

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

4
5 **I. PREAMBLE**

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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
12 they share God’s love through mission, ministry, and relationships.

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

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

31
32 **A. MINISTRY**

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

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37 THEREFORE, the Presbytery will develop strategies for

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

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

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

B. MISSION

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

THEREFORE, the Presbytery will develop strategies for

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

C. RELATIONSHIP BUILDING

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

THEREFORE, the Presbytery will develop strategies for

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

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

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

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

87 88 **II. THE PRESBYTERY**

89 90 Name

91 The name of this Presbytery shall be Presbytery of West Virginia.
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93 Boundaries

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

100 Membership

101 Ministers of the Word and Sacrament and ruling elders shall be enrolled as continuing
102 members of Presbytery as described in the Book of Order G-3.0301. Ministers of the
103 Word and Sacrament who are members of other presbyteries and are serving within
104 the bounds of the Presbytery of West Virginia may be enrolled as corresponding
105 members of Presbytery for the duration of their service. Ministers of other Christian
106 denominations serving congregations within this presbytery may be enrolled as
107 temporary members of presbytery for the duration of their service. Further, each
108 ruling elder elected as an officer of the Presbytery, General Presbyter, or as a member
109 of the Leadership Team shall be enrolled as a member of the Presbytery for the term
110 of office, whether or not commissioned by his or her session.
111

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.
116

117 Responsibilities and Powers

118 The Presbytery of West Virginia is responsible for the mission and government of the
119 church throughout its geographical district. It therefore has those powers as
120 prescribed in the Book of Order.
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123 **III. MEETINGS OF PRESBYTERY**

124 125 Voice and Vote

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

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

132
133 The privilege of the floor without vote shall be granted to elected members of
134 Presbytery's committees, to Presbytery staff, if not enrolled as members of the
135 Presbytery, as well as to corresponding members and temporary members of the
136 presbytery.

137
138 The privilege of the floor without vote shall be granted to Certified Christian
139 Educators and other certified church workers serving the churches of Presbytery, if
140 not enrolled as members of the Presbytery. Certified Christian Educators who are
141 ruling elders and serving in an educational ministry under jurisdiction of Presbytery
142 shall have privilege of voice and vote. (G-2.1103b).

143
144 Business Meetings

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

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

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

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

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

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

172
173 In matters of communion approval, which cannot wait until the next scheduled
174 meeting of Presbytery or Leadership Team, any three of the following leaders: the

175 Moderator of Presbytery, Chair of Leadership Team, Stated Clerk, and General
176 Presbyter are authorized to approve the celebration of the Lord's Supper for
177 gatherings under its jurisdiction. (G-3.0301b)
178

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

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

190 Quorum
191 **A quorum for a meeting of Presbytery shall be at least 15% of ministers of the Word**
192 **and Sacrament and ruling elder commissioners representing at least 15% of the**
193 **churches.**
194

195 The only exception to this is a meeting called for the sole purpose of conducting the
196 examination of a candidate or candidates for ordination as minister of the Word and
197 Sacrament together with any business incident to that examination. **In this case the**
198 **quorum shall be 10% of the ministers of the Word and Sacrament and ruling elder**
199 **commissioners representing 10% of the churches.**
200

201 Business and Reports
202 Each committee shall report to meetings of Presbytery as necessary but at least
203 annually.
204

205 Each committee reporting to Presbytery shall provide a written copy of its report.
206 Ordinarily a packet of printed reports shall be distributed electronically no later than
207 ten days in advance of the Presbytery meeting.
208

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

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

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

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226 **IV. POLICIES**

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

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

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251 **V. OFFICERS**

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

255

256 **Moderator**

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258 Mode of Election

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

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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)

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Duties

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

Stated Clerk

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 Stated Clerk as set forth in this manual and the terms of call/employment. (See Appendix B – Stated Clerk Position Description)

The Stated Clerk shall be the:

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

Duties:

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

Recording Clerk

Mode of Election

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

Duties:

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 at Presbytery meetings, serve in that place.

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

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

352 **Financial Administrator/Treasurer**

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354 Mode of Election

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

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

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363 The Financial Administrator/Treasurer shall be the:

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

366
367 Duties:

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

372
373 The Financial Administrator/Treasurer shall be bondable.

374
375 **VI. LEADERSHIP TEAM**

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377 Charge

378 The Leadership Team is charged to:

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

385
386 Authority

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

391
392 Responsibilities

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

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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).

409 Members

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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.

423 Meetings

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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.

438 Quorum

439 The quorum of the Leadership Team shall be a majority of its members.
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441 **VII. COMMITTEES AND AFFINITY GROUPS**

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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 sub-groups, but the committee is ultimately responsible for the sub-group's work. There shall be an annual review by the committee regarding continuation of sub-groups or co-opted members.

Terms:

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

486 elected to six years terms and at least four years must pass before serving again. (D-
487 5.0102 and D-5.0105)

488
489 Mode of Election

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

492
493 The Representation Committee shall nominate persons for service on all other
494 committees. Members shall be elected in three classes, as nearly equal as possible.
495 Terms of service shall run concurrently with the calendar year, with service to begin
496 January 1.

497
498 Nominations for General Assembly commissioners shall be in accordance with the
499 Presbytery policy governing selection of commissioners. (See Advisory Handbook
500 on policies and procedures.)

501
502 The Permanent Judicial Commission shall elect its own Moderator from its
503 membership (D-5.0201).

504
505 The Representation Committee shall nominate a person to serve as Chair of each
506 other committee. Committee Chairs are elected annually, with eligibility for re-
507 election. A Committee Chair shall not serve more than three consecutive years. Each
508 committee shall elect its own secretary, vice chair, or any other officers it deems
509 necessary for doing its work.

510
511 In the event a committee's Chair becomes unable to serve, the Moderator of
512 Presbytery is empowered to appoint an Acting Chair to serve until Presbytery can
513 elect a new Chair.

514
515 The Representation Committee shall nominate people to boards such as Kanawha
516 Valley Homes and West Virginia Homes, as needed, adhering to the membership and
517 class requirements of the boards. These boards may recommend names to the
518 Committee on Representation.

519
520 The quorum of a committee shall be one-third of its members. The quorum of the
521 Permanent Judicial Commission is specified in the Book of Order. (D-5.0204) When
522 the Committee on Ministry and the Vocations Committee acts as a commission of
523 Presbytery, the quorum shall be a majority of its members.

524
525 Committees are responsible for conducting orientation of their own members.

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

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Electronic Meetings

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

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Committees Acting as Commissions

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

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

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

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

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

Open Meeting Policy

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

Affinity Groups:

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

622 Recognition and Endorsement

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

631
632 Benefits & Responsibilities

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

638
639 In return, affinity groups and their members would be expected to sign a
640 memorandum of understanding acknowledging that they may not act counter to the
641 policies of the Presbytery or misuse the endorsement to claim greater authority than
642 appropriate.

643
644 The limits of the Presbytery's endorsement

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

648
649 **VIII. PERSONNEL**

650
651 As outlined in G-3.0110, the Presbytery may employ staff members to meet the ministry
652 and mission needs of the church. The General Presbyter, Stated Clerk, and Treasurer are
653 elected by the Presbytery while other staff members are appointed by the General
654 Presbyter as head of staff (see the Presbytery's Personnel Handbook for further details).
655 Those officers employed by the Presbytery as interim staff may be considered for
656 permanent positions when to do so is in keeping with its mission strategy and is approved
657 by a three-quarter vote of the Presbytery. In every case, an open search shall be
658 conducted.

659
660 **General Presbyter**

- 661
662 1. The General Presbyter shall coordinate ministry, mission, and relationship-
663 building, as these are the core values of the Presbytery of West Virginia. The
664 General Presbyter shall be the administrator of the Presbytery, accountable to
665 Presbytery through the Leadership Team for the implementation of decisions and
666 matters of strategy, program and resources.

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

676 **Stated Clerk**

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

688 **Treasurer**

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

698 **Participation and Representation**

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

701 **Other Staff**

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

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

713

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

719

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

725

726 When the Stated Clerk receives a request for an Inquiry for Vindication under Section D-
727 9.0000 of the Book of Order, the Committee on Ministry shall function as Presbytery's
728 "appropriate committee" to ascertain whether it is proper to grant the request (D-
729 9.0101a).

730

731 **X. SUSPENSION OF MANUAL**

732

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

734

735 **XI. AMENDMENTS TO THIS MANUAL**

736

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

740 **APPENDIX A**

741 **POSITION DESCRIPTION**

742 **TITLE: GENERAL PRESBYTER** Full Time

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

748 **ACCOUNTABILITY:** He/She shall be accountable to the Presbytery through its
749 Leadership Team.
750

751 **TERM OF SERVICE:** Indefinite
752

753 **RESPONSIBILITIES:**

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

758 2.To work with the Leadership Team in developing a vision and
759 strategic direction and then develop commitment to that vision.
760

761 3.To affirm and support the creative ministry of pastors and sessions
762 and promote the ministry of the people of God in the world.
763

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

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

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

777 7.To interpret the needs of the Presbytery to the Synod and General
778 Assembly and the needs of the Synod and the General Assembly to the
779 Presbytery.
780

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

785
786

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
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
797 PERSON DESCRIPTION

798 GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

799
800 The General Presbyter, insofar as is possible, should have these qualifications, characteristics,
801 and abilities:

802
803 GENERAL AND PERSONAL:

- 804 1. A personal commitment to and relationship with God.
805
806 2. An ordained elder or minister of the Word and Sacrament of the
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

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842

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

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

7. An ability to relate to persons of diverse points of view, of different ages, genders and backgrounds.

843 **APPENDIX B**

844 **POSITION DESCRIPTION**

846
847 **TITLE: STATED CLERK**

Half Time (20 hrs/week)

848
849 **PURPOSE:** The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.
850 The Stated Clerk shall **work to ensure** Presbytery's adherence to the Book of
851 Order.

852
853 **ACCOUNTABILITY:** As an officer of the Presbytery, the Stated Clerk shall be accountable to
854 the Presbytery for the responsibilities assigned by the Book of Order. As
855 a staff member of the Presbytery, the Stated Clerk shall be accountable
856 to the Leadership Team and supervised by the General Presbyter.

857
858 **TERM OF SERVICE:** Five years, eligible for reelection.

859
860 **RESPONSIBILITIES:**

- 861 1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order (G-
862 3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session records;
863 G-3.0109 –judicial and administrative commissions; D- 11.0600 – judicial process).

864
865 a. The Stated Clerk shall be the custodian of all ecclesiastical records of the
866 Presbytery, working with the administrative staff to maintain the records and rolls of
867 the presbytery.

868
869 b. The Stated Clerk shall work with the Committee on Ministry in recording and
870 reporting changes in pastoral relationships, including the establishment and renewal
871 of temporary pastoral relationships.

872
873 c. The Stated Clerk shall work with the Committee on Ministry in establishing
874 pastoral relationships, sharing information with Pastors and Sessions about
875 commissions to ordain and/or install, notifying members of the commission, and
876 receiving and filing the minutes of commissions.

877
878 d. The Stated Clerk shall conduct the annual Session records review.

879
880 e. The Stated Clerk shall provide minutes and other records of the Presbytery to the
881 Synod as required and shall ordinarily participate in the Synod's review of presbytery
882 records.

883

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

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

901

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

904

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

909

910 PERSON DESCRIPTION

911

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

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

927
928

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

929 **APPENDIX C**

930 **POSITION DESCRIPTION**

931
932
933 **FINANCIAL ADMINISTRATOR/TREASURER** **Full Time**

934
935 **TITLE:** Financial Administrator/Treasurer of the Presbytery of West Virginia

936
937 **PURPOSE:** The financial administrator/treasurer shall serve as the financial officer of the
938 Presbytery and custodian of all financial records.

939
940 **ACCOUNTABILITY:**

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

943
944 2. He/She will be supervised by the General Presbyter.

945
946 **TERM OF SERVICE:** Indefinite

947
948 **RESPONSIBILITIES:**

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

950
951 2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.

952
953 3. To prepare timely financial reports and budgets as needed, or requested, by the Presbytery, its
954 Leadership Team and Committees.

955
956 4. To support the Stewardship Committee in its work of developing, implementing and reviewing
957 the annual Presbytery budget.

958
959 5. To notify congregations and individuals of the status of their financial commitments to Presbytery
960 and other mission beyond the congregation and to respond to related questions and concerns from
961 church officers and ministers.

962
963 6. To administer the Presbytery's investments under the direction and oversight of the Stewardship
964 Committee.

965
966 7. To oversee the churchwide reporting forms required of the Presbytery and its churches.

967
968 8. To provide all financial statements and records to the Stewardship Committee for carrying out its
969 function as the audit committee of Presbytery, and to submit all requested schedules and other
970 documents to the independent auditing firm hired by Presbytery.

971
972 9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.

973
974 10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

975
976 **EVALUATION:** The Administration Committee will:

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

981
982 COMPENSATION: Defined in terms of call, reviewed annually by Administration Committee
983 and approved by the Leadership Team and Presbytery.

984
985 TERMINATION: By mutual consent of the Financial Administrator/Treasurer and the
986 Presbytery, or by action of the Presbytery, upon recommendation of the Administration
987 Committee. Fair and adequate notification shall be given to the Financial
988 Administrator/Treasurer.

989 PERSON DESCRIPTION

990 FINANCIAL ADMINISTRATOR/TREASURER -- PRESBYTERY OF WEST VIRGINIA

991
992 The Financial Administrator/Treasurer, insofar as possible, should have these
993 qualifications, characteristics and abilities:

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

1012 **APPENDIX D**

1013 **COMMITTEE DESCRIPTIONS**

1014 **Administration**

Membership 6

1015
1016
1017 Purpose: In conjunction with the General Presbyter, this committee will ensure that the
1018 Presbytery has the appropriate staff to carry out the mission of the Presbytery in light of
1019 available funding. To oversee staff compensation as well as the office facilities and
1020 equipment so that the staff can carry out their work affectively and faithfully.

1021
1022 Objectives:

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

1027 Responsible for:

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

1045 Membership: Two classes of three members each, including both ruling elders and ministers of the Word
1046 and Sacrament, ruling elders, and laity from throughout the geographic bounds of the presbytery.

1048

1049 Purpose: To provide for promotion, programming, and facilities which support the life,
1050 mission and ministry of the Bluestone Camp and Conference Center as a vibrant center
1051 for Christian discipleship.

1052

1053 Objectives:

- 1054 1. To serve on the Bluestone Conference Center, Inc. Board of Directors
- 1055 2. To promote the use of Bluestone across the Presbytery, by groups from other
1056 presbyteries, and by non-Presbyterian groups
- 1057 3. To coordinate and cooperate with the Nurture Committee in order to provide for
1058 quality, faith nurturing camp, conference and retreat programming
- 1059 4. To assure that Bluestone is available, acceptable, and accessible for the delivery of
1060 quality, faith nurturing camp, conference and retreat programming
- 1061 5. To develop and implement a long range facilities plan for Bluestone including
1062 capital improvements
- 1063 6. To propose and manage the Presbytery's approved Bluestone's facility budget
- 1064 7. To coordinate with the Friends of Bluestone (FOB) on fund raising and use of FOB
1065 funds

1066

1067 Responsibilities:

- 1068 1. Serve, along with the General Presbyter and Financial Administrator/Treasurer on
1069 the Bluestone Conference Center, Inc. Board of Directors.
- 1070 2. Promote the use of Bluestone across the Presbytery, by groups from other presbyteries,
1071 and by non-Presbyterian groups.
- 1072 3. Coordinate and cooperate with the Nurture Committee in order to provide for quality,
1073 faith nurturing camp, conference and retreat programming.
- 1074 4. Provide guidance, support, and encouragement to the Bluestone Directors recognizing
1075 that the General Presbyter has supervisory responsibilities.
- 1076 5. Communicate to the General Presbyter matters needing attention regarding the Center.
- 1077 6. Provide input to the General Presbyter, as requested, for periodic performance
1078 reviews of the Bluestone Directors.
- 1079 7. Oversee the administration of the day-to-day facility's, repair, and enhancement of the
1080 buildings, grounds, and equipment.
- 1081 8. Insure that all health, safety and regulatory entities' regulations and licenses are up-to-
1082 date and in order.
- 1083 9. Ensure the development, maintenance, and implementation of a comprehensive, long-
1084 term facilities plan for Bluestone.
- 1085 10. Ensure the development of and adherence to appropriate facility use policies and
1086 maintenance manuals. i.e. a Property Management Manual which gives detailed
1087 information about the facility maintenance plan, facility operating procedures,
1088 electrical, plumbing, heating and air-conditioning, specifications of the facilities.
- 1089 11. Ensure safety and accessibility, conduct regular inspections of the buildings,
1090 grounds, and equipment and communicate findings to the Bluestone Facilities
1091 Director and General Presbyter.
- 1092 12. Ensure that lease agreements, covenants, purchase agreements and rental contracts are

- 1093 successfully negotiated and appropriately fulfilled.
- 1094 13. Advocate for prudent improvements to the buildings and grounds.
- 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.

1104

1106

1107 Purpose: to provide that the Word of God may be truly preached and heard; to provide that the
1108 Sacraments may be rightly administered and received; to nurture the covenant community of
1109 disciples of Christ. (G-3.0301)

1110

1111 Objectives:

- 1112 1. Coordinate, guide, encourage, support and resource the work of its congregations for
1113 the most effective witness to the broader community (G-3.0301);
- 1114 2. Serve as pastor and counselor to ministers of Word and Sacrament, ruling elders
1115 commissioned to particular pastoral service, and certified Christian educators of the
1116 Presbytery (G-3.0307);
- 1117 3. Facilitate the relations between the Presbytery and its congregations, ministers of
1118 Word and Sacrament, ruling elders commissioned to particular pastoral service, and
1119 certified Christian educators (G-3.0307);
- 1120 4. Settle difficulties on behalf of the Presbytery where possible and expedient (G-3.0307);
- 1121 5. Promote the peace and harmony of congregations and inquiring into the sources
1122 of congregational discord
- 1123 6. Take jurisdiction over members of dissolved congregations and granting transfers of
1124 their membership to other congregations
- 1125 7. Warn and bear witness against error in doctrine and immorality in practice within its
1126 bounds and serving in judicial matters in accordance with the Rules of Discipline. (G-
1127 3.0301)
- 1128 8. Grow and nurture new worshipping communities and congregations

1129

1130 Responsibilities:

1131

1132 The Committee on Ministry has the following responsibilities with churches and new
1133 worshipping communities:

- 1134 a) support the creation, development, and growth of churches
- 1135 b) initiate and schedule follow up visits with new pastors
- 1136 c) recommend minimum compensation standards for pastoral calls and certified Christian
1137 educators within the Presbytery;
- 1138 d) assist congregations with mission studies
- 1139 e) suggest to other entities of the Presbytery ideas for leadership training for churches and
1140 church professionals
- 1141 f) provide, as needed, training opportunities in the Presbytery for congregations
- 1142 g) discuss the dissolution and creation of churches and take these recommendations to the
1143 whole Presbytery
- 1144 h) counsel with a session concerning reported difficulties within a congregation, including:
 - 1145 i. advise the session as to appropriate actions to be taken to resolve the
1146 reported difficulties,
 - 1147 ii. offer to help as a mediator, and
 - 1148 iii. act to correct the difficulties if requested to do so by the session or if the
1149 session is unable or unwilling to do so, following the procedural safeguards of
1150 the Rules of Discipline (G-3.0303);

1151

1152 The Committee on Ministry has the following responsibilities with church professionals:

- 1153 a) initiate follow up visits with new pastors
- 1154 b) provide preparation program as needed in cooperation with the Vocations
- 1155 Committee; and recommend the commissioning of ruling elders to particular
- 1156 pastoral service and Authorized Lay Preachers to limited pastoral service
- 1157 c) approve those on the Pulpit Supply List
- 1158 d) approve validated ministries
- 1159 e) recommend minimum compensation standards for pastoral calls and Certified
- 1160 Christian Educators within the Presbytery;
- 1161 f) provide support and encouragement to church professionals including making
- 1162 sure church professionals are caring for themselves and families
- 1163 g) grant permission to labor within and outside the bounds of Presbytery.

1164

1165 The Committee on Ministry has the following responsibilities with churches and professionals

1166 in transition:

- 1167 a) approve changes of call within the Presbytery
- 1168 b) meet with ministers of Word and Sacrament seeking to transfer in from another
- 1169 Presbytery, examine them on behalf of the whole presbytery, approve match,
- 1170 terms of call, and Presbytery membership
- 1171 c) dismiss ministers of Word and Sacrament to receive a call from another
- 1172 Presbytery
- 1173 d) approve moderators and liaisons for churches without installed pastors
- 1174 e) work with churches in the call process by providing a liaison from its membership
- 1175 f) establish and dissolve pastoral relationships
- 1176 g) meet with congregations and sessions of churches seeking to dissolve, divide, or
- 1177 leave the Presbytery and make recommendations to the Presbytery
- 1178 h) examine ministers of Word and Sacrament seeking membership in the Presbytery.
- 1179 The examination should include questions in the areas of Christian faith, theology,
- 1180 worship and sacraments and polity as well as additional questions from committee
- 1181 members
- 1182 i) approve ordination/installation commissions for ministers of Word and Sacrament.

1183

1184 Membership – The Committee on Ministry membership will be made up of ministers of Word and

1185 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

1187 elders with representation on the committee from throughout the geographic bounds of the

1188 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.

1192 **Purpose**

1193

1194 Recognizing both the enduring and the current challenges to God’s kingdom in West Virginia—
1195 injustice, poverty, natural disasters and degradation—the committee seeks to enable the
1196 Presbytery and its congregations to respond to God’s call for social righteousness by promoting,
1197 creating, interpreting, funding and evaluating their mission activities.

1198

1199 **Objectives and Responsibilities**

1200 1. To interpret, articulate and advocate the Presbytery’s missions, encouraging congregations to
1201 situate their efforts in the context of the PC(USA)’s local, national and global initiatives,

1202 • recommending Presbytery support of mission ministries within the bounds of the
1203 Presbytery.

1204 • communicating to Presbytery and congregations the nature of the ministries of programs,
1205 entities and churches in the Presbytery

1206 • maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith
1207 partnerships such as the West Virginia Council on Churches.

1208 2. To coordinate

1209 • Presbyterian ministries within the Presbytery

1210 • congregations with similar ministries.

1211 • ecumenical and interfaith ministries within the Presbytery

1212 • campus ministry with the Westminster Foundation

1213 3. To educate

1214 • Providing training and support in the area of mission for pastors, sessions, and
1215 congregations.

1216 • Sponsoring and promoting missionary visits throughout the Presbytery

1217 4. To evaluate and allocate

1218 • assuring that the goals and programs of the ministries funded by the Presbytery are being
1219 carried out.

1220 • distributing available funds to applicants for hunger, garden and other grants.

1221 **Membership:** Three classes of members from across the Presbytery to include rulings elders,
1222 ministers of the Word and Sacrament, and laity from throughout the geographic bounds of the
1223 presbytery.

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Nurture

Membership 9

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

- spiritual formation
- discipleship
- leadership development

Objectives:

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

Responsible for:

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

1258 **Permanent Judicial Commission**

Membership 9

1259

1260 Purpose: In judicial matters and process, the Presbytery has original jurisdiction in judicial
1261 matters concerning ministers of the Word and Sacrament and ruling elders commissioned to a
1262 particular pastoral service serving the congregations of the Presbytery. The PJC is to carry out
1263 these responsibilities for the PWV.

1264

1265 Objective:

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

1268

1269 Responsibilities:

1270 1. The implementation of powers, duties, responsibilities and membership applicable to
1271 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

1274 Membership:

1275 The Presbytery shall elect a permanent judicial commission with as equal representation of
1276 ministers of the Word and Sacrament and ruling elders as possible with no more than one
1277 member from any one church. The term of office will be six (6) years, consisting of three (3)
1278 staggered classes of three (3) people each.

1279 **Relations** 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 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

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1295 Membership: Three classes of members from across the Presbytery to include ruling elders,
1296 ministers of Word and Sacrament, and laity.

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Representation

Membership 6

Purpose:

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

Objective:

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

Responsibilities:

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

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

1331 **Stewardship**

Membership 6

1332

1333 Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of
1334 West Virginia so that the mission and ministry of God may thrive in our hands.

1335

1336 Objectives:

1337 1) Encourage and assist congregations of Presbytery in stewardship commitment and
1338 growth

1339 2. Provide for the use of Presbytery's financial resources in support of Presbytery mission
1340 and program.

1341

1342 Responsible for:

1343 1. Providing training and support in the areas of stewardship to pastors, sessions and
1344 congregations.

1345 2. Emphasizing and promoting special offerings approved by the Presbytery, Synod or
1346 General Assembly throughout the Presbytery.

1347 3. Developing the annual budget of the Presbytery.

1348 4. Providing for the development and growth of the financial resources of Presbytery.

1349 5. Providing information about budgets and financial resources to the Presbytery, at its
1350 regular meetings or through communications, as well as to its committees.

1351 6. Providing financial management of all Presbytery funds and investments.

1352 7. Functioning as the Audit Committee to contract for an independent audit of
1353 Presbytery's financial records.

1354 8. Assuring that donor requests regarding the use of special gifts are fulfilled.

1355

1356 Membership: 6 (six) from throughout the Presbytery based on interest, with a mix of ministers of
1357 the Word and Sacrament, ruling elders, and laity.

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Trustees

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

Objectives

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

Responsibilities:

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

Membership:

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

1383 Purpose: To enter into a covenant relationship with those exploring a call to church vocations
1384 and to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned Pastor (CP)
1385 program in the Presbytery.

1386
1387 Objectives:

- 1388
- 1389 1. To enter into covenant relationship with those considering and preparing for ordination to
1390 the office of Minister of the Word and Sacrament, along with the sessions and
1391 congregations of which they are members.
 - 1392 2. To enter into covenant relationship with those considering and preparing for Christian
1393 service in other ministries in the PCUSA, including, but not limited to, Certified Christian
1394 Educator, Pastoral Counselor, Missionary, Commissioned Ruling Elder/ Authorized Lay
1395 Preacher, along with the sessions and congregations of which they are members.
 - 1396 3. To identify and encourage those who may be discerning a sense of call to ministry.
 - 1397 4. To prepare ruling elders to serve as ALPs or CPs in the Presbytery.
 - 1398 5. To provide ongoing oversight and accountability for those who have completed training
1399 to be ALPs and/CPs in the Presbytery.

1400
1401 Responsibilities:

- 1402 1. With respect to those seeking ordination as Ministers of the Word and Sacrament, the
1403 committee shall oversee the process of meeting the requirements and timetables specified
1404 in the Book of Order G-2.06. The committee may also be guided by the handbook on
1405 preparation for ministry produced and recommended by the PCUSA).
- 1406 2. With respect to those preparing for other forms of Christian service, the committee shall
1407 oversee the process of meeting all requirements and timetables specified in Book of
1408 Order G- 2.1103a or G-2.01101.
- 1409 3. With respect to those seeking certification as Christian Educators, the committee will
1410 serve as members of their reference group and carry out other duties in coordination with
1411 the Presbytery's Educator Certification Advisor.
- 1412 4. With respect to those preparing to become Commissioned Pastors/ Authorized Lay
1413 Preachers, the committee shall provide a preparation process, including developing
1414 courses, recruiting leaders, encouraging participation, screening and evaluating
1415 applicants, and monitoring their progress throughout the program. The committee shall
1416 examine those elders seeking to be commissioned in the areas of personal Christian faith,
1417 motives for seeking such a commission, and the areas of instruction determined by the
1418 Presbytery.
- 1419 5. To inform the Committee on Ministry of programs, problems and potentialities of the
1420 ALP/CP Program.
- 1421 6. To provide mentors for ALPs defining roles and expectations of mentors.
- 1422 7. To distribute and receive annual reports from ALPs.
- 1423 8. To keep track of ALPs available to serve within the Presbytery and to recommend for
1424 Presbytery approval those ALP's willing to celebrate the Sacrament of the Lord's Supper
- 1425 9. To request, receive and review the reports of those ruling elders who have been
1426 authorized to celebrate the Sacrament of the Lord's Supper within their own
1427 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.