery and its committees shall be conducted in accordance with the
157 most recent edition of *Robert's Rules of Order Newly Revised*, except when it is in
158 contradiction to the Constitution of the Presbyterian Church (USA). (G-3.0105)

159
160 There shall be no electronic stated or called meetings of the Presbytery.

161
162 In the event of catastrophic weather conditions, any three of the following leaders: the
163 Moderator of Presbytery, Chair of the Leadership Team, Stated Clerk, and General
164 Presbyter are authorized to postpone and reschedule meetings of Presbytery,
165 communicating such decisions to all churches as quickly as possible.

166
167 In matters of the sale or purchase of property, which cannot wait until the next
168 scheduled meeting of Presbytery, decisions may be made by any three of the
169 following leaders: the Moderator of Presbytery, Chair of the Leadership Team, Stated
170 Clerk, and General Presbyter with the advice of the Trustees with all such decisions
171 to be reported to the next stated meeting of Presbytery by the Trustees.

172

173 In matters of communion approval, which cannot wait until the next scheduled
174 meeting of Presbytery or Leadership Team, any three of the following leaders: the
175 Moderator of Presbytery, Chair of Leadership Team, Stated Clerk, and General
176 Presbyter are authorized to approve the celebration of the Lord's Supper for
177 gatherings under its jurisdiction. (G-3.0301b)
178

179 **Time and Place of Meetings**
180 Meetings shall rotate throughout the bounds of Presbytery. With recommendation
181 from the Leadership Team, Presbytery shall establish the dates and places for its
182 meetings in the coming year no later than its August Stated Meeting.
183

184 **Open Meetings**
185 Meetings of the Presbytery are open to any visitors who may wish to attend.
186 Presbytery may choose to go into executive session with a majority vote of the
187 ministers of Word and Sacrament and ruling elder commissioners present, in
188 accordance with *Robert's Rules of Order Newly Revised*.
189

190 **Quorum**
191 A quorum for a meeting of Presbytery shall be at least 20% of ministers of the Word
192 and Sacrament and ruling elder commissioners representing at least 20% of the
193 churches. Ruling elders commissioned to particular pastoral service, ruling elders
194 serving as chairs of Presbytery committees, ruling elders serving on the Leadership
195 Team, and ruling elders serving as general presbyter or as officers of the Presbytery
196 shall be counted as ruling elder commissioners for the purpose of determining
197 quorum at stated as well as called meetings.
198

199 The only exception to this is a meeting called for the sole purpose of conducting the
200 examination of a candidate or candidates for ordination as minister of the Word and
201 Sacrament together with any business incident to that examination. In this case the
202 quorum shall be 15% of the ministers of the Word and Sacrament and ruling elder
203 commissioners representing 15% of the churches.
204

205 **Business and Reports**
206 Each committee shall report to meetings of Presbytery as necessary but at least
207 annually.
208

209 Each committee reporting to Presbytery shall provide a written copy of its report.
210 Ordinarily a packet of printed reports shall be distributed electronically no later than
211 ten days in advance of the Presbytery meeting.
212

213 The General Presbyter, Stated Clerk and Moderator shall allocate times and
214 placements of reports on the docket. In preparation of the docket, chairs of
215 committees shall request time on the docket, and indicate who will give the report.
216 The Leadership Team shall determine any special emphases for the meetings of
217 Presbytery.
218

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

223

224 Minutes

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

228

229 **IV. POLICIES**

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

- 234 1. Sexual Misconduct Prevention Policy
- 235 2. Purpose and Policy for Presbytery of West Virginia
236 Events Involving Children, Youth and Persons
237 with Disabilities
- 238 3. Dissolution of a Church
- 239 4. Dismissal of a Church
- 240 5. Sabbatical Leave
- 241 6. General Assembly Commissioners and Young Adult
242 Advisory Delegate Selection Criteria
- 243 7. Continuing Education and Study Leave
- 244 8. Dissolution of Pastoral Relationships
- 245 9. Ethics for Departing Pastoral Leaders
- 246 10. Minimum Salary for Ministers of Word and Sacrament and Certified Christian
247 Educators
- 248 11. Leave Policy
- 249 12. Interim to Installed Pastor
- 250 13. Conflict of Interest
- 251 14. Seminary Debt Assistance
- 252 15. Overtures to the General Assembly

253

254 **V. OFFICERS**

255

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

258

259 **Moderator**

260

261 Mode of Election

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

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

270
271 **Duties**

272 The Moderator shall perform the duties as prescribed in the *Book of Order*, G-
273 3.0104. The moderator will ordinarily preside at services of installation and
274 ordination.

275
276 A sum for the Moderator's expenses shall be allotted in the budget of Presbytery.
277

278 **Moderator-elect**

279
280 **Mode of Election**

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

288
289 **Duties**

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

294
295 A sum for the Moderator-Elect's expenses shall be allotted in the budget of
296 Presbytery.
297

298 **General Presbyter**

299
300 **Mode of Election**

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

303
304 At the time of election, the Administration Committee shall present a position
305 description of this office to the Presbytery, which shall include the duties of the
306 General Presbyter as set forth in this manual and the terms of call/employment.
307 (See Appendix A – General Presbyter Position Description)
308

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.

354

355 **Financial Administrator/Treasurer**

356
357 Mode of Election

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

360
361 At the time of election, the Administration Committee shall present a position
362 description of this office to the Presbytery, which shall include the duties of the
363 Financial Administrator/Treasurer and the terms of employment. (Appendix C –
364 Position Description Financial Administrator/Treasurer)

365
366 The Financial Administrator/Treasurer shall be the:

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

369
370 Duties:

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

375
376 The Financial Administrator/Treasurer shall be bondable.

377
378 **VI. LEADERSHIP TEAM**

379
380 Charge

381 The Leadership Team is charged to:

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

388
389 Authority

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

394
395 Responsibilities

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

- 400 2. Maintain, revise, and communicate a plan to implement the vision in order
401 that the churches, committees, and staff of the presbytery may work together
402 for the same purpose.
- 403 3. Receive both ideas and feedback from churches, committees, and staff on
404 their ministry, mission and their work toward accomplishing the vision.
- 405 4. Define, direct, and align the work of committees so that they may better
406 engage the presbytery in their areas of ministry, mission, and relationship-
407 building,
- 408 5. Plan Presbytery meetings in cooperation with the General Presbyter, Stated
409 Clerk, and Moderator (this includes setting the theme, facilitating the logistics,
410 and securing meeting sites, rotating throughout the presbytery).
- 411

412 Members

- 413 1. The Presbytery shall elect three classes of four members each, totaling 12
414 members of the Leadership Team. The moderator, moderator-elect, and chair
415 of the Leadership Team, shall be included in this number.
- 416 2. The Representation Committee makes nominations, supplemented by those
417 from the floor of the appropriate Presbytery meeting.
- 418 3. Each term is three years and may be renewed once. At least one year must
419 pass after serving two consecutive terms before serving again.
- 420 4. The immediate past Moderator of presbytery chairs the Leadership Team.
421 She/he votes only in the case of a tie.
- 422 5. Two staff members attend the meetings of the Leadership Team, the General
423 Presbyter and the Stated Clerk. Both have the power of voice but not vote.
424 Ordinarily, the Stated Clerk shall serve as the secretary.
- 425

426 Meetings

- 427 1. The Leadership Team meets at least quarterly in person approximately one
428 month in advance of four regular meetings of the presbytery, preferably in
429 locations rotating throughout the presbytery.
- 430 2. Ordinarily one meeting per year will be designated by the Team to plan for the
431 coming year and may, at the discretion of the Team, consist of an overnight
432 retreat.
- 433 3. Regular meetings should be supplemented by subgroups as needed on
434 particular issues facing the Leadership Team. The Leadership Team should
435 meet in ways that best meet the needs of the team: face-to-face, conference
436 call, or video conference.
- 437 4. Staff members and others may be invited to attend particular meetings and
438 conversations, based on their areas of expertise, and service, and agenda
439 before the Leadership Team.
- 440

441 Quorum

442 The quorum of the Leadership Team shall be a majority of its members.
443

444 **VII. COMMITTEES AND AFFINITY GROUPS**

445
446 The standing committees of the Presbytery are (committee descriptions are in Appendix
447 D):

448	Administration	Page
449	Bluestone	Page
450	Committee on Ministry	Page
451	Mission	Page
452	Nurture	Page
453	Permanent Judicial Commission	Page
454	Relations	Page
455	Representation	Page
456	Stewardship	Page
457	Trustees	Page
458	Vocation	Page

459
460 Upon recommendation of the committee or upon the initiation of the Leadership Team
461 committee descriptions may be amended by two-thirds vote of the Leadership Team and
462 reported to the Presbytery at its next stated meeting.

463
464 **Membership:**
465 All provisions of the *Book of Order* and of this manual pertaining to membership on
466 specific committees shall apply. The size of committees shall be determined by the
467 Leadership Team. When there are not constitutional or Manual provisions which
468 require otherwise, ordinarily Presbytery shall seek to elect persons to committees to
469 provide for parity of ministers of the Word and Sacrament and ruling
470 elders/laypersons (G-3.0109). Ordinarily no more than one-half of the membership of
471 any committee should be ministers of the Word and Sacrament. The Committee on
472 Ministry, the Vocations Committee, and the Permanent Judicial Commission shall be
473 composed of only ruling elders and ministers of the Word and Sacrament (G-3.0109).
474 Membership on committees shall be distributed among the various regions of the
475 Presbytery to the degree practical.

476
477 Committees may co-opt people to serve in their assigned area of responsibility. These
478 people will have no vote on the committees asking them to serve. They will not be
479 part of a quorum of the appointing committees. Committees may establish sub-
480 groups, but the committee is ultimately responsible for the sub-group's work. There
481 shall be an annual review by the committee regarding continuation of sub-groups or
482 co-opted members.

483
484 **Terms:**
485 Committee members ordinarily shall serve a term of three years and are eligible for
486 reelection once; however, no person may serve more than six consecutive years on
487 the same committee. At least one year must pass after serving two consecutive terms
488 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.

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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.

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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

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

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

Open Meeting Policy

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.
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.
3. The minutes and records of each committee are the property of that committee and the Presbytery of West Virginia. Consent of the current chairperson of the particular committee and the General Presbyter, or consent of the committee itself, must be given before material from a committee’s records is allowed to be released.

Affinity Groups:

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

625 Recognition and Endorsement

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

634
635 Benefits & Responsibilities

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

641
642 In return, affinity groups and their members would be expected to sign a
643 memorandum of understanding acknowledging that they may not act counter to the
644 policies of the Presbytery or misuse the endorsement to claim greater authority than
645 appropriate.

646
647 The limits of the Presbytery's endorsement

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

651
652 **VIII. PERSONNEL**

653
654 As outlined in G-3.0110, the Presbytery may employ staff members to meet the ministry
655 and mission needs of the church. The General Presbyter, Stated Clerk, and Treasurer are
656 elected by the Presbytery while other staff members are appointed by the General
657 Presbyter as head of staff (see the Presbytery's Personnel Handbook for further details).
658 Those officers employed by the Presbytery as interim staff may be considered for
659 permanent positions when to do so is in keeping with its mission strategy and is approved
660 by a three-quarter vote of the Presbytery. In every case, an open search shall be
661 conducted.

662
663 **General Presbyter**

- 664
665 1. The General Presbyter shall coordinate ministry, mission, and relationship-
666 building, as these are the core values of the Presbytery of West Virginia. The
667 General Presbyter shall be the administrator of the Presbytery, accountable to
668 Presbytery through the Leadership Team for the implementation of decisions and
669 matters of strategy, program and resources.

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

679 **Stated Clerk**

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

691 **Treasurer**

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

701 **Participation and Representation**

702 All staff in the Presbytery shall be filled in accordance with the principles of participation
703 and representation found in the *Book of Order*, G-3.0103.
704

705 **Other Staff**

706 The Administration Committee may recommend additional staff positions which
707 fulfill the ministry and mission needs of the Presbytery. These staff persons shall
708 function in accord with this Manual, the Personnel Handbook and an approved
709 position description, which shall include duties and responsibilities, accountability,
710 the process of calling, terms of service, method of annual review of work, and the
711 manner of reelection or termination of employment.
712
713
714

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

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

754
755 **TERM OF SERVICE:** Indefinite

756
757 **RESPONSIBILITIES:**

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

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

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

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

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

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

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

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

788
789

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

792
793 EVALUATION: An annual performance review by the Administration Committee in concert
794 with the Leadership Team.

795
796 TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of
797 Presbytery, upon the written recommendation of the Leadership Team. Fair
798 and adequate notification shall be given the General Presbyter.

799

800 PERSON DESCRIPTION

801 GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

802

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

805

806 GENERAL AND PERSONAL:

807

1. A personal commitment to and relationship with God.

808

809 2. An ordained elder or minister of the Word and Sacrament of the
810 Presbyterian Church (U.S.A.).

811

812 3. Approximately fifteen years of experience in the Presbyterian Church
813 (U.S.A.).

814

815 4. A leadership style characterized by servant hood, yet dynamic and
816 creative.

817

818 5. A demonstrated ability to organize his/her time and to exercise
819 discipline in personal life style to the end that time for family and for
820 personal Christian growth is protected.

821

822 PROFESSIONAL AND PASTORAL SKILLS:

823

1. Skills in church development and redevelopment, including a special
824 awareness of the opportunities for ministry existing in the small church.

825

826 2. To advocate, interpret, and help implement best practices from across
827 the Presbyterian Church (U.S.A.)

828

829 3. An articulate, theologically informed leader who can communicate a
830 vision to others.

831

832 4. A pastoral, sensitive nature, with ability to affirm, appreciate, mediate
833 and reconcile. Conflict management skills and maintaining appropriate
834 confidentiality are essential.

835

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5. A skillful administrator who can plan and organize, who can direct and motivate staff, and who can recognize and utilize talents of volunteers, both lay and clergy.

6. The ability to understand and appreciate the way theological, sociological, economic and psychological factors affect the life of the Church.

7. An ability to relate to persons of diverse points of view, of different 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 2. He/She will be supervised by the General Presbyter.

945
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:

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

982
983 COMPENSATION: Defined in terms of call, reviewed annually by Administration Committee
984 and approved by the Leadership Team and Presbytery.

985
986 TERMINATION: By mutual consent of the Financial Administrator/Treasurer and the
987 Presbytery, or by action of the Presbytery, upon recommendation of the Administration
988 Committee. Fair and adequate notification shall be given to the Financial
989 Administrator/Treasurer.

990 PERSON DESCRIPTION

991
992 FINANCIAL ADMINISTRATOR/TREASURER -- PRESBYTERY OF WEST VIRGINIA

993

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

- 996 1. A Christian commitment and spiritual maturity.
997 2. A commitment to stewardship as a matter of faith and spiritual discipline in which
998 money is a means to do mission and ministry.
999 3. Perceives self as a servant of the Presbytery and exhibits a working style that is both
1000 collegial and consultative.
1001 4. Demonstrated competence in total financial management.
1002 5. Extensive and detailed working knowledge of computers and computer
1003 management, including demonstrated ability to use general accounting software
1004 and outstanding keyboard skills.
1005 6. Demonstrated written and oral communication skills, including ability to use
1006 the telephone.
1007 7. Problem-solving skills and the ability to take initiative in enhancing the function of
1008 the office of Financial Administrator/Treasurer.
1009 8. The ability to delegate and supervise staff, including voluntary staff and temporary
1010 paid staff.
1011 9. Fund accounting and bookkeeping knowledge.
1012 10. Bondable.

1013 **APPENDIX D**

1014 **COMMITTEE DESCRIPTIONS**

1015 **Administration**

Membership 6

1016
1017
1018 Purpose: In conjunction with the General Presbyter, this committee will ensure that the
1019 Presbytery has the appropriate staff to carry out the mission of the Presbytery in light of
1020 available funding. To oversee staff compensation as well as the office facilities and
1021 equipment so that the staff can carry out their work affectively and faithfully.

1022
1023 Objectives:

- 1024 1. Develop and maintain staffing plans, policies and procedures that implement
1025 the mission of the Presbytery.
1026 2. Provide for the functioning of Presbytery through the support of staff
1027

1028 Responsible for:

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

1049

1050 Purpose: To provide for promotion, programming, and facilities which support the life,
1051 mission and ministry of the Bluestone Camp and Conference Center as a vibrant center
1052 for Christian discipleship.

1053

1054 Objectives:

- 1055 1. To serve on the Bluestone Conference Center, Inc. Board of Directors
- 1056 2. To promote the use of Bluestone across the Presbytery, by groups from other
1057 presbyteries, and by non-Presbyterian groups
- 1058 3. To coordinate and cooperate with the Nurture Committee in order to provide for
1059 quality, faith nurturing camp, conference and retreat programming
- 1060 4. To assure that Bluestone is available, acceptable, and accessible for the delivery of
1061 quality, faith nurturing camp, conference and retreat programming
- 1062 5. To develop and implement a long range facilities plan for Bluestone including
1063 capital improvements
- 1064 6. To propose and manage the Presbytery's approved Bluestone's facility budget
- 1065 7. To coordinate with the Friends of Bluestone (FOB) on fund raising and use of FOB
1066 funds

1067

1068 Responsibilities:

- 1069 1. Serve, along with the General Presbyter and Financial Administrator/Treasurer on
1070 the Bluestone Conference Center, Inc. Board of Directors.
- 1071 2. Promote the use of Bluestone across the Presbytery, by groups from other presbyteries,
1072 and by non-Presbyterian groups.
- 1073 3. Coordinate and cooperate with the Nurture Committee in order to provide for quality,
1074 faith nurturing camp, conference and retreat programming.
- 1075 4. Provide guidance, support, and encouragement to the Bluestone Directors recognizing
1076 that the General Presbyter has supervisory responsibilities.
- 1077 5. Communicate to the General Presbyter matters needing attention regarding the Center.
- 1078 6. Provide input to the General Presbyter, as requested, for periodic performance
1079 reviews of the Bluestone Directors.
- 1080 7. Oversee the administration of the day-to-day facility's, repair, and enhancement of the
1081 buildings, grounds, and equipment.
- 1082 8. Insure that all health, safety and regulatory entities' regulations and licenses are up-to-
1083 date and in order.
- 1084 9. Ensure the development, maintenance, and implementation of a comprehensive, long-
1085 term facilities plan for Bluestone.
- 1086 10. Ensure the development of and adherence to appropriate facility use policies and
1087 maintenance manuals. i.e. a Property Management Manual which gives detailed
1088 information about the facility maintenance plan, facility operating procedures,
1089 electrical, plumbing, heating and air-conditioning, specifications of the facilities.
- 1090 11. Ensure safety and accessibility, conduct regular inspections of the buildings,
1091 grounds, and equipment and communicate findings to the Bluestone Facilities
1092 Director and General Presbyter.
- 1093 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

1107

1108 Purpose: to provide that the Word of God may be truly preached and heard; to provide that the
1109 Sacraments may be rightly administered and received; to nurture the covenant community of
1110 disciples of Christ. (G-3.0301)

1111

1112 Objectives:

- 1113 1. Coordinate, guide, encourage, support and resource the work of its congregations for
1114 the most effective witness to the broader community (G-3.0301);
- 1115 2. Serve as pastor and counselor to ministers of Word and Sacrament, ruling elders
1116 commissioned to particular pastoral service, and certified Christian educators of the
1117 Presbytery (G-3.0307);
- 1118 3. Facilitate the relations between the Presbytery and its congregations, ministers of
1119 Word and Sacrament, ruling elders commissioned to particular pastoral service, and
1120 certified Christian educators (G-3.0307);
- 1121 4. Settle difficulties on behalf of the Presbytery where possible and expedient (G-3.0307);
- 1122 5. Promote the peace and harmony of congregations and inquiring into the sources
1123 of congregational discord
- 1124 6. Take jurisdiction over members of dissolved congregations and granting transfers of
1125 their membership to other congregations
- 1126 7. Warn and bear witness against error in doctrine and immorality in practice within its
1127 bounds and serving in judicial matters in accordance with the Rules of Discipline. (G-
1128 3.0301)
- 1129 8. Grow and nurture new worshipping communities and congregations

1130

1131 Responsibilities:

1132

1133 The Committee on Ministry has the following responsibilities with churches and new
1134 worshipping communities:

- 1135 a) support the creation, development, and growth of churches
- 1136 b) initiate and schedule follow up visits with new pastors
- 1137 c) recommend minimum compensation standards for pastoral calls and certified Christian
1138 educators within the Presbytery;
- 1139 d) assist congregations with mission studies
- 1140 e) suggest to other entities of the Presbytery ideas for leadership training for churches and
1141 church professionals
- 1142 f) provide, as needed, training opportunities in the Presbytery for congregations
- 1143 g) discuss the dissolution and creation of churches and take these recommendations to the
1144 whole Presbytery
- 1145 h) counsel with a session concerning reported difficulties within a congregation, including:
 - 1146 i. advise the session as to appropriate actions to be taken to resolve the
1147 reported difficulties,
 - 1148 ii. offer to help as a mediator, and
 - 1149 iii. act to correct the difficulties if requested to do so by the session or if the
1150 session is unable or unwilling to do so, following the procedural safeguards of
1151 the Rules of Discipline (G-3.0303);

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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.

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 • recommending Presbytery support of mission ministries within the bounds of the
 1207 Presbytery.

1208 • communicating to Presbytery and congregations the nature of the ministries of programs,
 1209 entities and churches in the Presbytery

1210 • maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith
 1211 partnerships such as the West Virginia Council on Churches.

1212 2. To coordinate

1213 • Presbyterian ministries within the Presbytery

1214 • congregations with similar ministries.

1215 • ecumenical and interfaith ministries within the Presbytery

1216 • campus ministry with the Westminster Foundation

1217 3. To educate

1218 • Providing training and support in the area of mission for pastors, sessions, and
 1219 congregations.

1220 • Sponsoring and promoting missionary visits throughout the Presbytery

1221 4. To evaluate and allocate

1222 • assuring that the goals and programs of the ministries funded by the Presbytery are being
 1223 carried out.

1224 • distributing available funds to applicants for hunger, garden and other grants.

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.

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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.

1259 **Permanent Judicial Commission**

Membership 9

1260

1261 Purpose: In judicial matters and process, the Presbytery has original jurisdiction in judicial
1262 matters concerning ministers of the Word and Sacrament and ruling elders commissioned to a
1263 particular pastoral service serving the congregations of the Presbytery. The PJC is to carry out
1264 these responsibilities for the PWV.

1265

1266 Objective:

1267 1. To implement powers, duties, responsibilities and membership applicable to
1268 this Presbytery as specified in the Book of Order D-5.0000.”

1269

1270 Responsibilities:

1271 1. The implementation of powers, duties, responsibilities and membership applicable to
1272 this Presbytery as specified in the Book of Order D-5.0000.”

1273 2. Meeting for the purpose of organizing itself by electing its moderator and clerk.

1274

1275 Membership:

1276 The Presbytery shall elect a permanent judicial commission with as equal representation of
1277 ministers of the Word and Sacrament and ruling elders as possible with no more than one
1278 member from any one church. The term of office will be six (6) years, consisting of three (3)
1279 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.

1298 **Representation**

Membership 6

1299

1300 Purpose:

- 1301 1) advise the Presbytery regarding the implementation of principles of unity and
1302 diversity;
- 1303 2) advocate for diversity in leadership and to consult with the Presbytery on the
1304 employment of personnel in accordance with principles of unity and diversity
1305 (F-1.0403);
- 1306 3) to nominate persons (a) to fill vacancies on the Leadership Team, continuing
1307 committees (except the Representation Committee), boards and other bodies
1308 that require election by the Presbytery, and (b) to serve as commissioners to
1309 higher councils of the church in conformity with the church's commitment to
1310 unity in diversity.

1311

1312 Objective:

1313 Ensure fair and effective representation in the decision making of the
1314 Presbytery to assist the Presbytery in having representation based on
1315 race, ethnicity, age, sex, disability, geography and theological conviction
1316 on its committees, its leadership and its staff.

1317

1318 Responsibilities:

- 1319 1) advocate for diversity and representation for nominations in particular categories needing
1320 increased representation to ensure that various entities are represented on committees and
1321 in the leadership of the Presbytery;
- 1322 2) advise the Presbytery on the employment of personnel representing different racial
1323 ethnic, age, sex, disability, geography, and theological convictions, in conformity with
1324 the church-wide plan for equal employment opportunity;
- 1325 3) inform Presbytery of its progress toward fair representation based on race, ethnicity, age,
1326 sex, disability, geography, and theological conviction;
- 1327 4) nominate persons for various offices and committees in light of the membership needs of
1328 each committee.

1329 Membership: three (3) classes of two (2) including ruling elders, ministers of the Word and
1330 Sacrament and laity from throughout the geographic bounds of the presbytery. Members of the
1331 Representation Committee shall be nominated by the Presbytery Leadership Team.

1332 **Stewardship**

Membership 6

1333

1334 Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of
1335 West Virginia so that the mission and ministry of God may thrive in our hands.

1336

1337 Objectives:

1338 1) Encourage and assist congregations of Presbytery in stewardship commitment and
1339 growth

1340 2. Provide for the use of Presbytery's financial resources in support of Presbytery mission
1341 and program.

1342

1343 Responsible for:

1344 1. Providing training and support in the areas of stewardship to pastors, sessions and
1345 congregations.

1346 2. Emphasizing and promoting special offerings approved by the Presbytery, Synod or
1347 General Assembly throughout the Presbytery.

1348 3. Developing the annual budget of the Presbytery.

1349 4. Providing for the development and growth of the financial resources of Presbytery.

1350 5. Providing information about budgets and financial resources to the Presbytery, at its
1351 regular meetings or through communications, as well as to its committees.

1352 6. Providing financial management of all Presbytery funds and investments.

1353 7. Functioning as the Audit Committee to contract for an independent audit of
1354 Presbytery's financial records.

1355 8. Assuring that donor requests regarding the use of special gifts are fulfilled.

1356

1357 Membership: 6 (six) from throughout the Presbytery based on interest, with a mix of ministers of
1358 the Word and Sacrament, ruling 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.). (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.

1384 Purpose: To enter into a covenant relationship with those exploring a call to church vocation and
1385 to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned Ruling Elder (CRE)
1386 program in the Presbytery.

1387
1388 Objectives:

- 1389
- 1390 1. To enter into covenant relationship with those considering and preparing for ordination to
1391 the office of Minister of the Word and Sacrament, along with the sessions and
1392 congregations of which they are members.
 - 1393 2. To enter into covenant relationship with those considering and preparing for Christian
1394 service in other ministries in the PCUSA, including, but not limited to, Certified Christian
1395 Educator, Pastoral Counselor, Missionary, Commissioned Ruling Elder/ Authorized Lay
1396 Preacher, along with the sessions and congregations of which they are members.
 - 1397 3. To identify and encourage those who may be discerning a sense of call to ministry.
 - 1398 4. To prepare ruling elders to serve as ALPs or CREs in the Presbytery.
 - 1399 5. To provide ongoing oversight and accountability for those who have completed training
1400 to be ALPs and/CREs in the Presbytery.

1401
1402 Responsibilities:

- 1403 1. With respect to those seeking ordination as Ministers of the Word and Sacrament, the
1404 committee shall oversee the process of meeting the requirements and timetables specified
1405 in the Book of Order G-2.06. The committee may also be guided by the handbook on
1406 preparation for ministry produced and recommended by the PCUSA).
- 1407 2. With respect to those preparing for other forms of Christian service, the committee shall
1408 oversee the process of meeting all requirements and timetables specified in Book of
1409 Order G- 2.1103a or G-2.01101.
- 1410 3. With respect to those seeking certification as Christian Educators, the committee will
1411 serve as members of their reference group and carry out other duties in coordination with
1412 the Presbytery's Educator Certification Advisor.
- 1413 4. With respect to those preparing to become Commissioned Ruling Elders/ Authorized Lay
1414 Preachers, the committee shall provide a preparation process, including developing
1415 courses, recruiting leaders, encouraging participation, screening and evaluating
1416 applicants, and monitoring their progress throughout the program. The committee shall
1417 examine those elders seeking to be commissioned in the areas of personal Christian faith,
1418 motives for seeking such a commission, and the areas of instruction determined by the
1419 Presbytery.
- 1420 5. To inform the Committee on Ministry of programs, problems and potentialities of the
1421 ALP/CRE Program.
- 1422 6. To provide mentors for ALPs defining roles and expectations of mentors.
- 1423 7. To distribute and receive annual reports from ALPs.
- 1424 8. To keep track of ALPs available to serve within the Presbytery.

1425
1426 Membership: The committee is made up of six (6) at large members from across the Presbytery,
1427 with parity of ministers of the Word and Sacrament and ruling elders, and staffed by the
1428 Associate for Educational Ministry.