

# Stated Meeting Kanawha United Presbyterian Church, Charleston February 16, 2019

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# THE PRESBYTERY OF WEST VIRGINIA

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

# Kanawha United Presbyterian Church Charleston, WV February 16, 2019

### A MISSION STATEMENT FOR THE PRESBYTERY OF WEST VIRGINIA

Who are we? The Presbytery of West Virginia is a baptized, covenant people called by God to reflect Christ's love through mission, ministry and relationships.

What is our vision? It is our vision that everyone will experience the love of God.

What is our mission? The Presbytery of West Virginia strengthens, supports and serves our worshiping communities as they share God's love through mission, ministry and relationships.

### **DOCKET**

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

9:00 – 10:00 Registration and time for fellowship and refreshments

\*10:00 Call to Order

Stephen Hornbeck, Moderator

Greetings from Kanawha United Presbyterian Church

Patterson Lyles

**Business of the Presbytery** 

- Welcome of new Teaching Elder
- Maureen Wright, Stated Clerk
- Seating of new Corresponding Members
- Introduction Visiting Teaching Elders
- Recognition of Ruling Elders attending Presbytery for the first time
- Statement of Ouorum
- Approval of Docket
- Consent Agenda

Moderator

- O A consent agenda groups together routine items and resolutions under one agenda item. Items included in the consent agenda will not be open for discussion and all are approved in one vote. Opportunity will be given prior to the vote for members to remove items from the consent agenda. Items that are removed will be added to the regular agenda for separate discussion.
- Appointment of Temporary Clerks
- Appointment of Standing Committees
  - o Committee on Bills and Overtures
    - Leadership Team members present

\*10:15 Education Focus

A Conversation with the Clerk
J. Herbert Nelson, II, Stated Clerk

Presbyterian Church (USA)

11: 25 Announcement: Resource Center

*11:30	Morning Worship	
*12:30	Recess for Lunch	
*1:30	Prayer & Hymn	Moderator
	Report of the Stated Clerk - Presentation of Procedural Matters - Vote on the Amendments to the Constitution	Stated Clerk
	Report of the General Presbyter	Ed Thompson
	Report of the Leadership Team	Amy Wallace Parker
	Report of the Ministry Committee	Shelly Barrick Parsons
	Report of the Vocations Committee	Jim Musgrave
	"Good News from the Pews"  This is a time of sharing good news from churches through by Ruling Elder Commissioners only.	Moderator out the presbytery
	Report of the Stewardship Committee - Financial Reports	Rocky Poole
	Report of the Nominating Committee	Pam Johnson
	Report of the Nurture Committee	Kari Preslar
	Report of the Mission Committee	Bob McCutcheon
	New Business	
	Completion of Feedback Forms	
4:00	Anticipated Time of Adjournment with Charge and Bened	diction by the Moderator
	Printed Reports for Information Only: Administration Co-Committee	mmittee, Bluestone
	Additional 2019 Stated Meetings: May 16, 2019 – First Presbyterian Church, Morgantov August 24, 2019 – Bluestone Camp and Retreat, Hinto November 21, 2019 – Teays Valley Presbyterian Church	n

# PRESBYTERY OF WEST VIRGINIA

# **CONSENT AGENDA**

February 16, 2019

#### **RECOMMENDATIONS:**

- 1. From the Stated Clerk
  - a. That the requests for Excused Absences be approved.
- 2. From the Mission Committee
  - a. That the offering of today's meeting be designated for the building of a church in the Nyeri Presbytery, Kenya, during the Presbytery's mission trip to Kenya, August 21 through September 2.
- 3. From the Ministry Committee
  - a. Approval of Honorable Retirements (Items 1-2)
  - b. Approval of an Ordination Commission (Item 3)
  - c. Approval of Moderators (Items 4-8)
  - d. Approval of Renewal of Stated Supply Covenants (Items 9-23)
  - e. Approval of Renewal of Commissioned Pastor Covenants (Items 24-31)
  - f. Approval of Renewal of Lay Supply Covenants (Items 32-35)
  - g. Approval of an Authorized Lay Preacher to Administer the Lord's Supper for 2019 (Item 36)
  - h. Approval of Request for Waiver of Rotation of Officers (Item 37)
  - i. Approval of Validated Ministries for 2019 (Item 38)
  - j. Approval of Terms of Call (Item 39)
  - k. Approval of Interim Covenants (Items 40-41)

#### 4. From the Bluestone Committee

a. Approval of the celebration of the Lord's Supper at the **Guy's Weekend**, April 26-28, 2019; **Spring Getaway Retreat**, May 3-5, 2019, and **Fall Getaway Retreat**, October 4-6, 2019, at Bluestone Camp & Conference Center, with a Minister of Word and Sacrament member of Presbytery as officiant.

# SAINTS WHO HAVE JOINED THE CHURCH TRIUMPHANT Elders deceased between January 1 and December 31, 2018

Ruling Elders	Church	Date of Death	Years Served
Jeanette Bond		October 27	Berveu
June Cales	Beckley	February 19	
C. Richard Daniel	Beckley	•	
Lewis Fox	Beckley	September 22	
	Beckley	February 11 July 27	
Shirley Fox	Beckley	•	
Larry Loftin	Beckley	February 1	
Mary Alice Rahall	Beckley	September 30 March 4	
Meredith Trent	Beckley	March 4	
Ronald Herron	Belington	October 23	
Opal V. Ware	Belington	November 29	
Spar v. ware	Beinigton	1 (0 veilleet 2)	
Emy Lou Riley	Beverly Hills, Huntington	July 11	20
Rita Virginia "Jenny" Johnson	Centerville, Greenville	May 14	
Delene Wines Larew	Centerville, Greenville	December 26	
Belefie Willes Eurew	Centervine, Greenvine	December 20	
Richard W. Dye, Sr.	Davis Memorial, Elkins	October 28	3
Russell Isner, Jr.	Davis Memorial, Elkins	July 13	12
Edward Riemenschneider	Davis Memorial, Elkins	March 12	3
Ruby York	Davis Memorial, Elkins	October 26	3
Ž			
Virginia Lea Balmer Stewart	Enslow Park, Huntington	December 3	6
William R. Arthur	Falls View, Charlton Heights	April 4	48
Warren G. Hudson	Kanawha United, Charleston	May 19	8
Paul J. Nyden	Kanawha United, Charleston	January 6	6
Donald Wilson Brown	Old Stone, Lewisburg	March 23	13
Jeanne Lenore George	0116.	g . 1 . 6	27
Hamilton	Old Stone, Lewisburg	September 6	27
Ruby Schneider Mareneck	Old Stone, Lewisburg	September 1	2.4
Philip L. McLaughlin, Sr.	Old Stone, Lewisburg	November 11	24
Thomas W. Arnold	Parkersburg, First	May 25	47
Mary Elizabeth Dils	Parkersburg, First	February 2	36
Timy Dizuccii Diis	i aincibouig, i libi	1 001 dai y 2	50
Jay Brubaker	Riverlawn, St. Albans	February 22	3
•	,	Ž	
Basil Baker	Ronceverte	February 11	6

Marilee Campbell Cyrus	South Charleston, First	January 14	17
Connie Charlene Simmons	Spring Creek, Renick	November 25	7
Asel Lee Kennedy	Sugar Grove, Morgantown	April 6	43
Daniel Phillips	Summersville	March 31	25
Virginia Mumma	Teays Valley, Scott Depot	April 27	
Karen Santrock Mundy	Teays Valley, Scott Depot	July 21	6
Calvin Reinking	Teays Valley, Scott Depot	April 20	3
Rowland Shock	Teays Valley, Scott Depot	July 15	1
William "Bill" Young	Teays Valley, Scott Depot	April 13	3
Joanne Lovell	Trinity, Shady Spring	February 20	3
Louise Beamer Sparks	Union	July 26	27
Helen Louise Maxson	Village Chapel, Charleston	January 2	3
Suzanne Balsley	Williamstown, First	November 20	8
Patricia Goff	Winfield	July 3	3

Ministers of Word & Sacrament		Date of Death	Ordained	
Leonard Lynn Hood II	Honorably Retired	June 9	June 5, 1960	
Arvie Leon Maynard	Honorably Retired	May 25	April 1, 1990	

# PRESBYTERY OF WEST VIRGINIA OFFICE OF THE STATED CLERK

February 16, 2019

**Correspondence** (received 11/2/18 through 2/6/19)

1. November 2018 – A letter from Bryce Wiebe, Director, Special Offerings and Appeals, Presbyterian Mission Agency, Presbyterian Church (USA) sharing the Presbytery's impact statement reflecting the giving by individual churches to special offerings and sharing information on the gifts at work in the world.

ACTION: Impact statement shared with Ed Thompson, General Presbyter, and Rocky Poole, Treasurer. Resources for offering posted at the Presbytery office.

2. 11/26/18 – A letter from the Rev. Dr. J. Herbert Nelson, Stated Clerk, Presbyterian Church (USA) celebrating the work of the church, asking for prayers for the Office of the General Assembly, sharing per capita information and providing Presbytery per capita assessments for 2018 and 2019.

ACTION: Referred to Rocky Poole, Treasurer and the Stewardship Committee.

3. 12/3/18 – The minutes of the Administrative Commission to Install Casey Lieneman as designated pastor of the Church of the Covenant, Grafton, WV.

ACTION: Referred to be included in the minutes of this Presbytery Meeting.

4. 12/6/18 – A letter from Susan Faye Wonderland, Transitional Executive, Synod of the Trinity, and Chantal D. Atnip, Treasurer, Synod of the Trinity to Tina Vial, Assistant Director of Institutional Advancement: Foundation & Church Relations, Davis & Elkins, granting the New Worshipping Community at Davis & Elkins a \$7,000 Mission Development Resources Committee growth grant.

ACTION: Included in this report so that the Presbytery may celebrate with the Worshipping Community.

5. January 2019 – A postcard from Louisville Presbyterian Theological Seminary announcing the inauguration of the Rev. Dr. Alton B. Pollard, III as the tenth president the seminary, April 22-26, 2019.

ACTION: Included in this report so that members of the Presbytery may plan to attend the inauguration events.

# **RECOMMENDATIONS:**

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

### **INFORMATION:**

1. As required by the Book of Order (D-5.0206), the roster of members of the Permanent Judicial Commission whose terms have expired within the past six years follows.

Class of 2013: John Bolt, K. Paul Davis, Pat Schumann

Class of 2015: Barbara Accord, Pamilla Ferrell, Michael Seely, Jean Sutton

Class of 2017: Dianne Floyd, George Spransy Jr.

## PROCEDURAL MATTERS

# A. Principles of Parliamentary Law

- Courtesy to all - One Item at a time

- Majority rule - Respect the rights of the minority

- Justice for all - Partiality for none

- Usually pro and con speakers will alternate and individual speaking will identify his or her position.

- No one is allowed to speak more than once on a pending question until all wishing to speak have been heard; a person can then speak a second time, but no more than twice (unless the body gives special permission by two-thirds vote for a third speech).

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

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

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

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

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

# **Motion Basics**

# STEPS OF THE MOTION

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

# SEVEN USEFUL MOTIONS

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

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

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

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

# THE PRESBYTERY OF WEST VIRGINIA REPORT OF THE GENERAL PRESBYTER

February 16, 2019

Below you'll find a list of my activities in the last three months, November–January. Although it may not show up on this report, I've been spending a significant amount of time working with Pastoral Nominating Committees. We had a number of pastors retire at the end of 2018, and at this point, we have about 19 churches in some stage of the process of searching for a new pastor. Some have been at it for little over a month, others for more than three years.

This is often an exciting time for a church as they look forward to new leadership and new opportunities for ministry. However, it often turns into a frustrating or discouraging time for other churches as their Pastor Nominating Committees have a hard time finding pastors willing to come to West Virginia, open to serving a smaller congregation or able to accept what they can offer as a presbytery minimum salary.

I don't think we can say that the system is broken because that assumes that the system can be fixed. However, we can say that times have changed and will continue to change. I know that the number of churches in the presbytery that have full-time solo pastors has fallen over the years. I know that the same thing can be said about the number of churches that have had associate pastors as well as Christian educators. The trends aren't good, and there is no indication that these trends won't continue.

As we live into this new reality, I think we have to put more emphasis on officer training/officer education/officer enrichment/officer development. You can call it what you want. Our ruling elders need to have a better understanding of what it means to be a Presbyterian. (To be fair, that can also be said about many of our ministers.) That becomes even more important as more of our churches are served by week-to-week pulpit supply, lay pastors, or non-Presbyterian ministers. However, the need is there for every one of our churches, regardless of their size. A 2-3 hour overview of Presbyterian polity that happened 20-30 years ago when you were first ordained just doesn't cut it. Unless we keep working at it, growing in our faith, growing in our understanding of Reformed theology, and growing in our knowledge of Presbyterian polity, we slide into congregationalism. It's not that there's anything necessarily wrong with being a community church. However, we are Presbyterian. We have a certain way of understanding scripture, a certain way of worshipping God, a certain way of governing ourselves. I think that's important. I think it adds value to our churches. I think it strengthens the ministry we offer to our members and to our community.

Susan Sharp Campbell, our Associate for Educational Ministry, can help your church with this. She can come and provide training for your ruling elders and deacons (if you have them). You might want to join with other churches to have this training. It would be more fun as well as more efficient.

The Office of the General Assembly also has a number of resources available for Ruling Elders on their website <a href="http://oga.pcusa.org/section/mid-council-ministries/ruling-elders/">http://oga.pcusa.org/section/mid-council-ministries/ruling-elders/</a>. On that

page, you can find more information about a specific resource called *Regarding Ruling Elder: A Monthly Series for Spiritual Leaders*. I think it would be helpful to take maybe 15-20 minutes at the start of each session meeting to talk about one of these articles. They're archived on the website so you can choose the topics that seem most helpful for your congregation.

Our Resource Center also has material that you can use. Contact Nellie Howard, our Resource Center Director, for ideas and suggestions about material you can use for officer training and ongoing officer development.

I think we have to take this more seriously. Certainly, we have to take evangelism more seriously and stewardship more seriously. The Presbyterian Foundation is offering a webinar series on Money Conversations in the Church. You can learn more here:

https://www.presbyterianfoundation.org/webinar-series-money-conversations-in-the-church/

Please contact any of our staff if we can help you in any way. We have opportunities to grow in our faith. We have opportunities to serve our communities. We have opportunities to enjoy God. That's true for all of us, regardless of the size of our church and regardless of whether we have a pastor in place or not.

# Worship with churches (\*Preach)

*Beckley Presbyterian Church	1/27
Belle Presbyterian Church	12/9, *12/16
*Bradley Presbyterian Church	1/27
*Bream Presbyterian Church, Charleston	11/4
Clothier Presbyterian Church	11/18
*Church of the Covenant, Grafton	12/2
*First Presbyterian Church, Charleston	1/20
*First Presbyterian Church, Dunbar	1/13
*McKinnon Presbyterian Church	12/30
Rock Lake Presbyterian Church	11/11, 12/30, *1/6
Westminster Presbyterian Church, Charleston	11/25

# Committee Meetings

Administration Committee 12/4 Leadership Team 1/14-15,

Ministry 11/28, 12/11, 1/9, 1/22

Nominating 1/30

Staff Meetings 11/6, 12/4, 1/8

Presbytery Meeting 12/12

Visit with Pastors 13 visits with 6 pastors

# Others

Kanawha Pastoral Counseling Center Board Meeting	11/20, 12/18,	1/10
Presbyterian Housing Board of Directors meeting	12/5	
Meet with sessions of Davis Memorial Presbyterian Church,		
Gassaway and Upperglade Presbyterian Church	11/13, 1/6	
Synod COM/CPM Gathering	11/8-11/9	
Rick McGuire Retirement	11/11	
Meet with Maureen Wright and Amy Parker to prepare for Presbyt	ery Meeting	11/12
Meet with Designated Pastor PNC at Clifton Presbyterian Church		11/12
Meet with candidate for Interim Pastor at First Presbyterian Church	n, Charleston	11/16
Meet with Amy Parker and Maureen Wright to plan Leadership Te	am Retreat	11/26
Meet with Session at First Presbyterian Church, Parkersburg	11/27	
Meet with Shelly Barrick Parsons and Maureen Wright to plan		
Ministry Committee Retreat	12/3	
Staff Christmas Luncheon	12/13	
Meet with Andy Ceperly, WV Housing Foundation	12/18	
Meet with representatives from Teays Valley Presbyterian Church	12/20	
Annual Review – Susan Sharp Campbell	1/3	
Meet with Ken Schmidt, Rock Lake	1/7	
Meet with Susannah Johnson, Laura Ceperly, & Maureen Wright	1/8	
Synod Executive Forum	1/9	
Meet with Committee Chairs	1/15	
Annual Review – Rocky Poole	1/16	
Annual Review – Amy Robinson	1/17	
Visit Rome Presbyterian Church	1/18	
Attend Ordination of Amanda Hill	1/20	
Meet with PNC of First, Fairmont	1/22	
Annual Review – Sarah Specht	1/24	
Westminster Foundation Conference Call	1/24	
Annual Review – Nellie Howard	1/28	
Annual Review – Maureen Wright	1/29	
Meeting with Pam Johnson and Maureen Wright	1/30	
Annual Review – Barbara Chalfant	1/30	
Annual Review – Mark Miller	1/31	

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE LEADERSHIP TEAM

Amy Wallace Parker, Committee Chair February 16, 2019

#### **RECOMMENDATIONS:**

- 1. The second reading of a proposed Manual revision
  - That Presbytery approve the revised Manual of Administrative Operations for the Presbytery of West Virginia, which can be found in Appendix A, on pages 54-92.
- 2. That Bonnie Boyce (Minister) be elected to the Nominating Committee, Class of 2019.
- 3. That Richard Thomas (RE, Beechwood) and David Lee (Minister) be elected to the Nominating Committee, Class of 2021.

#### **INFORMATION:**

- 1. The Leadership Team retreat was held January 14-15. The team spent time in worship and prayer together and discussed the manual revisions, improving communications with committees, and how best to use money earned through the sale of church properties. The chairs of the committees were invited to join the team for lunch, and they spent the afternoon in discussion of improving communications between the committees and Leadership Team and constructing a calendar of planned events, meetings, and deadlines to increase awareness of the wider work of the whole of the presbytery.
- 2. The Leadership Team will meet on the following 2019 dates: March 27, July 9, October 16.
- 3. A Task Force has been assigned to plan locations and themes of West Virginia Presbytery meetings for 2020. Congregations interested in hosting a presbytery meeting should contact the Stated Clerk or Amy Parker. Suggestions for themes/speakers for the educational portion of the meeting are also welcome.
- 4. The Leadership Team chair complied with the request from the Administration committee to name two individuals to participate in the annual review of the General Presbyter. Susan Perry and Andy Rice have agreed to serve.

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE MINISTRY COMMITTEE

Shelly Barrick Parsons, Ministry Committee Chair February 16, 2019

### **RECOMMENDATIONS:**

- 1. **(CA)** Approve of the Honorable Retirement of **Doug Minnerly** effective February 1, 2019.
- 2. **(CA)** Approve of the Honorable Retirement of **William Gibson McCoy** effective December 31, 2018.
- 3. **(CA)** Approve the ordination commission for **Amanda Kathryn Hill**: Steve Hornbeck (Moderator, ruling elder, First Buckhannon), Emily Misfeldt (minister), Shelly Barrick Parsons (minister), Zac Morton (minister), Mavis Grant-Lilley (ruling elder, First Morgantown), and Charles Mullet (ruling elder, Fleming Memorial). Kerra Becker English, minister member of the Presbytery of the James, was a guest of commission.
- 4. (CA) Approve Patrick Ryan as moderator of Bates Memorial Presbyterian Church.
- 5. (CA) Approve Bob Bondurant as moderator of Enslow Park Presbyterian Church.
- 6. (CA) Approve Bob Wood as moderator of Bradley Presbyterian Church.
- 7. (CA) Approve John Holland as moderator of First Presbyterian Church, Parkersburg.
- 8. **(CA)** Approve Doug Heidt as moderator of Clothier Presbyterian Church.
- 9. **(CA)** Approve the renewal of the covenant as Stated Supply Pastor between **Bates Memorial Presbyterian Church** and **Scott Hoppe** through December 31, 2019. Terms: 18 hours/week; \$1,048.24 bi-weekly; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$500/year; professional allowance \$500/year. Responsibilities: conduct Sunday worship, special services. Visit hospitalized members and others as needed. Assist the Moderator with Session meetings. Maintain a relationship with Presbytery and the Ministry Committee.
- 10. (CA) Approve the renewal of the covenant as Stated Supply Pastor between Belle Presbyterian Church and Denny Dodson through January 31, 2020. Terms: 15 hours/week; \$1,415.66/month, of this amount \$1,050.08 is designated as housing allowance, auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Worship on Sunday and special services; provide for Holy Communion at least 5 times a year. Provide pastoral care of congregation including home and hospital visits; funerals, weddings, baptisms; moderate Session meetings, install Elders, conduct children's church, participate in Belle

- Ministerial Association when possible; guide Session through prayer and wisdom, assist with setting goals for church with the help of the session.
- 11. (CA) Approve the renewal of the covenant as Stated Supply Pastor between Church of Our Saviour Presbyterian Church and Bruce A. Macbeth through January 31, 2020. Terms: 9 hours/week; \$200/week, of this amount \$4,000/year is designated as housing allowance; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Conduct worship at 11 a.m. each Sunday and special services such as Ash Wednesday, Maundy Thursday and the Community Lenten Service. Conduct weddings, funerals, Baptism, and Communion. Pastoral duties include member, hospital, and prospective member visitation; counseling. Receive new members and provide instruction. Moderate the session. Assist the session by working with Ruling Elders in fulfilling their responsibilities.
- 12. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Colcord and Gerald Pauley through January 31, 2020. Terms: cash salary: \$100/week; auto expense reimbursement at IRS rate; vacation: 4 weeks (including Sundays); study leave: 2 weeks (including Sundays). Responsibilities: preach and lead week worship, conduct special worship services, conduct weddings and funerals, visitation as time permits. Celebrate the sacrament of communion.
- 13. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Weston, and Bruce A. Macbeth through January 31, 2020. Terms: 9 hours/week; \$200 per week of which \$4000 per year is designated as housing allowance. Reimbursement for travel at current IRS mileage rate; four weeks vacation; two weeks study leave. Responsibilities: weekly 9 a.m. worship and special worship services including Good Friday, Christmas Eve, & Community Lenten service; visitation of members, hospital, & prospective members; counsel as needed; moderate the session and congregational meetings and assist elders with their responsibilities; conduct weddings, funerals, baptisms, communion; instruct and receive new members.
- 14. **(CA)** Approve the Stated Supply Covenant renewal between **First Presbyterian Church**, **Fairmont**, and **D. D. Meighen** June 3, 2018 through December 31, 2018. Terms: 4 hours/week; salary: \$600/month; auto expense reimbursement at IRS rate; vacation: 4 weeks (including Sundays); study leave: 2 weeks (including Sundays). Responsibilities: conduct regular Sunday morning worship services and special worship services, also weddings and funerals as needed.
- 15. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Fairmont, and D. D. Meighen through December 31, 2019. Terms: 4 hours/week; salary: \$2,000/month; auto expense reimbursement at IRS rate; vacation: 4 weeks (including Sundays); study leave: 2 weeks (including Sundays). Responsibilities: conduct regular

- Sunday morning worship services and weddings as needed; provide pastoral care; maintain office hours one day per week; celebrate communion.
- 16. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Welch, and Chuck Hammond through January 31, 2020. Terms: 10 hours/week; \$400 to \$500/month; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Worship each Sunday and special services; administer Lord's Supper, conduct funerals, do home and hospital visitation; assist Session in carrying out the mission of the church.
- 17. (CA) Approve the Stated Supply Covenant renewal between Frankford Presbyterian Church and Susan Sharp Campbell through January 31, 2020. Terms: 10-12 hours/week; \$10,906/year, paid in monthly installments; of this amount, \$5,453/year is designated as housing allowance; utilities \$844/year paid in monthly installments; auto expense reimbursement at current IRS rate; pension, medical, death and disability \$4,976.15/year paid in monthly installments to presbytery; SECA offset of \$973 per year paid in monthly installments; workers compensation coverage; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$1,000. In acknowledgement of her work with PWV, Susan may be gone up to 4 additional weeks for retreats and other events. Responsibilities: worship: conduct worship Sundays at 11 a.m., special services. Pastoral duties: attend fellowship events, visit sick and homebound members. Assist the Session: moderate Session meetings, provide officer training as needed, moderate congregational meetings.
- 18. (CA) Approve the Stated Supply Covenant renewal between Philippi Presbyterian Church and Danny Franke through January 31, 2020. Terms: 10 hours/week; \$135/week; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct worship; pastoral duties as deemed necessary by the session.
- 19. **(CA)** Approve the Stated Supply Covenant renewal between **Rome Presbyterian Church** and **Peter Barclay** through January 31, 2020. Terms: 10 hours/week; salary \$180/week, of this amount \$120/week is designated as housing allowance; \$20/week for mileage; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$500 per year. Responsibilities: preach and lead weekly worship, conduct special worship services including Christmas Eve, moderate the session; share duties of visitation; keep the church a vital part of the Lord's work.
- 20. (CA) Approve the Stated Supply Covenant renewal between Salem Presbyterian Church and Benny Eugene Gurley through January 31, 2020. Terms: 9 ½ hours/week; \$1,000 per month, 40% of this amount designated as housing allowance; social security reimbursed; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing

- education 2 weeks (including Sundays), reimbursed as needed. Responsibilities: conduct worship at 11 a.m. on Sunday, except 5<sup>th</sup> Sundays; moderate Session and congregational meetings, attend Presbytery. Assist the Session with Bible study/prayer meeting; pastoral care by home and hospital visits in local hospitals (critical care visits in regional hospitals at discretion of pastor); funerals, weddings; circle picnic and Christmas covered dinner; "Souper" Bowl offering for Ronceverte Food Pantry; provide Elder training as needed; be involved in the community, visit prospective members after two Elders have visited.
- 21. (CA) Approve the Stated Supply Covenant renewal between St. Marys Presbyterian Church and Kay Larsen through January 31, 2020. Terms: 20 hours/week; \$150/week; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct weekly worship; funerals, home, hospital, and nursing home visitation; assist with communion.
- 22. (CA) Approve the Stated Supply Covenant renewal between Valley Bend Presbyterian Church and Ann Fretwell through January 31, 2020. Terms: time: 25-30 hours/week; salary: \$150/week; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: 11 a.m. Sunday worship; weddings; funerals; communion; assist the session with spiritual guidance; home, hospital, shut-ins visitation; assist with special services such as revivals, gospel sings, etc.
- 23. (CA) Approve the Stated Supply Covenant renewal between Winfield Presbyterian Church and David A. Bush through January 31, 2020. Terms: 10 hours/week; Salary \$600/month; auto reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), other items of finance or reimbursement as needed approved by Session. Responsibilities: Conduct weekly worship services and special services as needed. Pastoral duties: visit the sick in hospitals, occasionally visit members and conduct funerals as needed. Assist the Session by moderating meetings, officer training and providing guidance on the Book of Order as needed. Other responsibilities as negotiated by the session.
- 24. (CA) Approve the renewal of the covenant as Commissioned Pastor between Centerville Presbyterian Church and Nancy Bulla through January 31, 2020. Terms: one Sunday per month; salary \$125/month; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct worship and administer the Lord's Supper; moderate the Session of the congregation when requested by the moderator; have a voice and vote in meetings of the presbytery. Mentor: Doug Heidt.
- 25. (CA) Approve the renewal of the covenant as Commissioned Pastor between **Eleanor Presbyterian Church** and **John Yeager** through January 31, 2020. Terms: 10 hours/week; cash salary: \$300 per month; housing \$700 reimbursement per month; auto reimbursement

- at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: preach 46 Sundays per year; lead Lenten, Advent and VBS studies as requested; home and hospital visits as needed; attend Presbytery meetings; administer the sacraments; moderate the session; officiate at weddings where permitted by state law; lead funeral services; participate in the life of the church; have voice and vote in meetings of presbytery. Mentor: John Holland.
- 26. (CA) Approve the renewal of the covenant as Commissioned Pastor between Cherrie Sizemore and Elk Hills Presbyterian Church through January 31, 2020. Terms: 30 hours/week, Sunday-Thursday; \$3,730.67/month; auto expense reimbursement at IRS rate up to \$1,000; continuing education/professional expenses: \$1,000; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Sunday worship, help as needed in leading Sunday School classes, lead Bible Studies, visitation of shut-in, the sick. Follow up with visitors and keep membership book current. Participate in LERMA including board meetings. Maintain regular office hours; officiate at funerals. Administer the Lord's Supper and the Sacrament of Baptism in the congregation to which she is commissioned; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Nancy Didway.
- 27. (CA) Approve the renewal of the covenant as Commissioned Pastor between Falls View Presbyterian Church and Kari Preslar through January 31, 2020. Terms: Time flexible; \$765 per month; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$200. Responsibilities: Worship on Sunday and special services. Assist the Clerk of Session to file reports; conduct funerals; administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; and have a voice and vote in meetings of the presbytery. Mentor: Todd Wright.
- 28. **CA**) Approve the renewal of the covenant as Commissioned Pastor between **First Presbyterian Church, Hinton** and **James Irwin** through June 30, 2020. Terms: 20 hours per week; \$430 per month; social security withheld; auto expense reimbursement at IRS rate up to \$400; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$200; reimbursement for materials and books as needed. Responsibilities: Worship two Sundays per month and special services. Lead prayer meeting and Bible study; administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which he is commissioned; officiate at marriages where permitted by state law; and have a voice and vote in meetings of the presbytery. Mentor: Cam Harkness.

- 29. (CA) Approve the renewal of the covenant as Commissioned Pastor between First Presbyterian Church, Oak Hill, and Nancy Martin through January 31, 2020. Terms: 12 hours/week; \$691.75/month; housing allowance: \$4,285.20/year; auto expense reimbursement at IRS rate up to 2,000 miles per year; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Worship including Sundays, Maundy Thursday, Ash Wednesday, Christmas Eve, and funerals. Visit shut-ins, potential members, and members in times of crisis. Provide a monthly report to the session on visits and recommendations. Provide Bible School classes within weekly time expectation and play active role in Vacation Bible School. Take active role in planning and executing congregational developmental activities. Participate in and report on the Fayette County Ministerial meetings. Assist the Session as Bible study leader on Monday mornings and keep office hours on Wednesday mornings. Administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Elizabeth Stone.
- 30. (CA) Approve the renewal of the covenant as Commissioned Pastor between Spring Creek Presbyterian Church, Renick, and Robert Lynn Randolph through January 31, 2020. Terms: 20 hours per week; \$1,552/month; social security withheld; auto expense reimbursement at IRS rate; match Social Security withheld and pay half the cost of educational materials; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Sunday worship, special services; Bible study; home and hospital visits; organize revivals. Administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which he is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Andrew Rice.
- 31. (CA) Approve the renewal of the covenant as Commissioned Pastor between Union Presbyterian Church and Nancy Bulla through January 31, 2020. Terms: 20 hours/week; cash salary \$1,817/month; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays) reimbursement for costs included. Responsibilities: lead worship and preach 4/5 times per month and on Christmas Eve and Maundy Thursday; officiate at funerals. Visit members in hospitals, nursing homes, and private homes; lead outreach evangelism, and attend presbytery meetings. Administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Doug Heidt.
- 32. (CA) Approve the renewal of the covenant as Lay Pastor between **Jay Nunley** and **Gilbert Presbyterian Church** through January 31, 2020. Terms: 18 hours/week; salary: \$1,000/month; reimbursement for travel at current IRS rate; vacation 4 weeks (including

- Sundays); continuing education 2 weeks (including Sundays); church will pay a portion of educational expenses/tuition. Responsibilities: conduct worship including special services such as Christmas Eve. Provide limited visitation and maintain office hours. Mentor: Kevin Geurink.
- 33. (CA) Approve the renewal of the covenant as Lay Pastor between **Kesler Memorial Presbyterian Church** and **James Dempsey** through December 31, 2019. Terms: 10 hours/week; \$200/week; reimbursement for travel at current IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct Sunday worship; special services as needed. Pastoral duties include visitation and funerals. Assist Session as advisor and keep the Session aware of Presbytery and General Assembly activities and events. Mentor: Joan Stewart.
- 34. (CA) Approve the renewal of the covenant as Lay Pastor between Smithers Presbyterian Church and James Dempsey through December 31, 2019. Terms: 15 hours/week; \$175/week; reimbursement for travel at current IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct Sunday worship; special services as needed. Pastoral duties include visitations and funerals. Assist Session by advising and keeping ruling elders informed of Presbytery and General Assembly activities and events. Mentor: Joan Stewart.
- 35. (CA) Approve the renewal of the covenant as Lay Pastor between South Park Presbyterian Church, Charleston, and Debra Schultz through January 31, 2020. Terms: time: 15 to 20 hours/week; salary: \$1,000/month; travel expense reimbursed at \$100 per month; \$1,000/ year to be donated to a charitable organization of Debra's choosing; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Lead worship each Sunday and conduct special worship services Ash Wednesday, Advent and Lenten Services; provide pastoral care to the congregation and the South Park community, as needed; help create the vision of South Park Presbyterian Church; attend session and presbytery meetings; build relationships with members of the church and members of the community; plan and help with the ministry and outreach programs of the church; help coordinate men's fellowship, women's fellowship, and Bible study as needed; coordinate worship service at Kanawha Place Assisted Living and Nursing Home. Mentor: Todd Wright.
- 36. **(CA)** Approve **Jim Musgrave** Authorized Lay Preacher (ALP) to celebrate the Sacrament of the Lord's Supper (G-3.0301b) in 2019.
- 37. (CA) Approve the request for the waiver of rotation of officers (G-2.0404) from Rome Presbyterian Church.

- 38. (CA) Approve the Validated Ministries of the following Ministers of the Word and Sacrament for 2019: Christopher M. Bailey, Marshall Campus Pastor; Shelly Barrick Parsons, West Virginia Campus Pastor/Director of the Harless Center; Robin Blakeman, Organizer of Ohio Valley Environmental Coalition; James Morley, Director of Chaplaincy/Patient Advocacy at United Hospital Center; Dana M. Sutton, Certified Professional Coach Sutton Coaching; Jean Sutton, Counselor; Edward J. Thompson, General Presbyter; Laura Brekke Wagoner, Davis & Elkins College Benfield-Vick Chaplain and adjunct professor; Kathryn Willoughby Weed, Chaplain Thomas Health System.
- 39. (CA) Approval of the terms of call: Monte Dean Mitchell and Beckley Presbyterian Church. Terms: cash salary: \$41,000; housing and utility allowance: \$20,000; SECA \$5,465; contribution to 403 (b) \$5,000; auto expense reimbursement at IRS rate, books, supplies, professional expenses: \$3,500; continuing education: \$1,500 per year (may be accumulated up to three years); Board of Pensions coverage; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays); 12 sick leave days per year and two months paid parental leave.
- 40. (CA) Approve the Interim Minister Covenant between Nancy C. Kahaian and First **Presbyterian Church, Charleston.** Terms: Cash salary: \$120,000; of this amount \$50,000 to be designated as housing allowance; candidate declined SECA supplement; travel reimbursement at current IRS rate up to \$2,500; Board of Pensions; four weeks vacation (including 4 Sundays); two weeks study leave (including 2 Sundays); \$2,500.00 reimbursable continuing education/book allowance; reasonable costs associated with relocation to Charleston, WV. Responsibilities: lead worship; provide pastoral care and prayers for the congregation; serve as spiritual and administrative leader of the congregation and staff; support a commitment to discipleship and evangelism in preaching, teaching and personal example; moderate the session. Assist the session by being a member of the worship, finance, stewardship and personnel divisions; facilitate the updating of the session's Standard of Operating Procedure manual; assist the session and planning team to review and update Presby2040 Strategic Plan; seek and implement fresh ways of articulating the identity of the church. Other responsibilities: participate in the stewardship of finances and human resources; facilitate involvement with other religious leaders and congregations.
- 41. (CA) Approve the Interim Associate Minister Covenant between Glenn M. Coleman and First Presbyterian Church, Charleston. Terms: Cash salary; \$72,000; of this amount, \$35,000 to be designated as housing allowance; SECA: \$5,962; travel reimbursement at current IRS rate; Board of Pensions; \$1,800 reimbursable continuing education/book allowance. Four weeks vacation (including 4 Sundays); two weeks study leave (including 2 Sundays). Responsibilities: lead worship as directed by the Head of Staff or session;

congregational care; adult education, act as deacon liaison; participate in confirmation classes with the Leadership Team. Assist the Session; moderate as asked by the Head of Staff; share pastoral concerns and support with prayer. Other responsibilities: participate in Program Leadership meetings and events; other duties as directed by the Head of Staff or session.

42. That when a church provides moving expenses for a pastor the church shall also provide a bonus to cover the pastor's increased tax burden.

*Rationale*: The Tax Cut and Jobs Act of 2017 affects relocation expenses for employees, including pastors and churches. All moving costs are now taxable income. The amount of the additional tax burden will vary depending on the cost of the move and the tax rate of the individual pastor. Churches and pastors should consult a tax professional in determining the amount of the bonus and for expert advice. Rocky Poole, Financial Administrator and Treasurer, can provide a summary that explains the impact of the tax change.

### **INFORMATION:**

- 1. Appointed the following liaisons to churches in transition: John Holland to First Presbyterian Church, Parkersburg; Rick Wilson to Enslow Park Presbyterian Church; Dan Calvert to Bradley Presbyterian Church.
- 2. Planned for the following Healthy Boundary Training Events:
  - March 28 Bridgeport Presbyterian Church
  - April 24 Old Stone Presbyterian Church, Lewisburg
  - May 10 First Presbyterian Church, Huntington
  - May 23 Presbytery Office, South Charleston
- 3. Approved the transfer of **Paul Romine** to Northern Kansas Presbytery.
- 4. Approved the transfer of **George Spransy** to New Hope Presbytery.
- 5. Approved the transfer of **Calvin Gentry** to Peaks Presbytery.
- 6. Approved the transfer of **Christina Tutterow** to Western Carolina Presbytery.
- 7. Examined and approved **Monte Dean Mitchell** for membership in the presbytery. He comes to the Presbytery from the Presbytery of the Peaks; his biographical statement and statement of faith are included in the packet.
- 8. Examined and approved **Nancy C. Kahaian** for membership in the presbytery. She comes to the Presbytery from the Presbytery of Cincinnati; her biographical statement and statement of faith are included in the packet.

- 9. Examined and approved **Glenn M. Coleman** for membership in the presbytery. He comes to the Presbytery from Shenandoah Presbytery; his biographical statement and statement of faith are included in the packet.
- 10. Received and reviewed the reports of exit interviews with Bill Hudson, Christian Johnson, Chris Perkins, and the Enslow Park Presbyterian Church session.
- 11. Reviewed the Commissioned Pastor (CP) reports received to date.

Biographical Statement: Monte Mitchell

I love being a pastor. I love telling the gospel story. I love being with people on life's journey, through good times and bad. I love the many chances that being a pastor gives me to live out my faith. Becoming a pastor was a call since I was a child.

As someone who loved books, I wanted to become a writer and then attend seminary and become a minister. I have been the pastor of The Fellowship Church for the past six years and was a journalist for 25 years, including the six years when I was both working full-time and attending Union Presbyterian Seminary part-time.

As someone who was nurtured by loving parents and taken to church as a baby, I have been blessed. From the time I could read, I remember being enthralled by Bible stories and have kept a lifelong habit of regularly reading and studying the Bible, praying and attending church. My father served 20 years in the Air Force, and continued a long civilian career to provide us children with a good home. We were well-cared for, joining the band, playing sports and going to church camp. I was born in Key West, Fla., and my younger childhood was spent in Virginia, Belgium, Myrtle Beach, S.C.; and Spain, where Dad was posted to various military bases. One advantage was that I was raised in a racially-integrated environment, and got to see how people in other cultures and countries live. I am grateful for the opportunities my family, my church and my country have provided. I have a twin sister who is still a friend today. I started working when I was 15 and have held a job almost continuously since. I am grateful for people who helped me.

My father grew up Southern Baptist. My mother was a charter member of Sweetwater Presbyterian Church. I was baptized at a small Baptist mission church in Spain when I was eight years old. I remember feeling a strong desire to be baptized, and a strong call to Christian service. When my father retired from the Air Force and we returned to Hickory, my parents and I joined Highland Baptist Church. My father was a deacon. My mother was a longtime Sunday school teacher.

I happened to graduate from college about the time the conservative movement took over leadership in the national Baptist denomination. People who knew me probably would have described me as conservative. My beliefs were orthodox, I didn't smoke or drink, I attended church regularly, taught a boys' Sunday school class, worked at a small-town newspaper and became a deacon in the church. But I noticed changes in the local and national church that I didn't like. When our long-time pastor retired, we got a pastor who was more authoritarian and less gifted as a preacher and who was embroiled in almost continual controversy. I remember the pastor making jokes from the pulpit about women not being able to understand things as well as men. Both the local church leadership and national body seemed to emphasize politics, and who and what we were against, rather than the gospel.

When we moved for my career, my wife and I decided to seek a church where we could both be happy. When we attended a Presbyterian church in North Wilkesboro, NC, we liked it so much we didn't look anywhere else. The biggest thing I noticed was they spoke of Jesus and grace, compassion and healing. It reminded me of the Baptist church of my youth in the 1970s, the church I loved. I sometimes miss my Baptist roots, but I love the Presbyterian church. I love the emphasis on God's sovereignty and grace. I love our church's inclusiveness and diversity, its call for justice, its proclamation of the Word of God and celebration of the sacraments, and its emphasis on living our lives in grateful response to what God has done for us.

Statement of Faith Monte Mitchell

I believe, through all of life's hurts and joys, in Jesus Christ as savior and Lord. As a savior, Jesus offers salvation to his people through the grace of God by faith alone. Our response to this love and grace of justification is a lifelong journey of sanctification in obeying God's word, living out the teachings of the Bible to love God and neighbor and worshipping God along with his called community in church and in service to the world.

I believe that God is sovereign. I believe that I belong to Jesus, who gave himself willingly to die for us while we were yet sinners. I believe the Holy Spirit intercedes for us, leads us, guides us, works today in our lives and church, and is God. I believe Jesus is God. I believe that God loves us, Jesus loves us and the Holy Spirit loves us.

I believe that Jesus is the greatest revelation of who God is. Jesus welcomed and served the last, the least and the lost, healing the sick, forgiving sin, breaking the chains of injustice and inhumanity, proclaiming the kingdom of God, and calling people to follow him in costly, lifealtering discipleship.

I believe the sacraments of baptism and communion are signs that point us to God, and are seals of God's covenant given to us in grace. The church is the body of Christ, made up of believers and given the privilege of faithful worship and acts of service. In baptism, we are claimed and reborn as children of God. It is something done once for all time, and is possible only through the grace of God. In communion, we are fed spiritually over and over. In sharing the bread and cup, we are joined with all Christians together in unity. We do both baptism and communion because Jesus told us to do them.

I believe in the statements of the Apostles' Creed. I embrace Scripture as God's revelation through the inspiration of the Holy Spirit, and commit myself to diligent study as I honestly try to interpret this God-breathed gift as the continuing revelation of God's love for humanity.

I believe we are engaged in this world in a great struggle with sin and evil. I believe the outcome is known, because Jesus has triumphed over sin, death and the grave, but we should remain vigilant and rely on God as our protection, strength and hope. I believe in the resurrection of the body. I believe in eternal life.

I believe sin and death are powerful foes, but are overcome through the power of God in the death of Jesus on the cross and in his resurrection, with God acting in mercy and grace to redeem a fallen humanity. I believe I can do all things through Christ who strengthens me. I believe that all ministry in the church is a gift from Jesus Christ. I believe that the church is called to tell the good news of salvation by the grace of God through faith in Jesus Christ.

# BIOGRAPHICAL INFORMATION - Nancy Kahaian

Within months of her birth in Wilmington, Delaware, Nancy Kahaian moved to Chicago, Illinois monitored under the watchful eye of her paternal Armenian grandmother, and as a toddler resided in suburban Detroit. For most of her upbringing, she enjoyed life on a small farm in southcentral Michigan.

Nancy Kahaian graduated from Kalamazoo College in Kalamazoo, Michigan with a Bachelor of Arts degree, with majors in political science and religion, and minors in music and history. During her sophomore year, she interned one quarter in Washington D.C. with a US Senator from Michigan. During her junior year, she studied abroad in Madrid, Spain, and traveled throughout Europe. Her Senior Individual Project was a thesis on the "Meaning of Hope" in the works of Jurgen Moltmann. She attended Yale University Divinity School where she received a Master of Divinity Degree, and she attended McCormick Theological Seminary where she earned a Doctor of Ministry degree.

Nancy has served a small town congregation, a yoked congregation (rural and suburban), a congregation in a growing bedroom community to Chicago, and a downtown congregation. In addition, she has done extensive work as an Interim Executive in the Synod of Mid-America, the John Calvin Presbytery, Tampa Bay Presbytery, Eastminster Presbytery, and is currently serving as the General Presbyter in the Presbytery of Cincinnati.

She has served extensively in the Presbyterian Church, including a twenty five year stint on a Committee on Ministry as elected member or staff resource, an elected member of Administrative Commission(s), an elected member of a Congregational Development and Redevelopment Committee, Presbytery Council (staff and elected), Vice Moderator and Moderator of a Presbytery, Chair of the General Assembly Council, member of the board at Ghost Ranch Conference Center, Confirmation Retreat Leader, a member of many Planning Teams and Futuring Task Forces.

Nancy is the oldest child and only daughter, with three younger brothers. Her mother resides in suburban Detroit, Michigan, and her father is deceased. She enjoys a 16 year old nephew (Tyler), and a 13 year old niece (Riley) who thinks that her Aunt Nancy is "cool".

#### STATEMENT OF FAITH - Nancy Kahaian

God is one in three persons, Father, Son and Holy Spirit.

God creates. It is out of God's infinite love and creative power that the world came to be. In every birth, in every place, on every day, the signature of the Holy Creator can be witnessed. At the heart of the universe there is a loving God who desires to be known by us; desires to be loved by us; desires to have a covenant relationship with us.

God sustains. Through the breath of the Holy Spirit, God continually reveals and directly acts in our lives. Through the gift of the Holy Spirit, God works in the circumstances and relationships of our lives to guide us, encourage us, and give us whatever abilities we need to be God's servants, working out God's purpose on earth. The Holy Spirit sustains in order that our growth may be invited and stimulated.

God redeems. Though we are a people created in the image of God, we are a broken people. We are born of great love, but we struggle to live into this love and into the fullness of God's promise. We have been endowed with power that we often neglect, deny, or abuse. Our brokenness places us in desperate need of God. Though we do not deserve and cannot earn the redemption of God, God meets us where we are becoming fully human. In Jesus Christ, we witness God in human form, as one who feels as we feel and suffers as we suffer. I believe that God made Himself known to us through Jesus Christ out of a profound love. In Christ, God redeems us, by taking on suffering and death at the hands of human failings of fear, greed and control. This is the ultimate witness to God's love and a powerful message of what God is willing to do for our salvation. My deep hope rests in the knowledge that Christ rose from the dead, making life the final word, and revealing the power and possibility of God. Christ lives and is eternal. Christ's teaching and example from his time on earth daily call me to a new existence of love and forgiveness. It is my encounter with Jesus Christ – incarnate and ministering among us, crucified and resurrected – that my heart catches fire, and in following him I come to obedience to God that feels like finding my way home.

This creative, sustaining, redeeming God has given humanity many gifts and perhaps one of the greatest gifts of all is that of community. The church is God's community; it is God's gift. The church is entrusted with the word and work of God to give life with abundance. With the awareness of the presence of Christ among us and the power of the Holy Spirit, the church is held together by a selfless love for Christ, working together to bring God's vision of life of human society. It is God's grace, poured through the refreshing and renewing waters of Baptism, that one is welcomed into the Christian community, and called to a Christian life. The comfort and challenge of Baptism provides the assurance that we are under God's care, and the call to live up to our identity as baptized in Christ. In the Lord's Supper, our relationship with Christ and His Church is celebrated. The Lord's Supper anticipates God's reign, remembers Jesus' passion, and makes Jesus present to the church.

This sacrament nourishes us and unites us to become signs of the love of Christ. Called to proclaim the kingdom of God, the church has been blessed with Holy words inspired by God and recorded in Scripture. The writings of the Old and New Testament, illuminated by the Holy Spirit, offer guidance and inspiration and provide a vision of God's intention for humanity.

# Biography of the Reverend Glenn M Coleman

I was born and raised near Saltsburg, Pennsylvania on a farm where my family has lived for generations. I never thought about going to college, but a Presbyterian minister, who lived nearby, spoke to me one day about a college I could afford to attend: Warren Wilson College outside of Asheville, North Carolina. Having been raised a Presbyterian, attending a Presbyterian college appealed to me and there I majored in English and Education. At college, I met and married my first wife, to whom I was married for eight years before her death.

My first job was not in education, but in a rehabilitation hospital in Asheville, where I trained clients for jobs. After seven years, I wished to work more with my hands and bought into a local landscaping company. After meeting my wife, Cynthia, I went to work as director of Meals on Wheels, which I did for several years. I felt the call to work again with my hands, as well my head, and we found ourselves at a South Carolina Presbyterian Church camp outside of Brevard, NC. It was there that I felt the call from God to enter ministry, which was confirmed through the conversations I held with doctoral students attending classes at the camp.

In 1985, just after the birth of our younger son, I began at Union Theological Seminary in Richmond, Virginia. After the first year, I was scheduled to work with a minister for summer ministry in Circleville, West Virginia, but the minister had a crisis in the family and left that ministry, and I "ministered" to two churches and two chapels by myself that summer, preaching four times each Sunday, a year's worth of sermons. Baptism by fire. Did my first funeral the second week there. By the summer's end, I knew God truly had called me to minister to people in the pews, through the various seasons of their lives, death, marriage, baptisms, confirmation classes, homebound.

Last year, I celebrated my thirtieth year of ministry and have served two churches in Kentucky and three in the Shenandoah Valley of Virginia. During the late 1990s and early 2000s, I was called to serve on a committee of the Presbytery of the Peaks that partnered and visited with faith-based, sister organizations in Central America, and also served under the Presbyterian Disaster Assistance group and was with the first NGO to help the people in Honduras after Hurricane Mitch.

Five years ago, I felt the call to Interim Ministry as I see the Church in various stages of transition. I received my training during two summers at Montreat.

My wife and I have three children and six grandchildren, with the oldest grandchild in graduate school and the youngest a toddler. Cynthia and I enjoy this time of our lives together through adventurous cooking and eating, visiting art venues and also painting (I paint with oils and acrylics and Cynthia, watercolors). I enjoy fishing and she loves to sail, and we garden together growing both flowers and vegetables. We love to travel, and our last family vacation was in Honduras.

It is said, "Hindsight is twenty-twenty." As I look over my life, I can see clearly the Hand of God at work correcting, guiding, and developing me into a useful vessel to carry the Good News of Jesus Christ out into the world.

### Statement of Faith Rev. Glenn M. Coleman

God: I believe in the triune God. God is the creative genius who created the earth out of nothing. God is the creative genius who raises the dead and gives new life. While the hand of God can be traced in creation, God is most fully revealed in the person of God's son Jesus Christ. The revelation of Jesus Christ is love for all humanity. Through the power of God, the Holy Spirit, people are given the faith to recognize and respond to the love of God in Jesus Christ. I believe in the triune God.

**Jesus Christ:** The entrance of sin into creation brought the sentence of death and estrangement from God upon all humanity. God's love for the human creature is demonstrated in the fact that God sent Jesus Christ to save humanity and reconcile the world to God. Jesus Christ took the judgment of all humanity upon his own flesh and suffered the death and estrangement of the cross in order to fulfill the love of God. In resurrection from death, Jesus Christ made way for sinners to be raised to new life and life eternal through faith. To all who receive Christ in faith, he is Savior and Lord.

Holy Spirit: The third person of the trinity is God acting in the world. The Holy Spirit prepares sinners to receive and respond in love to the love of God in Jesus Christ. The Holy Spirit seals the human heart in the sacrament of Baptism and grants the gift of faith when that heart receives the Lord Jesus Christ. In the sacrament of the Lord's Supper the Holy Spirit enacts the Word of God in human hearts. The Holy Spirit illuminates the study, hearing, and preaching, of the Word of God from the canon of scriptures, the Bible. The Holy Spirit serves as mentor and guide in the life of faith, convicting believers of sin, inspiring and interpreting prayer to God, and continually building the heart in faith and faithfulness.

**The Church**: Jesus Christ declared that the gates of hell shall not prevail against His Church. Christ is head of His Church and has chosen the Church as His representative in the world with the commission to go unto to all the nations proclaiming the Gospel, making disciples, and baptizing them, in the name of the Father, Son, and Holy Spirit.

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE VOCATIONS COMMITTEE

Jim Musgrave, Committee Chair February 16, 2019

### **RECOMMENDATION:**

- 1. That the Presbytery approve Mark Parsons-Justice as a candidate.
- 2. That the Presbytery waive the time requirements of G-2.0602 for Mr. Parsons-Justice.

<u>Rationale:</u> Mr. Parsons-Justice was taken under care of this Presbytery on May 17, 2018. He is a member of the Bream Memorial Presbyterian Church, Charleston. He is a seminary graduate and served as a minister in the United Methodist Church before giving up his status as a minister. As a member of the Bream Memorial Presbyterian Church, Mark rediscovered his sense of call to ordained ministry and began the process of ordination in the Presbyterian Church (USA) more than nine months ago. He is in the process of meeting all the requirements of the Book of Order and the standards of this Presbytery; these requirements will be complete in the near future.

The Book of Order states that the inquiry and candidacy phase shall continue for a period of no less than two years, including at least one year as a candidate (G-2.0602). In their work with Mr. Parsons-Justice, the committee has determined that the purposes of Inquiry and Candidacy stated in G-2.0603 (Purpose of Inquiry) and G-2.0604 (Purpose of Candidacy) were accomplished in his work since May of last year and during his prior ministry. The Book of Order allows for a waiver of the time requirements as outlined in G-2.0610. The committee believes that the time requirements should be waived.

#### **INFORMATION:**

- 1. The **Presby Prep Program** is continuing and, if you act quickly, you or folks from your church can take advantage of some really good instruction. Upcoming classes are Christian Education in March and Stewardship & Mission in May. The deadline for the Christian Education class has passed, but if you are interested, please contact Susan Sharp Campbell this week to meet the extended enrollment deadline. The deadline for the Stewardship & Mission class is April 1 (no foolin').
- 2. Current members of the **Presby Prep Program** who intend to go on to the Level 2 and 3 courses of the Authorized Lay Preacher (ALP)/Commissioned Pastor (CP) Program need to complete their application forms, including endorsements and references by March 31.
- 3. The Vocations Committee will conduct a workshop at the Festival of Faith at First Presbyterian Church, Charleston, on April 6, where we will discuss discernment of an invitation from God to Christian vocation. Dana Sutton has graciously agreed to be part of the leadership for this important event.

# COMPOSITE BY COMMITTEE

Committee	Υ	TD 12/31/18	Budget	%	Re	estricted Fund Support
ADMINISTRATION		630,351.59	673,000.00	93.7%		149,800.00
BLUESTONE		4,599.16	6,000.00	76.7%		4,500.00
LEADERSHIP		9,558.54	22,500.00	65.7%		8,000.00
MINISTRY		9,529.64	21,500.00	44.3%		11,500.00
MISSIONS		53,745.68	56,250.00	95.5%		34,000.00
NOMINATING		100.47	300.00	33.5%		
NURTURE		15,101.31	19,150.00	78.9%		11,000.00
PJC		56.84	300.00	18.9%		
PRESBYTERIAN WOMEN		6,000.00	6,000.00	100.0%		
RELATIONS		360.80	3,000.00	12.0%		
REPRESENTATION		0.00	100.00	0.0%		
STEWARDSHIP		11,253.93	12,000.00	93.8%		
TRUSTEES		30.75	2,000.00	1.5%		
VOCATIONS		4,533.79	10,900.00	41.6%		8,000.00
TOTAL	\$	745,222.50	\$ 833,000.00	89.5%	\$	226,800.00
SHARED MISSION (net)		288,338.01	360,000	80.1%		
,				86.2%		
PER CAPITA (net)		148,766.92	172,679			
PREV. YR BENEV./PER CAPITA		4,873.02	12,221	39.9%		
OUTSIDE FUNDING		46,000.00	46,300	99.4%		
INTEREST & GIFTS		14,980.61	15,000	99.9%		
RESTRICTED FUND SUPPORT		182,360.66	226,800	80.4%	_	
TOTAL	\$	685,319.22	\$ 833,000.00	82.3%		

	YTD 12	/31/18	Budget	%		Restricted Fund Support	
ADMINISTRATION							
OFFICE EXPENSES							
Postage		1,183.61			59,000	Mission Dev. Fund	
Supplies		5,886.36			12,000	Funds of PWV	
ublications & Subscriptions		523.90					
resbytery Directory		611.50					
elephone	;	3,531.23					
Itilities	•	5,831.79					
leaning/Bldg Maintenance	;	3,579.26					
quipment		0.00					
quipment Maintenance	4	4,846.37					
taff Expenses	;	3,941.42					
surance - Property	12	2,335.25					
ad Debt Expense		0.00					
Veb Site Maintenance		1,730.98					
nternet Service		1,715.31					
ank service fees		1,057.74					
fiscellaneous		0.00					
OTAL OFFICE EXPENSE	47	7,774.72	68,550	69.7%			
ALARY & PERSONNEL EXPENSE							
Il Salaries (including housing & utilities)	359	5,346.01	355,600	99.9%	78,800	\$46.3K Small Church, \$25K MDF	
ension Expense	4	1,846.77	41,900	99.9%		\$7.5K Funds of PWV	
edical Insurance Expense	132	2,382.80	145,800	90.8%			
ayroll Taxes	18	3,839.92	19,600	96.1%			
/orkers' Compensation		783.00	1,450	54.0%			
ontinuing Education & Professional Expense	1:	1,578.88	12,600	91.9%			
ravel Expense	2	1,172.63	25,000	84.7%			
OTAL SALARY & PERSONNEL EXPENSE	58 <sup>-</sup>	,950.01	601,950	96.7%			
OMMITTEE EXPENSE							
onsultant Fees		0.00	500	0.0%			
taff Development		0.00	1,000	0.0%			
ommittee Meetings		626.86	1,000	62.7%			
OTAL COMMITTEE EXPENSE		626.86	2,500	25.1%			
	\$ 630	351.59	\$ 673,000	93.7%			
LUESTONE	<u> </u>	<u> </u>		L			
IT Support		4,500.00	4,500	100.0%	4,500	Rachel McClintic Fund	
ommittee Meetings		99.16	1,500	6.6%			
	\$ 4	599.16	\$ 6,000	76.7%			
EADERSHIP TEAM		1			ı		
OVERNING BODY EXPENSE							
resbytery Meetings		1,276.60	2,000	63.8%			
loderator Expenses		769.01	1,000	76.9%			
eneral Assembly	:	3,481.66	4,000	87.0%	4.000	Mission Dev. Fund	
enomination Resources	·	(360.57)	.,550		.,530		
andarship Davelanment Pro		002.04	4.000	E2 20/	4 000	Small Church Fr.	
eadership Development Program	:	2,093.81	4,000	52.3%	4,000	Small Church Fund	
egal Consultation		0.00	8,000	0.0%			
eadership Team		2,298.03	3,500	65.7%			
	\$ 9	558.54	\$ 22,500	42.5%			

	YTD 12/31/18	Budget	%		Restricted Fund Support		
MINISTRY							
CONGREGATIONAL DEVELOPMENT							
1,001 New Worshipping Comm.	0.00	2,500	0.0%	2,500	Small Church Fund		
Small Church Conf.	0.00	2,000	0.0%	2,000	Small Church Fund		
COMMITTEE ON MINISTRY							
CRE Training (Cont. Ed.)	0.00	500	0.0%	500	Small Church Fund		
Ministry Training	0.00	500	0.0%	500	PEPS		
Kanawha Pastoral Care Center	1,500.00	1,500	100.0%				
Professional Development	1,795.00	3,500	51.3%	3,500	Small Church Fund		
Church Professional Orientation	48.00	1,000	4.8%				
COM Resources	113.64	500	22.7%				
Congregational Care Travel	695.52	500	139.1%				
Memorials	250.00	500	50.0%	500	Funds of PWV - COM Disc.		
Miscellaneous	42.77	500	8.6%	0.000	Owell Olympia Ford		
Emergency Church Assistance	0.00	2,000	0.0%	2,000	Small Church Fund		
Committee Meetings	5,084.71	6,000	84.7%				
	\$ 9,529.64	\$ 21,500	44.3%				
MISSIONS							
SOCIAL & ECUMENICAL MINISTRIES							
INSTITUTIONAL PARTNERSHIPS	4.050.00	4.050	400.00/				
Davis & Elkins College	1,250.00	1,250	100.0%				
Davis-Stuart	1,250.00	1,250	100.0%				
Covenant House, Inc	3,000.00	3,000	100.0%				
Westminster Foundation CEPAD	1,250.00 2,000.00	1,250 2,000	100.0% 100.0%				
MISSIONS PARTNERSHIPS	2,000.00	2,000	100.076				
Kenya Partnership	250.00	2,000	12.5%	1 500	Kenya Partnership		
The Shack NH Support	15,000.00	15,000	100.0%		Mission Dev. Fund		
Tyrand Coop. Ministry Support	2,500.00	2,500	100.0%		Midland Memorial		
WVMAW	15,000.00	15,000	100.0%		Mission Dev. Fund		
MISSIONS GRANTS	.,	12,000		,,,,,,			
Davis Mem. Elkins Afterschool	1,500.00	1,500	100.0%				
NCR Resident Assistance	2,145.00	3,000	71.5%				
Beechwood PC-Sanctuary House	3,000.00	3,000	100.0%				
Rock Lake PC-Community Life Ctr	2,000.00	2,000	100.0%				
Tyrand Coop. Ministry	2,000.00	2,000	100.0%				
International Peacemaker visit	353.47						
Committee Meetings	1,247.21	1,000	124.7%				
	\$ 53,745.68	\$ 56,250	95.5%				
NOMINATING							
Nominating Committee	100.47	300	33.5%				
<u>NURTURE</u>							
CHRISTIAN NURTURE & WORSHIP							
Resource Ctr Acquisitions	1,592.74	1,800	88.5%				
Resource Ctr Supplies/Equip.	186.63	400	46.7%				
Resource Ctr Subscriptions	105.93						
Resource Ctr Catalog Program	795.00	800	99.4%				
Video License	233.36	250	93.3%				
Festival of Faith	(0.44)		-0.1%				
Church Educators Support	140.69	400	35.2%				
Educator/Clergy/CRE Retreat	1,082.77	1,000	108.3%				
Younger Youth Retreat	31.72	1,000	3.2%	1,000	Rachel McClintic Fund		
Older Elementary Event	0.00	0	0.0%				
Older Youth Retreat	2,362.33	1,600	147.6%		Rachel McClintic Fund		
HS Youth Conf. Mission Trip	5,807.11	6,000	96.8%		Rachel McClintic Fund		
Youth Council	449.92	400	112.5%	400	Rachel McClintic Fund		

	YTD 12/31/18	Budget	%	Restricted Fund Support
Adult Spiritual Development	1,808.29	1,500	120.6%	
Scholarships	0.00	2,000	0.0%	2,000 PEPS
Presbytery Worship	0.00	300	0.0%	
Miscellaneous	200.00	200	100.0%	
APCE Membership	0.00	200	0.0%	
Committee Meetings	305.26	600	50.9%	1
	\$ 15,101.31	\$ 19,150	78.9%	
PJC				
Permanent Judicial Commission	56.84	300	18.9%	
PRESBYTERIAN WOMEN				
Presbyterian Women Support	6,000.00	6,000	100.0%	
RELATIONS				-
Cluster Shepherds	0.00	2,000	0.0%	
Relations Committee Expenses	360.80	1,000	36.1%	
	\$ 360.80	\$ 3,000	12.0%	
REPRESENTATION		•		•
Committee on Representation	0.00	100	0.0%	_
STEWARDSHIP				•
FINANCE & DEVELOPMENT				
Transition Expenses	0.00	0	0.0%	
Outside CPA Costs	11,150.00	11,000	101.4%	
Committee Meetings	103.93	1,000	10.4%	1
	\$ 11,253.93	\$ 12,000	93.8%	
TRUSTEES				-
Trustees	30.75	2,000	1.5%	
VOCATIONS				
PREPARATION FOR MINISTRY				
Care of Candidates	729.81	500	146.0%	
Career Counseling	0.00	500	0.0%	
Scholarships	3,076.64	5,000	61.5%	5,000 Bush Fund
Conferences	0.00	900	0.0%	
ALP/CLP Preparation Program	(62.24)		-2.1%	3,000 Small Church Fund
Committee Meetings	789.58	1,000	79.0%	1
	\$ 4,533.79	\$ 10,900	41.6%	
TOTAL	\$ 745,222.50	\$ 833,000	89.5%	
	I			

REVENUE IN SUPPORT of BUDGET	YTD 12/31/18	Budget
Shared Mission (net of GA & Synod support)	288,338	360,000
Per Capita (net of GA & Synod support)	148,767	172,679
Previous Year Shared Mission & Per Capita	4,873	12,221
Outside Funding (Presby. Housing & PHP)	46,000	46,300
Interest & Gifts	14,981	15,000
Restricted Fund Support	182,361	226,800
TOTAL	\$ 685,319	\$ 833,000

# Presbytery of West Virginia Statement of Financial Position

As of December 31, 2018

	12/31/18	12/31/17
ASSETS		
Current Assets		
Checking/Savings		
1005 · Petty Cash	250.00	250.00
1012 · Payroll - WesBanco Bank	82.64	103.85
1020 · Cash - United Bank Checking	81,338.55	137,067.26
1023 · WV Federal Credit Union	229,434.26	228,037.54
1029 · First Community Bank - Fr. Crk.	1,137.42	1,137.42
1030 · Wells Fargo - MDF		
1032 · Equities Index Fund	879,768.53	1,155,857.66
1035 · Fixed Income	645,523.78	531,312.29
Total 1030 · Wells Fargo - MDF	1,525,292.31	1,687,169.95
1050 ⋅ Wells Fargo Money Market		
1051 · Wells Fargo MM · PWV	57,419.98	30,546.66
1052 · Kay Long Memorial Fund	8,629.92	8,551.25
1053 · Molly Gant Scholarship Fund	11,532.24	9,811.60
1054 · Kenya Partnership	5,439.13	5,189.55
1055 · Presbyterian Hunger Program	28,334.97	30,210.44
1056 · Pack Endowment Fund	214,084.92	210,332.76
Total 1050 · Wells Fargo Money Market	325,441.16	294,642.26
INVESTMENTS		
1070 · New Covenant Funds of PWV	261,302.81	270,818.31
1072 · New Covenant New Ch. Devel	138,117.35	142,940.91
1074 · New Covenant PEPS	3,358.67	3,475.97
1075 · New Covenant Slaughter	1,595.46	1,627.86
1076 · New Covenant Riner	57,166.59	57,969.58
1077 · New Covenant Scholarship	10,598.69	11,310.27
1078 · New Covenant Seminary Student	30,000.67	31,048.37
1079 · New Covenant Dickinson	45,354.78	46,938.64
1080 · New Covenant Bush Fund	183,225.22	189,624.06
1084 · New Covenant Midland Mem.	74,173.85	79,232.40
1087 · New Covenant Small Church	1,019,017.06	1,089,414.51
1090 · T Rowe Price - Rachel McClintic	985,916.33	1,027,662.41
Total INVESTMENTS	2,809,827.48	2,952,063.29
Total Checking/Savings	4,972,803.82	5,300,471.57
Accounts Receivable		
1210 · Accounts Receivable	0.00	0.00
Total Accounts Receivable	0.00	0.00

# Presbytery of West Virginia Statement of Financial Position

As of December 31, 2018

	12/31/18	12/31/17
Other Current Assets		
1220 · Notes Receivable MDF	48,539.44	55,823.72
1240 · Notes Receivable Riner	25,200.00	26,400.00
1309 · Notes Receivable R. McClintic	88,567.09	111,090.01
1450 · Workers Comp Deposit	247.09	247.09
Total Other Current Assets	162,553.62	193,560.82
		,
Total Current Assets	5,135,357.44	5,494,032.39
Fixed Assets		
1510 ⋅ Land	58,000.00	58,000.00
1520 · Building & Grounds	299,782.00	299,782.00
1530 · Furniture & Fixtures	18,024.20	18,024.20
1540 ⋅ Capital Equipment	27,635.11	27,635.11
1550 ⋅ Software	10,022.51	10,022.51
1590 · Accumulated Depreciation	-280,104.73	-268,104.73
Total Fixed Assets	133,359.09	145,359.09
TOTAL ASSETS	5,268,716.53	5,639,391.48
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2010 · Benevolence Receipts Payable	61,634.66	66,844.22
Payroll Liabilities	9,141.92	6,129.08
Total Other Current Liabilities	70,776.58	72,973.30
2200 · Deferred Revenue	6,545.00	6,130.00
Total Liabilities	77,321.58	79,103.30
Equity		
3010 · Fund Balance Funds of PWV	881,382.78	881,382.78
3011 · Fund Balance - MDF	1,529,182.43	1,529,182.43
3012 · Fund Balance New Ch. Devel	125,967.90	125,967.90
3013 · Fund Balance Hunger Prog	24,525.94	24,525.94
3014 · Fund Balance PEPS	3,063.25	3,063.25
3015 · Fund Balance Slaughter	1,497.64	1,497.64
3016 - Fund Balance Riner	78,823.70	78,823.70

# Presbytery of West Virginia Statement of Financial Position

As of December 31, 2018

	12/31/18	12/31/17
3017 · Fund Balance Scholarship	10,405.61	10,405.61
3018 · Fund Balance Seminary Student	27,361.67	27,361.67
3019 · Fund Balance Dickinson	41,365.13	41,365.13
3020 · Fund Balance Bush Fund	166,807.82	166,807.82
3024 · Fund Balance Midland Mem.	69,656.79	69,656.79
3027 · Fund Balance Small Church	908,346.54	908,346.54
3028 · Fund Balance Kenya Partnership	4,957.80	4,957.80
3029 · Fund Balance Rachel McClintic	1,008,193.66	1,008,193.66
3030 · Fund Balance Kay Long Memorial	8,502.59	8,502.59
3031 · Fund Balance Molly Gant Fund	11,001.37	11,001.37
3032 · Fund Balance Pack Endowment	208,404.00	208,404.00
Net Income	81,948.33	450,841.56
Total Equity	5,191,394.95	5,560,288.18
TOTAL LIABILITIES & EQUITY	5,268,716.53	5,639,391.48

2018 BENEVOLENCE PLEDGE & PER CAPITA REPORT										
					2018					
	2018	2018		12/31/16	Per Capita	Per Capita				
Church	PLEDGE	Giving at 12/31/18		Mbrship.	(\$29.50/mbr)	Rec'd at 12/31/18				
Alderson	100	100	Ц	9	265.50	266				
Alexander Memorial		260	Ц	8	236.00	236				
Anderson Memorial			Ц	22	649.00	609				
Arthurdale - Community	1,062	1,062		36	1,062.00	1,062				
Bates Memorial	1,000	1,000	Ц	99	2,920.50	2,921				
Baxter		500	Ц	12	354.00	290				
Beckley		17,000		231	6,814.50	6,815				
Beechwood	0			84	2,478.00	2,478				
Belington	600	600		28	826.00	834				
Belle	1,215	1,215		6	177.00	177				
Bethlehem	110	220		18	531.00	295				
Beulah Humble				13	383.50					
Beverly				24	708.00	708				
Beverly Hills		500	П	51	1,504.50	1,508				
Big Spring	295	885		10	295.00	590				
Bluefield-First		8,785		111	3,274.50	3,278				
Bradley	0		П	21	619.50	620				
Bramwell			П	14	413.00	413				
Bream Memorial	2,500	2,500	П	181	5,339.50	5,340				
Bridgeport (all PWV)	2,500	2,500	П	109	3,215.50	3,270				
Buckhannon-First	708	720	П	24	708.00	720				
Buffalo			П	4	118.00					
Canyon Community				10	295.00					
Centerville	4,000	4,000	П	35	1,032.50	1,033				
Ch. of the Covenant-Grafton	,	2,142	П	22	649.00	1,108				
Charleston-First (all PWV)	40,000	40,000	П	975	28,762.50	28,763				
Church of Our Saviour	1,700	1,700	П	15	442.50	442				
Clarksburg-First	4,000	4,000	П	213	6,283.50	6,490				
Clear Creek	,	,	П	18	531.00					
Clifton	1,200	1,200	П	75	2,212.50	2,212				
Clothier			Н	9	265.50	236				
Colcord-First	0		П	38	1,121.00	1,121				
Comfort		350	Н	15	442.50	443				
Davis Memorial-Elkins	16,112	16,112	H	203	5,988.50	6,000				
Davis Memorial-Gassaway	591	616	Н	30	885.00	885				
Dunbar-First	900	900	Н	74	2,183.00	2,183				
DuPont City	300	300	Н	10	295.00	2,103				
Edgewood	5,515	4,000	H	107	3,156.50	3,166				
Eleanor	3,313	600	Н	21	619.50	620				
Elk Hills	6,600	6,600	Н	66	1,947.00	1,947				
Enslow Park	0,000	0,000	Н	165	4,867.50	3,600				
Fairmont-First	4 700	4 700	H			4,050				
	4,700	4,700	Н	153	4,513.50	-				
Falls View	1,765	1,765	Н	9	265.50	266				
Fayetteville	6,500	6,500	Н	93	2,743.50	2,744				
Fleming Memorial	2,800	2,800	П	37	1,091.50	1,092				

Church	2018 PLEDGE	2018 Giving at 12/31/18	12/31/16 Mbrship.	2018 Per Capita (\$29.50/mbr)	Per Capita Rec'd at 12/31/18
Frankford	2,205	2,205	23	678.50	779
Gilbert			50	1,475.00	2,920
Glenville	3,800	3,800	17	501.50	502
Grace Covenant	2,980	3,689	15	442.50	878
Harman			29	855.50	856
Highlawn Huntington		19,425	172	5,074.00	4,843
Highlawn St. Albans	4,900	4,900	77	2,271.50	2,272
Hinton-First	2,100	2,100	27	796.50	797
Hughes River - Cairo		2,000	17	501.50	502
Huntington-First			439	12,950.50	4,350
Huntington Second			23	678.50	1,357
Kanawha United	12,000	12,000	155	4,572.50	4,573
Keller			7	206.50	207
Kenova-First			32	944.00	944
Kesler Memorial			38	1,121.00	
Kingwood-First	5,200	5,200	53	1,563.50	1,151
Kuhn Memorial	2,714	2,525	98	2,891.00	2,891
Lakeview		498	5	147.50	148
Liberty		500	17	501.50	502
Logan-First	7,665	7,665	82	2,419.00	2,419
Mannington-First			20	590.00	
Marlinton			86	2,537.00	2,494
Marsh Fork	500	1,000	12	354.00	708
McElhenney		·	12	354.00	
McKinnon	1,172	1,202	23	678.50	694
Mill Creek		4,400	19	560.50	561
Milton		500	22	649.00	600
Mingo		100	13	383.50	384
Morgantown-First		14,219	209	6,165.50	6,166
Mount Hope			13	383.50	384
Nitro-First	1,000	1,000	82	2,419.00	2,419
Oak Grove		2,200	67	1,976.50	1,977
Oak Hill-First			27	796.50	697
Old Stone	25,200	25,200	283	8,348.50	8,260
Parkersburg-First			156	4,602.00	4,602
Parsons	400	400	27	796.50	767
Philippi		1,520	9	265.50	266
Pickens	177		6	177.00	
Pineville			35	1,032.50	1,033
Pres. Ch of the Covenant			97	2,861.50	
Pt. Pleasant	7,720	7,720	83	2,448.50	2,448
Ravenswood-First	3,030	3,030	29	855.50	856
Red Sulphur Springs	150	150	6	177.00	177
Richwood		1,850	31	914.50	531

20	2018 BENEVOLENCE PLEDGE & PER CAPITA REPORT										
					2018						
	2018	2018		12/31/16	Per Capita	Per Capita					
Church	PLEDGE	Giving at 12/31/18		Mbrship.	(\$29.50/mbr)	Rec'd at 12/31/18					
Ripley-First		1,000		51	1,504.50	1,505					
Riverlawn	500	125		105	3,097.50	3,098					
Rock Forge		100		19	560.50	551					
Rock Lake	12,405	12,405		137	4,041.50	4,042					
Rome	120	120		6	177.00	177					
Ronceverte	2,800	2,800		75	2,212.50	2,213					
Ruffner Memorial				25	737.50						
Salem	3,310	3,310		13	383.50	384					
Smithers	1,000	1,000		17	501.50	502					
South Charleston-First				146	4,307.00	4,307					
South Park	1,985	1,985		32	944.00	944					
Spencer	880	880		9	265.50	266					
Spring Creek	820	820	П	24	708.00	708					
Spring Valley				54	1,593.00	531					
St. Albans-First		6,235		213	6,283.50	6,283					
St. Andrew				146	4,307.00	1,035					
St. Marys	100	200		12	354.00	620					
Sugar Grove	1,765	1,765		29	855.50	856					
Summerlee		100		11	324.50	325					
Summersville	1,920	1,920		51	1,504.50	1,505					
Teays Valley		6,900		228	6,726.00	5,596					
Thomas-First		500		30	885.00	502					
Trinity	400	400		18	531.00	609					
Tygarts Valley		3,750		27	796.50	797					
Union	2,200	2,200		35	1,032.50	1,032					
Upper Glade	2,520	2,520		57	1,681.50	1,682					
Valley Bend	1,875	1,875		26	767.00	767					
Village Chapel	17,850	14,875		223	6,578.50	5,482					
Waverly-Bethel	1,215	1,215		15	442.50	385					
Welch-First	2,205	2,205		21	619.50	638					
Westminster-Chas.	7,940		П	24	708.00						
Westminster-Vienna	4,410	3,900	П	83	2,448.50	2,575					
Weston-First	1,050	1,050		11	324.50	325					
White Sulphur Springs-First	1,200	1,550		33	973.50	1,400					
Whitesville-First	0		П	10	295.00	295					
Whittico Memorial			П	7	206.50						
Williamson-First	1,859			63	1,858.50	1,859					
Williamstown-First	4,960	4,960		88	2,596.00	2,596					
Winfield	590			20	590.00						
Zion		750	П	33	973.50	974					
TOTALS	267,265	350,244	П	8,478	250,101	227,089					

# 2019 BENEVOLENCE PLEDGING & PER CAPITA REPORT

CHARGIA	2019	2019	2018	12/31/17	2019 Per Capita	12/31/16	2018 Per Capita
CHURCH Alderson	Pledge	Request 236	Pledge 100	Membership 8	(\$29.50/mbr) 236.00	Membership 9	(\$29.50/mbr) 265.50
Alexander Memorial	250	275	100	8	236.00	8	236.00
Anderson Memorial	250	649		22	649.00	22	649.00
Arthurdale - Community	1,000		1,062	35		36	
	1	1,115	•		1,032.50	99	1,062.00
Bates Memorial	1,000	2,980	1,000	101	2,979.50		2,920.50
Baxter		525		12	354.00	12	354.00
Beckley		17,850		227	6,696.50	231	6,814.50
Beechwood	500	2,006	0	68	2,006.00	84	2,478.00
Belington		738	600	25	737.50	28	826.00
Belle	1,280	1,280	1,215	6	177.00	6	177.00
Bethlehem		531	110	18	531.00	18	531.00
Beulah Humble		384		13	383.50	13	383.50
Beverly		620		21	619.50	24	708.00
Beverly Hills		1,328		45	1,327.50	51	1,504.50
Big Spring		310	295	10	295.00	10	295.00
Bluefield-First		9,260		115	3,392.50	111	3,274.50
Bradley	0	679	0	23	678.50	21	619.50
Bramwell		413		14	413.00	14	413.00
Bream Memorial	1,500	5,163	2,500	175	5,162.50	181	5,339.50
Bridgeport (all PWV)		3,393	2,500	115	3,392.50	109	3,215.50
Buckhannon-First		745	708	24	708.00	24	708.00
Buffalo		118		4	118.00	4	118.00
Canyon Community		1,050		10	295.00	10	295.00
Centerville	4,200	4,200	4,000	29	855.50	35	1,032.50
Ch. of the Covenant-Grafton		2,420		25	737.50	22	649.00
Charleston-First (all PWV)	40,000	42,000	40,000	957	28,231.50	975	28,762.50
Church of Our Saviour	1,700	1,785	1,700	11	324.50	15	442.50
Clarksburg-First	5,000	4,690	4,000	159	4,690.50	213	6,283.50
Clear Creek		531		18	531.00	18	531.00
Clifton	2,183	2,183	1,200	74	2,183.00	75	2,212.50
Clothier		265		9	265.50	9	265.50
Colcord-First	0	1,033	0	35	1,032.50	38	1,121.00
Comfort		595		15	442.50	15	442.50
Davis Mem Elkins	15,500	16,920	16,112	215	6,342.50	203	5,988.50
Davis Mem Gassaway	,	826	591	28	826.00	30	885.00
Dunbar-First		2,183	900	74	2,183.00	74	2,183.00
DuPont City		295	300	10	295.00	10	295.00
Edgewood	4,000	5,790	5,515	106	3,127.00	107	3,156.50
Eleanor	,,,,,,,	630	3,313	15	442.50	21	619.50
Elk Hills	6,600	6,930	6,600	57	1,681.50	66	1,947.00
Enslow Park	0,000	3,599	0,000	122	3,599.00	165	-
	4.050	-	4 700				4,867.50
Fairmont-First	4,850	4,935	4,700	153	4,513.50	153	4,513.50
Falls View	1,855	1,855	1,765	9	265.50	9	265.50
Fayetteville	6,500	6,825	6,500	93	2,743.50	93	2,743.50

# 2019 BENEVOLENCE PLEDGING & PER CAPITA REPORT

					2019		2018
	2019	2019	2018	12/31/17	Per Capita	12/31/16	Per Capita
CHURCH	Pledge	Request	Pledge	Membership	(\$29.50/mbr)	Membership	(\$29.50/mbr)
Fleming Memorial	2,800	2,940	2,800	40	1,180.00	37	1,091.50
Frankford	2,315	2,315	2,205	22	649.00	23	678.50
Gilbert		1,445		49	1,445.50	50	1,475.00
Glenville	3,900	3,990	3,800	19	560.50	17	501.50
Grace Covenant		3,130	2,980	15	442.50	15	442.50
Harman		855		29	855.50	29	855.50
Highlawn Huntington		20,395		163	4,808.50	172	5,074.00
Highlawn St. Albans	4,900	5,145	4,900	62	1,829.00	77	2,271.50
Hinton-First	2,100	2,205	2,100	23	678.50	27	796.50
Hughes River - Cairo		2,100		13	383.50	17	501.50
Huntington-First		8,024		272	8,024.00	439	12,950.50
Huntington Second		679		23	678.50	23	678.50
Kanawha United	12,600	12,600	12,000	154	4,543.00	155	4,572.50
Keller		207		7	206.50	7	206.50
Kenova-First		944		32	944.00	32	944.00
Kesler Memorial	0	1,121		38	1,121.00	38	1,121.00
Kingwood-First	5,200	5,460	5,200	40	1,180.00	53	1,563.50
Kuhn Memorial		2,850	2,714	92	2,714.00	98	2,891.00
Liberty		1,575		17	501.50	17	501.50
Logan-First		8,050	7,665	82	2,419.00	82	2,419.00
Mannington-First		590		20	590.00	20	590.00
Marlinton		1,829		62	1,829.00	86	2,537.00
Marsh Fork	500	525	500	12	354.00	12	354.00
Mill Creek		4,620		19	560.50	19	560.50
Milton		1,050		23	678.50	22	649.00
Mingo	100	384		13	383.50	13	383.50
Morgantown-First		14,930		208	6,136.00	209	6,165.50
Mount Hope		295		10	295.00	13	383.50
Nitro-First		2,360	1,000	80	2,360.00	82	2,419.00
Oak Grove	1,200	2,310	_,	69	2,035.50	67	1,976.50
Oak Hill-First	=,===	797		27	796.50	27	796.50
Old Stone	22,500	26,460	25,200	259	7,640.50	283	8,348.50
Parkersburg-First	==,555	4,012		136	4,012.00	156	4,602.00
Parsons		797	400	27	796.50	27	796.50
Philippi		1,680	400	9	265.50	9	265.50
Pineville		1,033		35	1,032.50	35	1,032.50
Pt. Pleasant	8,105	8,105	7,720	83	2,448.50	83	2,448.50
	0,103	·			-		,
Ravenswood-First	150	3,180	3,030	31	914.50	29	855.50 177.00
Red Sulphur Springs	150	177	150	6	177.00	6	177.00
Richwood	4.000	1,945		31	914.50	31	914.50
Ripley-First	1,000	1,505		51	1,504.50	51	1,504.50
Riverlawn	250	2,803	500	95	2,802.50	105	3,097.50
Rock Forge		560		19	560.50	19	560.50
Rock Lake		13,025	12,405	130	3,835.00	137	4,041.50

# 2019 BENEVOLENCE PLEDGING & PER CAPITA REPORT

						2018	
	2019	2019	2018	12/31/17	Per Capita	12/31/16	Per Capita
CHURCH	Pledge	Request	Pledge	Membership	(\$29.50/mbr)	Membership	(\$29.50/mbr)
Rome	148	148	120	5	147.50	6	177.00
Ronceverte	2,940	2,940	2,800	75	2,212.50	75	2,212.50
Ruffner Memorial		679		23	678.50	25	737.50
Salem	3,475	3,475	3,310	13	383.50	13	383.50
Smithers	1,000	1,050	1,000	17	501.50	17	501.50
South Charleston-First		4,248		144	4,248.00	146	4,307.00
South Park	1,985	2,085	1,985	29	855.50	32	944.00
Spencer	925	925	880	9	265.50	9	265.50
Spring Creek		860	820	24	708.00	24	708.00
Spring Valley		1,593		54	1,593.00	54	1,593.00
St. Albans-First		6,600		205	6,047.50	213	6,283.50
St. Andrew		4,307		146	4,307.00	146	4,307.00
St. Marys	100	354	100	12	354.00	12	354.00
Sugar Grove	1,855	1,855	1,765	20	590.00	29	855.50
Summerlee	100	325		11	324.50	11	324.50
Summersville	2,015	2,015	1,920	49	1,445.50	51	1,504.50
Teays Valley		9,450		228	6,726.00	228	6,726.00
Thomas-First		2,625		17	501.50	30	885.00
Trinity	502	502	400	17	501.50	18	531.00
Tygarts Valley		3,465		27	796.50	27	796.50
Union	2,200	2,310	2,200	31	914.50	35	1,032.50
Upper Glade	3,000	2,645	2,520	56	1,652.00	57	1,681.50
Valley Bend	1,970	1,970	1,875	26	767.00	26	767.00
Village Chapel	17,850	18,745	17,850	223	6,578.50	223	6,578.50
Waverly-Bethel	1,275	1,275	1,215	15	442.50	15	442.50
Welch-First	2,205	2,315	2,205	21	619.50	21	619.50
Westminster-Chas.		8,335	7,940	22	649.00	24	708.00
Westminster-Vienna	4,630	4,630	4,410	83	2,448.50	83	2,448.50
Weston-First	1,105	1,105	1,050	11	324.50	11	324.50
White Sulphur Springs-First	1,440	1,260	1,200	33	973.50	33	973.50
Whitesville-First	0	354	0	12	354.00	10	295.00
Whittico Memorial		207		7	206.50	7	206.50
Williamson-First		2,065	1,859	70	2,065.00	63	1,858.50
Williamstown-First	5,210	5,210	4,960	83	2,448.50	88	2,596.00
Winfield	372	620	590	20	590.00	20	590.00
Zion		1,003		34	1,003.00	33	973.50
TOTALS	\$221,840	\$446,690	\$265,916	7,832	\$231,044	8,335	\$245,883
Presbytery portion 80%	\$177,472	\$357,352	\$212,733		\$151,126		\$162,799
GA portion 15%	\$33,276	\$67,004	\$39,887		\$61,596		\$63,585
Synod portion 5%	\$11,092	\$22,335	\$13,296		\$18,322		\$19,498
E9 churches pladged		J.		ı		ı	

58 churches pledged

# **2019 BENEVOLENCE PLEDGE**

PLEDGE AMOUNT	2019	2019	2018	12/31/17
CHURCH	Pledge	Request	Pledge	Membership
Charleston-First (all PWV)	40,000	42,000	40,000	957
Old Stone	22,500	26,460	25,200	259
Village Chapel	17,850	18,745	17,850	223
Davis Mem Elkins	15,500	16,920	16,112	215
Kanawha United	12,600	12,600	12,000	154
Pt. Pleasant	8,105	8,105	7,720	83
Elk Hills	6,600	6,930	6,600	57
Fayetteville	6,500	6,825	6,500	93
Williamstown-First	5,210	5,210	4,960	83
Kingwood-First	5,200	5,460	5,200	40
Clarksburg-First	5,000	4,690	4,000	159
Highlawn St. Albans	4,900	5,145	4,900	62
Fairmont-First	4,850	4,935	4,700	153
Westminster-Vienna	4,630	4,630	4,410	83
Centerville	4,200	4,200	4,000	29
Edgewood	4,000	5,790	5,515	106
Glenville	3,900	3,990	3,800	19
Salem	3,475	3,475	3,310	13
Upper Glade	3,000	2,645	2,520	56
Ronceverte	2,940	2,940	2,800	75

PLEDGE PER MEMBER	2018	2018	2017	12/31/16
CHURCH	Pledge	Request	Pledge	Membership
Salem	3,475	3,475	3,310	13
Glenville	3,900	3,990	3,800	19
Belle	1,280	1,280	1,215	6
Falls View	1,855	1,855	1,765	9
Centerville	4,200	4,200	4,000	29
Church of Our Saviour	1,700	1,785	1,700	11
Welch-First	2,205	2,315	2,205	21
Spencer	925	925	880	9
Frankford	2,315	2,315	2,205	22
Weston-First	1,105	1,105	1,050	11
Elk Hills	6,600	6,930	6,600	57
Kingwood-First	5,200	5,460	5,200	40
Pt. Pleasant	8,105	8,105	7,720	83
Waverly-Bethel	1,275	1,275	1,215	15
Kanawha United	12,600	12,600	12,000	154
Village Chapel	17,850	18,745	17,850	223
Old Stone	22,500	26,460	25,200	259
Hinton-First	2,100	2,205	2,100	23
Davis Mem Elkins	15,500	16,920	16,112	215
Valley Bend	1,970	1,970	1,875	26

# **BLUESTONE CONFERENCE CENTER, INC**

# FINANCIAL REPORT as of DECEMBER 31, 2018

**BALANCE SHEET** 

73,091

74,953

94,406

169,359

63,615.17

\$ 103,792.72 \$

65,112.85 \$

Long Term Debt

**EQUITY** 

TOTAL LIABILITIES \$

TOTAL LIABILITIES & EQUITY \$ 168,905.57

INCOME	12/31/18	E	Budget	%		12/31/18	12/31/17
Grant Subsidy - McClintic Fund	\$ 4,500.00	\$	4,500	100.0%	- ASSETS		
Retreats - Bluestone Events	10,560.00		9,500	111.2%	Current Assets	\$ 14,129.70	\$ 14,583
Retreats - Presbyterian	11,485.00		12,000	95.7%	Property & Equip. (net of depr.)	154,775.87	154,776
Retreats - Presbyterian Affiliate	2,540.00		3,000	84.7%	TOTAL ASSETS	\$ 168,905.57	\$ 169,359
Retreats - Non - Presbyterian	61,702.90		47,500	129.9%			
Summer Camp Registrations	71,129.50		74,500	95.5%	LIABILITIES		
Donations	11,583.00		15,000	77.2%	Current Liabilities	\$ 1,497.68	\$ 1,861

68.8%

TOTAL INCOME	\$ 201,036.69	\$ 206,000	97.6%

27,500.00

0.99

35.30

40,000

**INCOME STATEMENT** 

#### **EXPENSES**

Friends of Bluestone

Interest Miscellaneous

NET GAIN/(LOSS)	\$ 9,597.74	(ex	t. & depr. exp.)	
TOTAL EXPENSE	\$ 191,438.95	\$	206,000	92.9%
Summer Camp Trips	7,373.11		6,500	113.4%
Summer Program	1,919.23		2,000	96.0%
Summer Staff & Salary	22,828.18		28,000	81.5%
Plant & Operation	83,870.03		88,050	95.3%
Bluestone Events	660.57		1,200	55.0%
Office & Administration	16,782.86		18,550	90.5%
Salaries & Personnel	\$ 58,004.97	\$	61,700	94.0%
EXPENSES				

# \*NOTE\* - 2018 Presbytery Support

	\$ 115,829
Misc. office expense	50
Banking fees	160
Committee expense	1,500
Property Insurance	9,251
Program Director comp	35,611
Facilities Director comp	\$ 69,257

44

# Friends of Bluestone, Inc. Profit & Loss

# January through December 2018

	YTD 12/3118
Income	
4000 · Donations - Churches	7,722.25
4001 · Donations - Individuals	17,432.00
4005 · Donations - Restricted	1,000.00
4006 · Donations	503.30
4008 · Fundraiser - Other	11,032.75
4100 · Interest Earned	1.31
Total Income	\$ 37,691.61
Expense	
5000 · Operating Expenses	
5001 · Distributions to Presbytery	
5002 · Camp - Major Improvements	27,500.00
5030 · Camp-General Operating Expense	0.00
Total 5001 · Distributions to Presbytery	27,500.00
5500 · Direct Expenses	
5506 · Supplies	485.00
6000 · Admin Supplies	131.47
6001 · Thriva/PayPal Discount Fees	178.03
6005 · Postage	111.04
6006 · PO Box Rental	120.00
6020 · Fundraising Expenses	1,755.05
6050 · Licenses and Fees	116.00
Total 5500 · Direct Expenses	2,896.59
Total 5000 · Operating Expenses	30,396.59
5520 · Travel (Mileage)	216.00
Total Expense	\$ 30,612.59
Income	\$ 7,079.02

# Friends of Bluestone, Inc. Balance Sheet

As of December 31, 2018

	12/31/18
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash - BB&T	
1000-1 · Unrestricted Funds	10,106.66
1000-2 · Restricted Funds	5,100.00
1000 · Cash - BB&T - Other	7,079.11
Total 1000 · Cash - BB&T	22,285.77
Total Checking/Savings	22,285.77
Total Current Assets	22,285.77
Fixed Assets	
1600 · Equipment	2,200.00
Total Fixed Assets	2,200.00
TOTAL ASSETS	\$ 24,485.77
LIABILITIES & EQUITY	
Equity	
32000 · Fund Asset	17,406.75
Net Income	7,079.02
Total Equity	24,485.77
TOTAL LIABILITIES & EQUITY	\$ 24,485.77

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE NOMINATING COMMITTEE

Pam Johnson, Committee Chair February 16, 2019

# **RECOMMENDATIONS:**

- 1. For the Leadership Team, Class of 2020: Nancy Kissinger (RE, Beckley)
- 2. For the Mission Committee, Class of 2021: Melody Simpson (RE, Bream Memorial)
- 3. For the Nurture Committee, Class of 2021: Laura Brekke Wagoner (Minister)
- 4. For the Relations Committee, Class of 2021: John Koerner (Minister)

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE NURTURE COMMITTEE

Kari Preslar, Committee Chair February 16, 2019

### **INFORMATION:**

Please note that you will find information and applications/registration forms for all of the events below at www.wvpresbytery.org.

- 1. Youth Council applications will be sent to congregational leaders in early March. One change this year is that a particular church will be able to nominate up to two youth to serve on Youth Council. (In past years, a particular church has been limited to nominating one youth in a given year.) The application deadline is April 30, 2019; applications will be reviewed at the committee meeting in early June.
- 2. **GAME ON** is the theme for the Younger Youth Retreat (grades 6-8) held March 1-3 at Cedar Lakes Conference Center. Youth Council youth will be the primary presenters for this retreat.
- 3. Information on the **2019 Presbyterian Youth Triennium, "Here's My Heart,"** was sent to church leaders in November. The registration deadline and deposit due date for this event is Thursday, March 28. Youth in grades 8-12 are eligible to attend. Participants will travel by bus, which has been reserved.
- 4. **Frances Taylor Gench**, Professor of Biblical Interpretation at Union Presbyterian Seminary, will be the presenter for the **Educator**, **Clergy**, **CRE** (**CP**), **ALP Retreat** to be held February 18-19 at John XXIII Pastoral Center in Charleston.
- 5. **Brian McLaren**, author, speaker, and public theologian, will be the keynote presenter on the topic "Being Church in a Time of Division" for the **Festival of Faith** on Saturday, April 6, at First Presbyterian Church, Charleston. Registration information has been sent to the presbytery's email list and shared with neighboring presbyteries and other denominations in West Virginia. In addition to the keynote, there will be a variety of workshops throughout the day.
- 6. Expanding Your Ministry Toolbox courses will now fall under this committee. These courses will continue to be planned by members of both the Nurture Committee and Committee on Ministry. Look for courses in 2019 on the website and in meeting packet flyers. You will find flyers for the next two Toolbox Courses Understanding Addiction and Recovery 101 on Friday, March 15 and Team Building with the Enneagram and Communication in Leadership on Tuesday, April 30, in the flyer packet for this meeting.

- 7. **Soul Shop: Ministering to Suicidal Desperation** will be held Thursday, October 24. This workshop for church leaders is to develop soul-safe communities by equipping members to address suicidal desperation. More information will be available in the spring.
- 8. The committee reviewed the list of **Riner loans**. Letters will be sent out in the near future to past recipients asking for repayment or status as a student. Rocky Poole reported on who had accepted loans and grants approved last year. Information and applications for loans and grants for secondary education will be sent to congregational leaders in early March. The deadline for applying and/or sending a letter requesting renewal is April 30, 2019.

As information is sent to congregational leaders for these and other events, the committee asks for your help sharing this information by posting and sharing the flyers received at this meeting and forwarding emails to those who might be interested in attending.

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE MISSION COMMITTEE

Robert McCutcheon February 16, 2019

## **RECOMMENDATION:**

1. **(CA)** That the offering of today's meeting be designated for the building of a church in the Nyeri Presbytery, Kenya, during the Presbytery's mission trip to Kenya, August 21 through September 2.

### **INFORMATION:**

- 1. Concerning the Mission Grant Applications received:
  - a. Gabriel Project Fayetteville \$3,000 Approved
  - b. Teays Valley Presbyterian Church youth mission staffing \$30,000 Referred on to Ministry Committee
- 2. Concerning Nyeri Mission support with in Presbytery
  - a. Continue to discuss fundraising for the Kenya mission, which could be open-ended anything over and above the \$8,000 needed for building the church would help cover the cost of the trip or go to other projects. The committee will be approaching churches directly. (See the flyer at the end of the packet.)
  - b. Decided to contribute a \$100 registration fee to the upcoming conference (March 28-30) of the Kenya Mission Network.

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE ADMINISTRATION COMMITTEE

George Lilley, Committee Chair February 16, 2019

# **INFORMATION:**

- 1. Reviewed the Personnel Handbook and sent to lawyer for review.
- 2. Approved Position Description update for Susan Sharp Campbell and designated that half of her salary be committed to housing allowance; total housing allowance \$10,410.05.
- 3. The Presbytery Manual in lines 671-673 instructs the Administration Committee to "conduct an annual performance review of the General Presbyter. Two members of the Leadership Team (appointed by its Chair) shall actively participate in the review." The committee named Debbie Schwirian and Joe Timms for the General Presbyter's annual performance review. The committee requested that Amy Wallace Parker name two members from the Leadership Team.
- 4. Sought an analysis of Presbytery grounds and internal security.

# PRESBYTERY OF WEST VIRGINIA REPORT OF THE BLUESTONE COMMITTEE

Denny Dodson, Committee Chair February 16, 2019

### **RECOMMENDATION:**

1. **(CA)** Approval of the celebration of the Lord's Supper at the **Guy's Weekend**, April 26-28, 2019; **Spring Getaway Retreat**, May 3-5, 2019, and **Fall Getaway Retreat**, October 4-6, 2019, at Bluestone Camp & Conference Center, with a Minister of Word and Sacrament member of Presbytery as officiant.

# **INFORMATION:**

- 1. The Spring Getaway Retreat is set for the first full weekend in May, which is May 3-5, at Bluestone.
- 2. Bluestone continues to have a need for consistency in maintenance staff, and the Facilities Director has been given the go ahead to increase the pay commensurate to experience.
- 3. The guttering system and the facia for the chapel still needs to be replaced, and the hope is to do that with seamless gutters at a cost of no more than \$2,500.
- 4. The committee voted to accept the budget of \$216,000.
- 5. In addition to the above budget, the Presbytery will contribute \$138,676 for 2019 to cover the Program Director and Facilities Director salaries and expenses, employer taxes, property insurance, and support from the Rachel McClintic fund for the Counselor in Training (CIT) program.
- 6. The committee is looking into a project to replace the flooring in the chapel, which has long been in need of repair. Consideration is being given to simply removing the present tile flooring and making use of the solid concrete floor.

# **FEEDBACK**

We want to hear from you!

Phone	Email
Your name (optional)	
6. Other comments:	
5. I would be willing to help with worship a	t a future Presbytery meeting: Y N
4. Did you experience any issues with acces attend today's meeting due to accessibility	sibility and the meeting? Do you know anyone who did not y?
3. How can Presbytery be more sensitive to	o the needs of your congregation?
2. How can we improve the incetting:	
2. How can we improve the meeting?	
1. What part of today's meeting was mean	ingiui to you?
1 What part of today's meeting was mean	singful to you?

### **APPENDIX A**

#### MANUAL OF THE PRESBYTERY OF WEST VIRGINIA 1 SYNOD OF THE TRINITY 2 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. 10 11 As a Presbytery we seek to strengthen, support, and serve our worshiping communities as they share God's love through mission, ministry, and relationships. 12 13 Our mission is given form by God's activity in the world as told in the Bible and 14 understood by faith. We depend upon the Holy Spirit to guide and direct our response to 15 God in all areas of mission and ministry. Above all else, we are bound to God's authority 16 17 and thus free to live in the lively, joyous reality of God's grace. (Book of Order F-1.01)<sup>1</sup> We recognize the inconsistencies between the affirmations of our faith and the reality of 18 our contribution to the sinfulness of the world. We confess our complicity in this 19 sinfulness and yearn for the healing and wholeness offered us through our Savior, Jesus 20 Christ. Jesus is Lord and calls us to be God's servants in the world, working to reconcile 21 and heal divisions both within and beyond the church, and thereby to be the provisional 22 demonstration of what God intends for all humanity. 23 24 25 As a baptized covenant people we are called by God to reflect Christ's love through mission, ministry, and relationships. It is our vision that everyone will experience this 26 love. Thus our mission is to strengthen, support, and serve our congregations and 27 worshiping communities. This provides a firm foundation for the work of the Presbytery 28 in partnership with other governing bodies of the Presbyterian Church (U.S.A.) and in 29 30 cooperation with other communions of faith. 31 **MINISTRY** 32 Α. 33 The Presbytery is called to serve those inside the church—members, 34 congregations, leaders—so that they may grow in faith. 35 36 37 THEREFORE, the Presbytery will develop strategies for 38 effective preaching and teaching ministry; nurturing educational programs and events; 39

<sup>&</sup>lt;sup>1</sup> 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.

# B. MISSION

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

THEREFORE, the Presbytery will develop strategies for

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

# C. RELATIONSHIP BUILDING

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

THEREFORE, the Presbytery will develop strategies for

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

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

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

## II. THE PRESBYTERY

#### Name

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

### **Boundaries**

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

# Membership

Ministers of the Word and Sacrament and ruling elders shall be enrolled as continuing members of Presbytery as described in the Book of Order G-3.0301. Ministers of the Word and Sacrament who are members of other presbyteries and are serving within the bounds of the Presbytery of West Virginia may be enrolled as corresponding members of Presbytery for the duration of their service. Minsters of other Christian denominations serving congregations within this presbytery may be enrolled as temporary members of presbytery for the duration of their service. Further, each ruling elder elected as an officer of the Presbytery, General Presbyter, or as a member of the Leadership Team shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

112 Churches with memberships of 1 to 500 may send one ruling elder commissioner to 113 meetings of Presbytery. Churches with memberships of 501 to 1,000 may send two 114 ruling elder commissioners. Churches with memberships of 1,001 to 1,500 may send 115 three ruling elder commissioners.

# Responsibilities and Powers

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

### III. MEETINGS OF PRESBYTERY

### Voice and Vote

Ministers of the Word and Sacrament and ruling elder commissioners shall have the privilege of voice and vote. Each ruling elder commissioned to particular pastoral service shall be granted the privilege of voice and vote at meetings of Presbytery. Ruling elders who are moderators of Presbytery committees and ruling elder

members of the Leadership Team will have privilege of voice and vote at meetings of Presbytery.

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

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

# **Business Meetings**

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

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

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

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

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

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

# Time and Place of Meetings

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

# **Open Meetings**

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

# Quorum

A quorum for a meeting of Presbytery shall be at least 15% of ministers of the Word and Sacrament and ruling elder commissioners representing at least 15% of the churches.

The only exception to this is a meeting called for the sole purpose of conducting the examination of a candidate or candidates for ordination as minister of the Word and Sacrament together with any business incident to that examination. In this case the quorum shall be 10% of the ministers of the Word and Sacrament and ruling elder commissioners representing 10% of the churches.

# **Business and Reports**

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

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

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

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

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

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# IV. POLICIES

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

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

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# V. OFFICERS

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

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Moderator

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Mode of Election

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

#### Duties

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

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

# **Moderator-elect**

### Mode of Election

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

#### Duties

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

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

# **General Presbyter**

### Mode of Election

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

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

building, be the administrator of the Presbytery, assist the Leadership Team 308 in carrying out the Presbytery's mission and vision, and serve as head of staff. 309 310 **Stated Clerk** 311 312 Mode of Election 313 See section VIII Personnel of this manual. This office may be filled by either a 314 minister of the Word and Sacrament or a ruling elder. 315 316 At the time of election, the Administration Committee shall present a position 317 description of this office to the Presbytery, which shall include the duties of the 318 Stated Clerk as set forth in this manual and the terms of call/employment. (See 319 Appendix B – Stated Clerk Position Description) 320 321 322 The Stated Clerk shall be the: A. continuing ecclesiastical officer of Presbytery; 323 B. custodian of all ecclesiastical records; 324 C. custodian of the rolls of Presbytery; and 325 D. parliamentarian for Presbytery. 326 327 Duties: 328 The Stated Clerk shall perform the duties of office as specified in the Book of 329 Order, G-3.0104 and G-3.0305 and those other obligatory duties contained in the 330 Book of Order. The Stated Clerk will be responsible for the preservation of the 331 history of the Presbytery. 332 333 **Recording Clerk** 334 335 Mode of Election 336 The Presbytery shall elect, on nomination by the Representation Committee of 337 Presbytery, a Recording Clerk for a term of three (3) years and who shall be 338 eligible for reelection. 339 340 341 **Duties:** 342 The Recording Clerk shall be responsible to and shall assist the Stated Clerk in the performance of the Clerk's duties, and may in the absence of the Stated Clerk 343 344 at Presbytery meetings, serve in that place. 345 The Recording Clerk shall record the proceedings of Presbytery and submit the 346 347 minutes promptly with supportive documents to the Stated Clerk. 348 Honorarium and allowances shall be fixed by the Presbytery upon 349 350 recommendation of the Administration Committee. 351

The General Presbyter shall facilitate ministry, mission, and relationship-

**Duties** 

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#### Financial Administrator/Treasurer 352 353 Mode of Election 354 See section VIII Personnel of this manual. This office may be filled by either 355 a —minister of the Word and Sacrament, a ruling elder, or a layperson. 356 357 At the time of election, the Administration Committee shall present a position 358 description of this office to the Presbytery, which shall include the duties of the 359 Financial Administrator/Treasurer and the terms of employment. (Appendix C – 360 Position Description Financial Administrator/Treasurer) 361 362 The Financial Administrator/Treasurer shall be the: 363 A. continuing financial officer of the Presbytery; and 364 B. custodian of all financial records. 365 366 **Duties:** 367 The Financial Administrator/Treasurer shall fulfill those duties and 368 responsibilities assigned to this office by the Presbytery, and shall, at least 369 annually, submit all records for financial review. The Stewardship Committee 370 shall report the findings of the financial review to the Presbytery. 371 372 The Financial Administrator/Treasurer shall be bondable. 373 374 LEADERSHIP TEAM VI. 375 376 377 Charge 378 The Leadership Team is charged to: 1. discern a vision for the presbytery based on our core values 379 2. communicate the vision throughout the presbytery 380 3. delegate responsibilities and resources to our committees and staff to 381 implement the vision 382 4. assess the work of the presbytery in light of the vision 383 5. revise the vision regularly in light of change 384 385 Authority 386 The Leadership Team is the governing council of the Presbytery to which all 387 presbytery committees and entities are accountable. They act in the best interest 388 of the Presbytery on matters not specifically reserved for the full body, 389 committees, or staff. 390 391 Responsibilities 392 393 1. Promote the core values of ministry (service to those inside the church), mission (service to those in the community) and relationship-building 394 (building connections with God and one another) through implementation of 395 396 presbytery's written policies, plans, mission statements, and goals.

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

### Members

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

# Meetings

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

#### **Ouorum**

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

## VII. COMMITTEES AND AFFINITY GROUPS

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

Administration Page
Bluestone Page
Committee on Ministry Page
Mission Page
Nurture Page
Permanent Judicial Commission Page

Relations Page
Representation Page
Stewardship Page
Trustees Page

Vocations Page

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

# Membership:

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

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

#### Terms:

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

529 530 elected to six years terms and at least four years must pass before serving again. (D-

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

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

Nominations for General Assembly commissioners shall be in accordance with the Presbytery policy governing selection of commissioners. (See Advisory Handbook

The Permanent Judicial Commission shall elect its own Moderator from its

The Representation Committee shall nominate a person to serve as Chair of each other committee. Committee Chairs are elected annually, with eligibility for reelection. A Committee Chair shall not serve more than three consecutive years. Each committee shall elect its own secretary, vice chair, or any other officers it deems

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

The 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

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

Committees are responsible for conducting orientation of their own members.

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

# **Electronic Meetings**

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

# **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).

# **Recognition and Endorsement**

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

# Benefits & Responsibilities

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

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

# The limits of the Presbytery's endorsement

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

### VIII. PERSONNEL

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

# **General Presbyter**

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

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

# **Stated Clerk**

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

#### **Treasurer**

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

# **Participation and Representation**

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

# **Other Staff**

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

# 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 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 by a two-thirds majority vote.

XI. AMENDMENTS TO THIS MANUAL

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

740 741		APPENDIX A	
741 742		POSITION DESCRIPTION	
743	TITLE: GENERAL		Full Time
744 745 746 747 748 749	PURPOSE:	The General Presbyter shall facilitate the core ministry, mission and relationships. The Gener the Leadership Team in carrying out the Presby vision.  Y: He/She shall be accountable to the Presbytery	al Presbytery shall assist ytery's mission and
750 751	rice or (ribitir	Leadership Team.	unough its
752	TERM OF SERVIC	E: Indefinite	
753 754	RESPONSIBILITIE	S:	
755 756 757 758		1.To help the Presbytery relate, listen to, and u to help foster experiences of unity in Christ wh creative.	
759 760 761		2.To work with the Leadership Team in develor strategic direction and then develop commitme	
762 763 764		3.To affirm and support the creative ministry of and promote the ministry of the people of God	-
765 766 767 768		4.To be the administrator of the Presbytery. To develop, supervise, motivate, and coordinate the needed ministries to carry out the mission of	e staff team to provide
769 770 771 772		5.To be a resource and to provide for the effect Leadership Team, Administration Committee, Committee, Committee on Ministry and Relati committees of Presbytery as appropriate.	Representation
773 774 775 776 777		6.To communicate to pastors and sessions, as velected leadership and staff, the validity and vato express the caring of the Presbytery for its se	lue of their ministry, and
778 779 780 781		7.To interpret the needs of the Presbytery to the Assembly and the needs of the Synod and the Presbytery.	· ·
782 783 784 785 786		8.To participate in the life and/or worship of cothe Presbytery on a regular basis. (A suggested visits per year.)	

787	COMPENSATION: Defined in terms of call, reviewed annually by the Administration
788	Committee, and recommended to the Stewardship Committee.
789	•
790	EVALUATION: An annual performance review by the Administration Committee in concert
791	with the Leadership Team.
792	ı
793	TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of
794	Presbytery, upon the written recommendation of the Leadership Team. Fair
795	and adequate notification shall be given the General Presbyter.
796	and adoquate nonficiation shall be given the constant resolver.
797	PERSON DESCRIPTION
798	GENERAL PRESBYTER PRESBYTERY OF WEST VIRGINIA
799	OLIVERAL TRESDITER OF WEST VIRGINIA
800	The General Presbyter, insofar as is possible, should have these qualifications, characteristics,
801	and abilities:
802	and admittes.
803	GENERAL AND PERSONAL:
804	1. A personal commitment to and relationship with God.
805	1. A personal communent to and relationship with God.
	2. An ordained elder or minister of the Word and Sacrament of the
806	
807	Presbyterian Church (U.S.A.).
808	
809	3. Approximately fifteen years of experience in the Presbyterian Church
810	(U.S.A.).
811	
812	4. A leadership style characterized by servant hood, yet dynamic and
813	creative.
814	
815	5. A demonstrated ability to organize his/her time and to exercise
816	discipline in personal life style to the end that time for family and for
817	personal Christian growth is protected.
818	
819	PROFESSIONAL AND PASTORAL SKILLS:
820	1. Skills in church development and redevelopment, including a special
821	awareness of the opportunities for ministry existing in the small church.
822	
823	2. To advocate, interpret, and help implement best practices from across
824	the Presbyterian Church (U.S.A.)
825	
826	3. An articulate, theologically informed leader who can communicate a
827	vision to others.
828	
829	4. A pastoral, sensitive nature, with ability to affirm, appreciate, mediate
830	and reconcile. Conflict management skills and maintaining appropriate
831	confidentiality are essential.
832	

833 834	5. A skillful administrator who can plan and organize, who can direct and motivate staff, and who can recognize and utilize talents of
835	volunteers, both lay and clergy.
836	
837	6. The ability to understand and appreciate the way theological,
838	sociological, economic and psychological factors affect the life of the
839	Church.
840	
841	7. An ability to relate to persons of diverse points of view, of different
842	ages, genders and backgrounds.

843			APPENDIX B		
844 845	POSITION DESCRIPTION				
846					
847	TITLE: STA	TED CLERK	Half Time (20 hrs/week)		
<ul><li>848</li><li>849</li><li>850</li><li>851</li><li>852</li></ul>	PURPOSE:		ork to ensure Presbytery's adherence to the Book of		
853 854 855 856	ACCOUNTA	the Presbytery f a staff member	the Presbytery, the Stated Clerk shall be accountable to for the responsibilities assigned by the Book of Order. As of the Presbytery, the Stated Clerk shall be accountable ip Team and supervised by the General Presbyter.		
857 858	TERM OF SI	ERVICE: Five years, eligib	ole for reelection.		
859	DECDONCID	H ITTE			
860 861 862 863	3.010	tated Clerk shall be respon 4 – minutes, rolls and recor	sible for the duties assigned in the Book of Order (Grds; G-3.0108 – administrative review of Session records; rative commissions; D- 11.0600 – judicial process).		
864		v			
865	a.	The Stated Clerk shall be	the custodian of all ecclesiastical records of the		
866	Pr	esbytery, working with the	administrative staff to maintain the records and rolls of		
867	the	e presbytery.			
868					
869	b.	The Stated Clerk shall won	rk with the Committee on Ministry in recording and		
870			relationships, including the establishment and renewal		
871	•	temporary pastoral relation	-		
872		1 71	•		
873	c.	The Stated Clerk shall wor	k with the Committee on Ministry in establishing		
874			g information with Pastors and Sessions about		
875	=	<del>-</del>	r install, notifying members of the commission, and		
876		ceiving and filing the minu			
877		8 8			
878	d.	The Stated Clerk shall con	duct the annual Session records review.		
879					
880	e.	The Stated Clerk shall pro-	vide minutes and other records of the Presbytery to the		
881		•	ordinarily participate in the Synod's review of presbytery		
882	-	cords.	5 First Firs		
883					
-					

884		f. The Stat	ed Clerk shall provide assistance to Sessions in preparing Annual		
885	Statistical Reports and shall prepare and transmit the Presbytery's report to the Stated				
886	Clerk of the General Assembly.				
887					
888	2.	The Stated Cle	erk shall ordinarily serve as the parliamentarian of the Presbytery.		
889					
890	3.	The Stated Clo	erk shall serve as clerk to the Leadership Team, assisting particularly with		
891		the planning of	f presbytery meetings.		
892					
893	4.	The Stated Clo	erk shall serve as staff support for the Trustees of the Presbytery.		
894					
895	5.		erk shall provide orientation and support for Commissioners to meetings of		
896		the General A	ssembly and shall ordinarily attend General Assembly meetings.		
897 898	COMI	PENSATION:	Defined in terms of call, reviewed annually by the Administration		
899	COMI	ENSATION.	Committee and approved by the Leadership Team and the		
900			Presbytery. This position is exempt from overtime.		
901					
902	EVAL	UATION:	An annual performance review by the General Presbyter and		
903			reported to the Administration Committee.		
904					
905	TERM	IINATION:	By mutual consent of the Stated Clerk and the Presbytery, or by		
906 907			action of the Presbytery, upon written recommendation of the Leadership Team. Fair and adequate notification shall be given to		
908			the Stated Clerk.		
909			the Stated Clerk.		
910			PERSON DESCRIPTION		
911			TERSON DESCRIPTION		
912		The Stated Cla	erk, in so far as possible, should have these qualifications, characteristics,		
913		and abilities:	erk, in so far as possible, should have these quantications, characteristics,		
914			e a personal commitment to and relationship with God.		
915			•		
916	2. Be a ruling elder or minister of the Word and Sacrament in the Presbyterian				
	Church (USA).				
917					
918	<ol> <li>Perceive self as a servant leader and exhibit a working style that is collegial an consultative.</li> </ol>				
919					
920			e an extensive knowledge of Presbyterian polity and the theology that		
921	informs that polity.				
922			inarily have some experience with the work of a Stated Clerk.		
923			willing and able to fulfill the responsibilities of the office with minimal		
924			ical assistance.		
925			e the ability to follow through on details.		
926		9. Be a	available to maintain regular hours in the Presbytery office.		

10. Have experience with computers and a willingness to learn specific processes currently used in the church

929					APPEND	IX C			
930									
931				POSITIO	ON DESCR	IPTION			
932									
933	FINA	NCIAL	ADMINISTRAT	TOR/TREAS	URER			Full Time	
934 935	TITLE	E:	Financial Adm	inistrator/Tre	easurer of th	ne Presbyt	ery of West	Virginia	
936 937 938	PURP	OSE:	The financial ac Presbytery and				s the financ	ial officer of the	
939 940	ACCC	ΙΙΝΤΔ	BILITY:						
941 942	Acce	1.				bytery thr	ough its Lea	adership Team and	
943 944		2.	He/She will be	supervised by	y the Gener	al Presbyt	ter.		
945	TEDM	OESI	ERVICE: Indef	inita					
946	IEKW	OF SE	ERVICE: Illuel	inite					
947	DECD	ANCID	ILITIES:						
948 949				ral ladgar fo	or Prochyto	ry utilizina	z Drachytary'	s computer system.	
950	1.	10 111	amtam the gene	iai leugei ic	or Presbyter	ıy, utiliziliş	g Flesbytely s	s computer system.	
951 952	2.	To ove	ersee the receipt an	d disbursemer	nt of all mon	ies and oth	er funds of th	ne Presbytery.	
953 954 955	3.	•	pare timely financi ship Team and Co	•	budgets as 1	needed, or	requested, by	the Presbytery, its	
956 957	4.		pport the Stewardsh nual Presbytery bu		e in its work	of develop	ing, impleme	enting and reviewing	
958 959 960 961 962	5.	and otl		the congrega				mitments to Presbyte	
963 964 965	6.	To adr Comm		tery's investm	ents under th	ne direction	and oversig	ht of the Stewardship	
966 967	7.	To ove	ersee the churchwid	de reporting fo	orms required	d of the Pro	esbytery and	its churches.	
968 969 970 971	8.	function		mittee of Pres	bytery, and	to submit a	ll requested s	ttee for carrying out it schedules and other	S
971 972 973	9.	To act	as the Presbytery's	financial liais	son with the	Synod and	the General	Assembly.	
974	10.	To ser	ve ex-officio as Se	cretary/Treasu	irer of Blues	tone Confe	erence Center	r, Inc.	
975 976	EVAL	UATIO	ON: The Adminis	tration Comr	mittee will:				

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

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

PERSON DESCRIPTION

FINANCIAL ADMINISTRATOR/TREASURER -- PRESBYTERY OF WEST VIRGINIA

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

988 Administrator, 989

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

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

1012		APPENDIX D
1013		
1014		COMMITTEE DESCRIPTIONS
1015	Admi	<b>nistration</b> Membership 6
1016		
1017	-	se: In conjunction with the General Presbyter, this committee will ensure that the
1018		ytery has the appropriate staff to carry out the mission of the Presbytery in light of
1019		ble funding. To oversee staff compensation as well as the office facilities and
1020	equipi	ment so that the staff can carry out their work affectively and faithfully.
1021		
1022	Object	
1023	1.	Develop and maintain staffing plans, policies and procedures that implement
1024	_	the mission of the Presbytery.
1025	2.	Provide for the functioning of Presbytery through the support of staff
1026	D	
1027	-	onsible for:
1028	1.	Preparing the job description, terms of calls, and performance reviews of the General
1029		Presbyter, the Stated Clerk, Presbytery's Financial Administrator/Treasurer, and any other staff.
1030 1031	า	
1031	۷.	Conduct the Performance review of the General Presbyter and ensure that performance reviews of all other staff occur.
1032	3.	1
1033	3.	performance evaluations conducted by the General Presbyter.
1034	4.	·
1036	5.	
1037	5.	utilization and effectiveness.
1038	6.	
1039	-	Stewardship Committee and/or to Presbytery as appropriate. On its own initiative or
1040		upon recommendation of the General Presbyter, taking action on human resource
1041		management matters.
1042	7.	Maintenance of Presbytery's Personnel Handbook.
1043	8.	Making committee members available to sit on hiring committees.
1044		
1045	Membe	rship: Two classes of three members each, including both ruling elders and ministers of the Word
1046	and Sac	grament, ruling elders, and laity from throughout the geographic bounds of the presbytery.

Bluestone Membership 6

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

#### Objectives:

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

#### Responsibilities:

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

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

successfully negotiated and appropriately fulfilled.

13. Advocate for prudent improvements to the buildings and grounds.

#### **Committee on Ministry**

Membership 21

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

#### Objectives:

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

#### Responsibilities:

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

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

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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) provide support and encouragement to church professionals including making sure church professionals are caring for themselves and families
  - g) grant permission to labor within and outside the bounds of Presbytery.

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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.

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- 1184 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.
- 1186 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:
- 1189 Church Professional Care, Relationships, Congregational Development, and Transitions. The
- 1190 COM ordinarily meets monthly with one retreat each year.

1191	Mission	Membership 6
1192 1193	•	
1194 1195 1196 1197 1198	Recognizing both the enduring and the current chainjustice, poverty, natural disasters and degradating Presbytery and its congregations to respond to Go creating, interpreting, funding and evaluating the	on—the committee seeks to enable the od's call for social righteousness by promoting,
1199	Objectives and Responsibilities	
1200 1201	•	
1202 1203		sion ministries within the bounds of the
1204 1205		gations the nature of the ministries of programs,
1206 1207	partnerships such as the West Virginia Co	o the Presbytery ecumenical and interfaith buncil on Churches.
1208	2. To coordinate	
1209	Presbyterian ministries within the Presbyteria	ery
1210	<ul> <li>congregations with similar ministries.</li> </ul>	
1211	<ul> <li>ecumenical and interfaith ministries within</li> </ul>	n the Presbytery
1212	1 3	undation
1213	3. To educate	
1214 1215		of mission for pastors, sessions, and
1216	<ul> <li>Sponsoring and promoting missionary vis</li> </ul>	its throughout the Presbytery
1217	4. To evaluate and allocate	
1218		e ministries funded by the Presbytery are being
1219		
1220	6 11	
1221	-	
1222 1223	•	om inroughout the geographic bounds of the

**Nurture** Membership 9 1224 1225 Purpose: To provide encouragement, guidance and resources to congregations in the areas: 1226 1227 spiritual formation discipleship

1231 Objectives:

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- 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: 1241

- 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

leadership development

- 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
- 8. Overseeing the work of the Leadership Development Coordinating Team, half of the members coming from the Nurture Committee and half of the members coming from the Committee on Ministry

Membership: 9 (nine) from throughout the Presbytery based on interest. 1257

#### **Permanent Judicial Commission**

Membership 9

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

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Objective:

1266 1267 1. To implement powers, duties, responsibilities and membership applicable to this Presbytery as specified in the Book of Order D-5.0000."

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Responsibilities:

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

1272

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

1273

Membership:

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

1277 1278

1279	<b>Relations</b> Membership 6
1280	
1281	Purpose: To foster ever-deepening relationships throughout the Presbytery.
1282	
1283	Objective: To visit with sessions of the congregations of the presbytery and to develop and
1284	implement a communications plan
1285	
1286	Responsibilities:
1287	
1288	1. To conduct Triennial Visits with sessions reporting difficulties or challenges faced by the
1289	congregations to the Committee on Ministry and celebrating events and programs of
1290	congregation by writing articles for the presbytery newsletter which may also by be
1291	distributed on social media
1292	2. To strengthen the ways we get information to and receive information from the churches
1293	of the presbytery
1294	
1295	Membership: Three classes of members from across the Presbytery to include ruling elders,
1296	ministers of Word and Sacrament, and laity.

#### **Representation** Membership 6 1298

#### 1299 Purpose:

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

#### Objective:

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

#### Responsibilities:

- 1) advocate for diversity and representation for nominations in particular categories needing increased representation to ensure that various entities are represented on committees and in the leadership of the Presbytery;
- 2) advise the Presbytery on the employment of personnel representing different racial ethnic, age, sex, disability, geography, and theological convictions, in conformity with the church-wide plan for equal employment opportunity;
- 3) inform Presbytery of its progress toward fair representation based on race, ethnicity, age, sex, disability, geography, and theological conviction;
- 4) nominate persons for various offices and committees in light of the membership needs of each committee.
- Membership: three (3) classes of two (2) including ruling elders, ministers of the Word and Sacrament and laity from throughout the geographic bounds of the presbytery. Members of the Representation Committee shall be nominated by the Presbytery Leadership Team.

1331 1332	Stewardship 6 Membership 6
1333 1334 1335	Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of West Virginia so that the mission and ministry of God may thrive in our hands.
1336 1337 1338	Objectives:  1) Encourage and assist congregations of Presbytery in stewardship commitment and growth
1339 1340	2. Provide for the use of Presbytery's financial resources in support of Presbytery mission and program.
1341 1342	Responsible for:
1343 1344	<ol> <li>Providing training and support in the areas of stewardship to pastors, sessions and congregations.</li> </ol>
1345 1346	<ol><li>Emphasizing and promoting special offerings approved by the Presbytery, Synod or General Assembly throughout the Presbytery.</li></ol>
1347 1348	<ul><li>3. Developing the annual budget of the Presbytery.</li><li>4. Providing for the development and growth of the financial resources of Presbytery.</li></ul>
1349 1350	5. Providing information about budgets and financial resources to the Presbytery, at its regular meetings or through communications, as well as to its committees.
1351	6. Providing financial management of all Presbytery funds and investments.
1352 1353	<ol> <li>Functioning as the Audit Committee to contract for an independent audit of Presbytery's financial records.</li> </ol>
1354 1355	8. Assuring that donor requests regarding the use of special gifts are fulfilled.
1356	Membership: 6 (six) from throughout the Presbytery based on interest, with a mix of ministers of

the Word and Sacrament, ruling elders, and laity.

1358	Trustees Membership 6
1359 1360	Purpose: To manage the property of the Presbytery of West Virginia on its behalf in order to
1361	further the mission and ministry God has entrusted into our hands.
1362	further the mission and ministry God has entrusted into our names.
1363	Objectives
1364	1. To work on behalf of the Presbytery to manage or dispose of property.
1365	2. To provide good counsel to congregations regarding their property.
1366	2. To provide good counser to congregations regarding their property.
1367	Responsibilities:
1368	1. Trustees have the following powers as delegated by the Presbytery:
1369	to receive, hold, encumber, manage, and transfer property, real or personal, for the
1370	Presbytery;
1371	to insure and care for such property;
1372	to hold and defend title to such property;
1372	all at the direction of the Presbytery and under the provisions of the Constitution of the
1374	Presbyterian Church (U.S.A.). (G-4.0101)
1375	2. They shall review requests from congregations with respect to congregation's property
1376	and make appropriate recommendations to Presbytery.
1377	3. They may receive other assignments from the Presbytery.
1378	5. They may receive other assignments from the resolutery.
1379	Membership:
1380	Ordinarily at least one (1) member shall be a practicing attorney, and one (1) member
1381	a licensed real estate agent or broker.
1301	a necessite real estate agent of broker.

**Vocations** Membership 6

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

#### Objectives:

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

#### Responsibilities:

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

1428	approval annually the names of those ruling elders who are authorized to celebrate the
1429	Sacrament of the Lord's Supper within their own congregation for the following year.
1430	
1431	Membership: The committee is made up of six (6) at large members from across the Presbytery,
1432	with parity of ministers of the Word and Sacrament and ruling elders, and staffed by the
1433	Associate for Educational Ministry.



# Worship

## Bulletin

#### Presbytery Worship February 16, 2019 Kanawha United Presbyterian Church

Prelude

Call to Worship Sallie Daugherty

In caring and compassion, God's arms hold us when we are weak.

With ideas and inspiration, God pushes us to grow and thrive.

With divine generosity, God shares all creation with us.

God calls us as partners to build a world of joy and hope.

Let us join our hearts, hands, and voices with people the world over in praise, thanksgiving, and commitment to our one, our wondrous God.

Prayer of Adoration

\*Hymn #70 What Does the Lord Require

**Prayer of Confession** 

One: Almighty God, we have sinned against you, our neighbors, all humanity and the

whole created order.

ALL: We have let pride, negligence, ignorance and willful disobedience get in

the way of your love.

Women: We have closed our hearts to those around us, especially to the weak and poor.

Men: We have allowed our differences to mar our relationship with you and with

each other.

One: We have hurt one another in thought, word and deed.

ALL: We have denied our need for transformation and change.

One: For all the suffering and pain that indifference, resentment and prejudice have

caused,

ALL: LORD, HAVE MERCY UPON US.

One: For the pride that has prevented forgiveness, understanding and openness to

each other.

Women: For the times we failed to see the beauty in the other,

*Men:* For the times we failed to listen to the other,

One: For the times we failed to talk with the other,

ALL: CHRIST, HAVE MERCY UPON US.

One: For the violence we do to each other, which spills into our world,

ALL: For our greed and selfishness that causes many to fear this and every night

alone: hopeless, homeless, insecure, hungry, fearful, confused or locked up

in institutions,

ALL: LORD, HAVE MERCY UPON US.

Words of Assurance

Scripture

\*Hymn #759 O God, We Bear the Imprint

Offertory

\*Doxology

\*Prayer of Thanksgiving (unison)

Blessed are you, O God, maker of all things. Through your goodness you have blessed us with these gifts: ourselves, our time, and our possessions. Use us, and what we have gathered, in feeding the world with your love; through the one who gave himself for us, Jesus Christ our Savior and Lord. Amen.

Invitation to the Lord's Table

Rev. Kevin Geurink and Rev. Julie Hitsman

Great Thanksgiving and the Lord's Prayer

The Lord be with you.

And also with you.

Lift up your hearts.

We lift them to the Lord.

Let us give thanks to the Lord our God.

It is right to give our thanks and praise.

It is right and our greatest joy to give you thanks and praise...Therefore we praise you, joining the faithful who hunger and thirst for righteousness and singing the hymn of the whole creation:

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

We praise you, most holy God, for Jesus Christ...we offer our lives to you with great thanksgiving as we share this feast of love and grace.

Great is the mystery of faith: Christ has died, Christ is risen, Christ will come again.

Gracious God, pour out your Holy Spirit upon us...And now, with the confidence of the children of God, let us pray, Our Father...

#### Breaking of the Bread

#### Communion

[Note: communion is by intinction and all bread is gluten-free.]

#### Prayer after Communion

\*Hymn #749 Come! Live in the Light

\*Benediction

\*Postlude

#### Participants:

Liturgist: Sallie Daugherty, ruling elder, First Presbyterian, Charleston

Preacher: Rev. Dr. J. Herbert Nelson, Stated Clerk, PC(USA)

Communion Celebrants: Rev. Kevin Geurink, First Presbyterian, Logan, and Rev. Julie Hitsman,

CAMC Chaplain/Spencer Presbyterian Church

Organist: Johan Botes

#### Resources Used:

Call to Worship, Prayer of Adoration: <u>Before the Amen: Creative Resources for Worship</u> by Maren C. Tirabassi & Maria I. T. Mankin, editors.

Prayer of Confession, Words of Assurance: <u>Holy Ground: Liturgies and worship resources for an engaged spirituality</u>. Neil Paynter and Helen Boothroyd. Wild Goose Resources, Glasgow, 2005, p 269.

Prayer of Thanksgiving, Invitation: <u>Glory to God, The Presbyterian Hymnal</u>, (Westminster John Knox Press, Louisville, KY, 2013) p. 8

Great Thanksgiving; Prayer after Communion: <u>Book of Common Worship</u>, (Westminster John Knox Press, Louisville, KY, 2018) p. 624 and p 147.



# Flyers &

# Information

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

#### **Addiction and Recovery 101**

Increase your understanding of addiction and become a better resource to those seeking addiction recovery support.

with

#### Sky Kershner

Friday, March 15, 2019 9:30 a.m. – 4:30 p.m.



#### at the Presbytery Office, South Charleston

**Course Description:** Addiction is a scary, hopeless and isolating struggle. Research shows that for every one person with a substance use disorder, four loved ones are negatively impacted. That means that throughout our beautiful state, many, many people are suffering. Desperate and exhausted, addicted people and their families often turn to church leaders and Christian educators for guidance and support. When this happens, our church communities are often unprepared and unaware of how they can help. What do you do if:

- someone in your congregation approaches you with questions?
- How can you handle their concerns with compassion and empathy?
- How does addiction affect a person's behavior?
- What resources are available for addicted people and their families?
- What is the church's role in recovery?

addiction

This class will cover the following topics: Understanding addictions; Addiction in WV;
Process of recovery; Evidenced-based models of help; Harm reduction; Drug Court; How churches can help

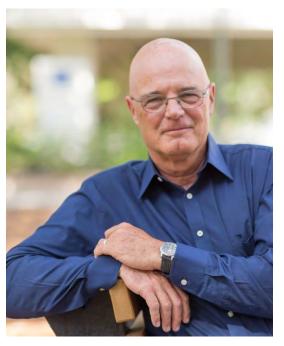
Sky Kershner is the Executive Director of the Kanawha Pastoral Counseling Center in Charleston, West Virginia.

Registration deadline: Monday, March 4, 2019. Cost: \$60, due with registration.

To reg	gister, pl	ease co	mplete t	he inforn	nation be	elow and	return it	to:			
Presb	ytery of	WV, att	n: Susar	Sharp Ca	ampbell,	520 Seco	nd Ave.,	South Ch	arleston,	WV, 2530	)3.
Quest	ions? Co	ontact S	usan at	susan_sh	arp_cam	pbell@h	otmail.co	m or 304	-645-456	8.	
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Name							Ph	one			_
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Email



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

# Festival of Faith 2019 Keynote Presenter BRIAN MCLAREN April 6, 2019

First Presbyterian Church, Charleston, WV

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

#### His books include:

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

See more at www.brianmclaren.net.

Registration information and full event details are available at <a href="https://www.wvpresbytery.org">www.wvpresbytery.org</a>

or 304-744-7634.

Early registration deadline is March 18.



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

#### COMMUNICATION AND TEAM BUILDING



with

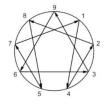
#### Sky Kershner and Will Messer



#### TUESDAY, APRIL 30, 2019

9:30 a.m. - 4:30 p.m.

#### at the Presbytery Office, South Charleston



#### **Course Description:**

Have you ever thought you were communicating well with someone and you just weren't? What happened? I thought we had an agreement?!

Miscommunication is frustrating, especially when we have some much important work to do! Good relationships in the church can be made or broken based on communication.

How does your personality type affect what and how you hear and how you speak? How do gender and generation affect ways we are heard and understood or not? How can we do better?

Sky Kershner and Will Messer of Kanawha Pastoral Counseling Center will be teaming up to lead a workshop on the Enneagram and recent brain research on this fragile thing we call communicating. Will has been doing team building using the Enneagram for a number of churches in our area. He teaches in The Narrative Tradition, which means you discover your type based on stories rather than test taking. It's highly engaging, and you can really get it in just a few hours. In the afternoon, Sky will go over some recent brain research on communication and how it can apply in pastoral settings.

Registration deadline: Monday, April 22, 2019. Cost: \$60, due with registration.

To re	gister, pl	ease co	mplete t	the inform	ation be	elow and	return it	to:			
Presb	ytery of	WV, att	n: Susar	n Sharp Cai	mpbell,	520 Seco	nd Ave.,	South Ch	arleston,	WV, 25303	₹.
Quest	tions? c	ontact S	usan at	susan_sha	rp_cam	pbell@h	otmail.co	<mark>m</mark> or 304	-645-456	8.	
*	*	*	*	*	*	*	*	*	*	*	
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Registration and Medical Release forms areavailable online.

Visit <u>bluestonecamp.com</u> and click on The Guys' Weekend link.

#### At The Guys' Weekend, we're committed to several things:

- To encourage men in their faith to Jesus Christ (great keynote speakers!)
- To employ our gifts in service (in particular to serve ministry of Bluestone)

Questions?? Call Mark (304) 860-8281 or email <a href="mark@bluestonecamp.com">mark@bluestonecamp.com</a>



Join us for our 11th Annual Men's Retreat, a weekend packed with great teaching, worship, work projects to improve Bluestone and plenty of laughs.

#### **Things to Note:**

- Men are invited to come up a day early to get started on the work projects.
- Youth are encouraged to attend as long as they are accompanied by an adult.

#### **REGISTRATION FORM**

#### The Guys Weekend at Bluestone April 26, 27, & 28, 2019

Adult Participant Name:			· · · · · · · · · · · · · · · · · · ·
Please list family members or minor under your insurance policy must have			hat minors not covered
Download our Medical		: bluestonecamp.com/guys-	
Address			
City			
Email (please be sure this is legible):			
Church			
Dietary or Special Needs			
I (we) plan to come early to get starte	ed on work projec	cts: Thursday PM Fri	day AM
		Not coming e	early
PRICE PER PERSON:			
Retreat Cost ** Save \$5.00 if you register no later than April	\$80.00	Extra Gift to Bluestone?	\$
Friday Dinner (for early arrivals)	\$10.00	Total Enclosed	\$

The price is for the retreat cost even if you need to come late or leave early.

#### Registration deadline is April 24.

Money MUST accompany your registration. No shows will be granted a \$35.00 refund upon request. Please make checks payable to <u>Bluestone Camp & Retreat</u> and mail in with your registration to:

The Presbytery of West Virginia 520 Second Avenue South Charleston, WV 25303

#### ARE YOU

or

Consider applying to serve as a Member of the

Presbytery of West Virginia's



Complete information, including application and endorsement forms, will be sent to Pastors, Educators, Youth Ministers and Clerks of Session in early March. Talk with them about this exciting possibility to join with other youth and adults from all over the presbytery in developing leadership skills and planning for youth retreats and other event. You can also find information at <a href="http://www.wvpresbytery.org/ministries/youthevents">http://www.wvpresbytery.org/ministries/youthevents</a>.

Questions? Contact Susan Sharp Campbell, Associate for Educational Ministry, susan\_sharp\_campbell@hotmail.com or 304-645-4568.

Application deadline is Tuesday, April 30.



#### SCHOLARSHIPS AND LOANS **AVAILABLE THROUGH**

#### THE PRESBYTERY OF WEST VIRGINIA







THE RINER FUND provides loans for Presbyterian Church (USA) students in the Presbytery of West Virginia, with preference for those attending Presbyterian Colleges. Loans are available for academic or vocational courses of study. The maximum amount of a loan is \$1,000 per year. Loans may be renewed up to four years, if so requested. Loans are to be repaid beginning six months after graduation or termination of studies, unless a deferment is requested during graduate studies.

**THE SCHOLARSHIP FUND** is used for grants for the education of dependent students in West Virginia, with preference given to those whose legal residence is Boone County. Maximum amount of grant is \$500.

Information, including an application form, will be found at www.wvpresbytery.org and sent to church leaders in March. Check with your pastor, educator, youth advisor, clerk of session.

Applications and Requests for Renewals must be received in the Presbytery Office no later than April 30 for the next academic year.



### Bluestone's Spring Getaway!

May 3-5, 2019

Come have fun, food, and fellowship with your favorite Bluestoners!!

featuring musical guest

**Spencer McNair Ayscue** 



Adults (12+) \$80.00 Youth (4-11) \$45.00 Children (3 and under) No Charge

Registration Deadline: Wednesday, May 1
Register before April 12, and save \$5 per person

Registration forms at: bluestonecamp.com

#### **REGISTRATION FORM**

#### **Bluestone Spring Getaway Retreat**

MAY 3 - 5, 2019

Name (if attending with family, please list all family members on this page)	Geno (mark		Age (A=adult or provide age)
1	M	F	A or
2		F	A or
3		F	A or
4		F	A or
5.		F	A or
6		F	A or
Address			
Email (please be sure this is legible):			
Church			
Dietary or Special Needs			
I (or my family) would like to be housed with			if possible.
PRICE PER PERSON Adults (12 and up) \$80.0 Children (3	0 Youth and under) r		*
The price is for the retreat cost even if you need to come late or by April 12 will be \$5 less per person. May 1 is the deadline for			
Money MUST accompany your registration.			
Total Cost: \$75 or \$80 Adult [x ] + \$40 or \$45 Youth (please circle the appropriate fee)	[x] =	= \$_	
Please make checks payable to Bluestone Camp & Retreat and	mail in with	your	registration to:

The Presbytery of West Virginia 520 Second Avenue, South Charleston, WV 25303



# Help Build a Church in the Nyeri Presbytery \$10 a brick \$50 for a roof panel \$100 for a window \$500 for a door

For more than 20 years, the Presbytery of West Virginia has rejoiced in its sister Presbytery in Nyeri, the capital of the Central Highlands of Kenya, an area that would remind you of our own state with green hills and hollers — and tea farms and coffee plantation — and without the snow.

Most of the time, our relationship is spiritual, as we pray for each other and support at a distance our shared work in the Lord. Every couple of years, however, teams travel from one country to the other. Our next opportunity will come in late summer 2019 during the Kenyan dry season, when we will have the opportunity to participate in building a new church.

Please make checks payable to:

Presbytery of West Virginia, 520 Second Ave., South Charleston, WV 25303 Write Nyeri Trip in the memo line.

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