

**MINUTES**  
of the  
**PRESBYTERY OF WEST VIRGINIA**

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



**PRESBYTERY**  
of West Virginia

**STATED MEETING**  
**FIRST PRESBYTERIAN CHURCH**  
Fairmont, West Virginia  
August 18, 2018

## **PRESBYTERY OF WEST VIRGINIA**

Presbyterian Church (U.S.A.)  
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Fairmont, WV  
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### **ONE HUNDRED FORTIETH STATED MEETING**

#### **CALL TO ORDER**

The meeting was called to order with prayer at 10:00 a.m. by Moderator Amy Wallace Parker. She thanked Fairmont State University for the loan of and setting up of the Audio Visual equipment used for the meeting. The Presbytery will contribute to the Every Gift Matters campaign which benefits students at the university.

#### **GREETINGS FROM FIRST PRESBYTERIAN CHURCH, FAIRMONT**

Rebecca Mihm, Pastor of Fleming Memorial Presbyterian Church, Fairmont, greeted and extended a warm welcome to the Presbytery on behalf of the members and Session of First Presbyterian Church. She acknowledged D.D. Meighen who is serving as Interim Pastor and Shelly Barrick Parsons who is serving as Moderator of First Presbyterian.

#### **INTRODUCTIONS AND SEATING OF CORRESPONDING MEMBERS**

The Moderator called on the Stated Clerk, Maureen Wright, who introduced and welcomed new ministers of Word and Sacrament: Noha Khoury Bailey, serving in a Chaplain Residency program at St. Mary's Medical Center, Huntington; Casey Lieneman, serving as the Designated Pastor of the Church of the Covenant, a Federated Congregation, Grafton; and Zachary M. "Zac" Morton, serving First Presbyterian Church, Morgantown. Each spoke briefly and signed the Book of Obligations.

The Clerk welcomed new Corresponding Member, Wayne W. Miesel from New Brunswick Presbytery, New Jersey, who is working in Hinton, and moved his seating. The motion was seconded and approved. Rene Tyo was introduced as a visiting minister. Tina Vial introduced Julia Hancock, who is part of the New Worshiping Community at Davis & Elkins College. There were no new ruling elder commissioners present.

#### **STATEMENT OF QUORUM**

Stated Clerk Wright declared an official quorum with ruling elder commissioners from 25 churches and 25 ministers of Word and Sacrament present. (Attendance record in Appendix A, pages 143-

148.)

### **DOCKET**

The Stated Clerk moved the docket be accepted. The motion was seconded. The Presbytery approved the docket. (Appendix B, pages 149-150.)

### **CONSENT AGENDA**

The Stated Clerk presented the Consent Agenda. The approval of the Consent Agenda was moved and seconded. The motion was adopted.

#### **RECOMMENDATIONS:**

1. From the Stated Clerk
  - a. That the requests for Excused Absences be approved.
  
2. From the Leadership Team
  - a. That Presbytery approve the following dates and host churches for its 2019 Presbytery meetings.
    - February 16, 2019 – Kanawha United Presbyterian Church, Charleston
    - May 16, 2019 – First Presbyterian Church, Morgantown
    - August 24, 2019 – Bluestone Camp and Conference Center, Hinton
    - November 21, 2019 – Teays Valley Presbyterian Church, Scott Depot
  - b. That Presbytery approve the celebration of the Lord's Supper at the Small Church Conference on September 15, 2018 with a minister member of Presbytery as the officiant.
  
3. From the Bluestone Committee
  - a. Approval of the celebration of the Lord's Supper at the Fall Getaway Retreat, October 5-7, 2018, at Bluestone Camp & Conference Center, with a Minister of Word and Sacrament member of Presbytery as officiant.
  
4. From the Vocations Committee
  - a. That Jay Nunley be enrolled as an Inquirer retroactive to February 24, 2017.
  
5. From the Mission Committee
  - a. The Presbytery offering for the August 18, 2018 Presbytery Meeting be used to address hunger through the Presbyterian Church (USA)'s Cents-ability program.
  
6. From the Ministry Committee
  - a. Approval of Moderators (page 139)

- b. Approval of a Covenant for a Ruling Elder Commissioned to a Particular Pastoral Service (page 139)
- c. Approval of renewal of a Covenant for a Ruling Elder Commissioned to a Particular Pastoral Service (page 139)
- d. Approval of a renewal of a Stated Supply Covenant (page 139)
- e. Approval of a Lay Supply Covenant (page 139)
- f. Approval of Stated Supply Covenants (pages 139-140)

### **MODERATORIAL APPOINTMENTS**

Moderator Parker appointed as Temporary Clerks: Noha Khoury-Bailey, minister of Word and Sacrament, Member at Large; Bill Hartling, ruling elder at Beckley Presbyterian Church; Kari Preslar, ruling elder at First Presbyterian Church, Charleston; Zac Morton, minister of Word and Sacrament at First Presbyterian Church, Morgantown.

She appointed the Leadership Team members present as the Committee on Bills and Overtures.

### **EDUCATIONAL FOCUS**

The Moderator recognized Karen Kinney who introduced Olanda Carr, Ministry Relations Officer for the Presbyterian Foundation. Ruling Elder Carr presented *Creating a Culture of Generosity*. He talked about looking at stewardship differently, starting with prayer. He highlighted scripture, "Where your treasure is, your heart will be also" from Matthew 6:21 as an example. He defined stewardship as the joyous discipline of thanking God with the way we live our lives, as well as spend and share our money. He stressed that it is a shared vision of the session, pastor and a generosity team, and proposed a process to be effective. He invited members to view the Foundation website for information available on additional programs.

### **ANNOUNCEMENTS**

Nellie Howard, Resource Center Director, provided information on new resources available in the Center.

### **WORSHIP**

Morning worship was led by liturgist Lynn Proudfoot, ruling elder, Davis Memorial Presbyterian Church, Elkins; preacher Mike Seely, minister of Word and Sacrament at First Presbyterian Church, Parkersburg; communion celebrants Rebecca Mihn, minister of Word and Sacrament at Fleming Memorial Presbyterian Church, Fairmont, and Zach Morton, minister of Word and Sacrament at First Presbyterian Church, Morgantown; organist, John Morrison; and the Cambridge Handbell Choir.

## **PRAYER AND HYMN**

Following lunch, the body reconvened with prayer and a hymn by the Moderator. She shared joys and concerns from the Presbytery. Moderator Parker announced that \$950 was collected in the morning offering; this will go to Presbyterian Church (USA) Cents-ability Program to combat hunger.

## **REPORT OF THE STATED CLERK**

The Moderator recognized the Stated Clerk who moved that Presbytery appoint the following administrative commission for the purpose of dissolving the Lakeview Presbyterian Church, Lakebottom, West Virginia: Dan Calvert, ruling elder, Beckley Presbyterian Church; Jim Sothen, ruling elder, South Park Presbyterian Church; Dexter Taylor, Honorably Retired minister; Melinda Testerman, ruling elder, First Presbyterian Church, Bluefield; and Elizabeth Stone, minister, Bradley Presbyterian Church, who will chair the commission. Mr. Mark Dye, a member of the Lakeview congregation, will serve as an Ex Officio member of the commission. This commission is empowered pursuant to Presbytery policy, to do the following:

1. Assume the full powers and original jurisdiction of the Session due to the fact that the church no longer has a functioning session;
2. Assist the Session to wind up the affairs of the church, transfer members and plan a final worship;
3. Receive Session records, retain records to wind up the affairs and deposit the records with the Stated Clerk, who will forward them to the Presbyterian Historical Society;
4. Grant letters of dismissal to members of the church within one year of the effective date of dissolution;
5. With the aid of the Trustees, take possession of all real and personal property, financial records, inventories of equipment or other property and arrange for transfer of title to the Presbytery of all accounts and property.
6. Consult with the Session regarding requests of the congregation with regard to the disposition of the property and arrange for the disposition of the property or arrange for its retention and storage with the Presbytery Trustees;
7. Assert claim of the Presbytery to any property of the church not known at this time or property which may come to the church as the beneficiary of a will or trust.
8. This church shall be dissolved effective the date on which this commission reports the completion of its work to the Presbytery.

The motion was seconded and approved.

Correspondence (received 5/5/18 through 8/8/18)

1. 6/15/18 A letter from the Synod of the Trinity Stated Clerk, Wayne A. Yost, and Treasurer, Chantal D. Atnip, informing the Presbytery that the 2019 Per Capita for the Synod of the Trinity will be the same as the 2018 Per Capita, \$2.30.

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

2. 8/6/18 The minutes of the Administrative Commission to Install Zachary M. Morton as pastor of the First Presbyterian Church, Morgantown.

ACTION: Referred to be included in the minutes of this Presbytery Meeting. (Appendix C, page 151.)

3. 8/7/18 An invitation from Old Stone Presbyterian Church, Lewisburg, to join in the celebration of its 235th Anniversary on Sunday, September 9.

ACTION: Referred the Office Administrator for inclusion in the Presbytery newsletter.

RECOMMENDATION:

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

INFORMATION:

1. The New Worshipping Community, Davis & Elkins College Chapel, baptized Teresa Hart on Sunday, March 25, 2018 at 8 p.m. in the Robbins Memorial Chapel with the Rev. Laura Brekke officiating.

### **PROCEDURAL MATTERS**

The Stated Clerk presented Procedural Matters and moved the adoption of Item C3, limiting debate to 30 minutes per main motion, with each individual limited to 3 minutes per speech. After receiving a second, Presbytery adopted the motion by a two-thirds vote. (Appendix D, page 152.)

### **REPORT OF THE GENERAL PRESBYTER**

The Moderator recognized General Presbyter, Ed Thompson, who greeted the body. He highlighted pastoral concerns including the upcoming retirements of eleven pastors. He spoke to the challenges of this reality and lifted up the good things that are being done in the churches.

## **REPORT OF THE GENERAL ASSEMBLY COMMISSIONERS**

The Moderator recognized Susan Sharp Campbell, minister of Word and Sacrament at Frankford Presbyterian Church and Associate Presbyter for Educational Ministry; Larryetta Ellis, minister of the Word and Sacrament at Edgewood Presbyterian Church; Randy Fife, ruling elder, Bream Memorial Presbyterian Church; John Bolt, ruling elder, First Presbyterian Church, Morgantown; and Young Adult Advisory Delegate (YAAD), Paul Brady, Beverly Presbyterian Church. The commissioners and YAAD reported on the 223<sup>rd</sup> General Assembly in St. Louis, Missouri, actions taken and their own experiences as commissioners.

### **REPORT OF THE ADMINISTRATIVE COMMISSION FOR HURRICANE PROPERTY**

We, the Administrative Commission appointed for the purpose of exploring and discerning the best use of the property vacated by the Presbyterian Church of the Covenant — after three meetings, an interview with the former clerk of session of PCC, review of several needs assessments for the community of Hurricane, a conversation with a Presbyterian Church (USA) pastor who is trying to start a new worshipping community in Hurricane, and a conversation with a board member of Recovery Point, a residential treatment facility — recommend the following:

- a. It is not feasible to establish a new worshipping community or new church development on that property.
- b. Based on this discernment, we instruct the Trustees to sell the property.
- c. If selling the property proves to be a lengthy process, leasing or renting the property is recommended.

After careful consideration of several needs assessments, as well as hearing personal stories about the impact the opioid epidemic has had in the Hurricane community, the commission would like to express their desire that special preference be given to allotting monies obtained from the sale/lease/rent of the property for substance abuse treatment and/or assistance to the advancement/development of new worshipping communities in our Presbytery.

We are, respectfully,

Laura Boggess  
Laura Brekke  
Nancy Didway  
Nathaniel Everett Garver-Daniels  
Kevin Geurink

The Moderator thanked the Commission for their work.

## REPORT OF THE LEADERSHIP TEAM

The Moderator recognized Susan Shelton Perry, chair of the Leadership Team. As the chair of the Bills and Overtures Committee, she reported that a request to address the body from two members from Arthurdale Presbyterian Church was denied because the matter they desired to speak about has already been referred to the Ministry Committee. (Appendix E, page 153.) As the chair of the Leadership Team, Ms. Perry presented recommendation two below.

### RECOMMENDATIONS:

1. (CA) That Presbytery approve the following dates and host churches for its 2019 Presbytery meetings.
  - February 16, 2019 – Kanawha United Presbyterian Church, Charleston
  - May 16, 2019 – First Presbyterian Church, Morgantown
  - August 24, 2019 – Bluestone Camp and Conference Center, Hinton
  - November 21, 2019 – Teays Valley Presbyterian Church, Scott Depot
  
2. That Presbytery approve the training of ruling elders to celebrate the Sacrament of the Lord's Supper in their particular congregation under the provisions in G-3. 0301b. This motion includes the following:
  - a. The training is for ruling elders in good standing, upon recommendation of their session; ruling elders do not have to be currently serving on the session. Sessions shall send the name(s) of participants to the Stated Clerk of the Presbytery, Maureen Wright. To be authorized by Presbytery, participants must attend the entire training event.
  
  - b. Those ruling elders who are authorized by Presbytery will be required to submit an annual report to Presbytery detailing the number of times they have celebrated the Lord's Supper. The sessions of congregations participating in the program must have their session records reviewed annually in order to continue in the program. With the completion of these requirements, ruling elders may be re-authorized annually. Names for authorization will be presented to Presbytery at the last stated meeting of each calendar year.

Information: This program is focused on the Presbytery's smaller churches that do not have permanent pastoral leadership, but all sessions are welcome to send participants. The four-hour training events will be led by Minister of Word and Sacrament members of Presbytery using a common plan and will occur mid-September to mid-October on Sunday afternoons with light refreshments provided by the host church. The 2018 training will be offered at the following areas:

Bridgeport Presbyterian Church – September 23

Davis Memorial Presbyterian Church, Elkins – September 23  
Parkersburg – TBA  
Rivers Cluster – TBA  
Teays Valley Presbyterian Church, Scott Depot – September 23  
First Presbyterian Church, Oak Hill – October 7  
Old Stone Presbyterian Church, Lewisburg – October 7

The motion was approved.

3. (CA) That Presbytery approve the celebration of the Lord's Supper at the Small Church Conference on September 15, 2018 with a minister member of Presbytery as the officiant.

#### INFORMATION:

1. The Manual Revision Task Force continues its work with the goal of presenting a revision to Presbytery at its November meeting.
2. The Leadership Team is working to secure regular legal counsel for the Presbytery.
3. Work on the Strategic Plan continues.
4. The Leadership Team is working to discern nominees to serve and lead the Presbytery's Nominating Committee in 2019.
5. The team heard reports from several presbytery committees. Following a concern raised by the Stewardship Committee, the Leadership Team will be planning for committee leadership to join the team for some of its January 2019 Retreat.
6. The Leadership Team reviewed the docket for the August 18 Presbytery meeting and finalized plans for the meeting.

#### **REPORT OF THE BLUESTONE COMMITTEE**

The Moderator recognized Sarah Specht, Program Director of Bluestone Camp & Retreat. She reported on experiences of the camping season and thanked the body for its support. She spoke about the retreat occurring in October, and about the relationship she is developing with others who are interested in a Kinship Camp.

#### RECOMMENDATIONS:

1. (CA) Approval of the celebration of the Lord's Supper at the Fall Getaway Retreat, October 5-7, 2018, at Bluestone Camp & Conference Center, with a Minister of Word and Sacrament member of Presbytery as officiant.

#### INFORMATION:

1. The following information reflects this summer camp's basic data:
  - We served 206 campers this summer which was 15 less campers than last summer.
  - We were able to utilize 29 volunteers through the summer.

- We had 10 full-time leadership/counselor staff and 4 part-time staff.
  - We had 6 Counselors in Training.
  - We used approximately 98% of our Molly Gant funds (about \$2,100 dollars to provide full or partial scholarships to campers).
  - THANK YOU for all of the congregations who supported the successful Send a Kid to Camp program.
2. Program director Sarah Specht summed up summer camp well with the following:  
As expected, we had some bumps along the road, but overall, summer camp was a success this year. The negative factors were that we were down about 15 campers compared to last year, and we had to deal with two sewage issues. The positives were how much fun the kids had, how great our staff was, and how well the volunteers reacted to having an extra adult there. You could tell the kids were having fun just by watching, but when you read the surveys, that fun was confirmed. Most of the campers' survey answers talked about what they learned, how great their counselors were, the good food, and the new friends they made. We had multiple volunteers tell us how uplifting and positive the staff was. One volunteer survey even said, "I've been coming since the '80s, and this was one of the best staffs I've ever witnessed." The volunteers also seemed to enjoy having an extra adult on staff to get questions answered or just have someone to run ideas by. We had several first-time volunteers, and it was nice to be able to spend time with them explaining the schedule, showing them where to find supplies, and helping them understand why camp is so important.
3. Some future dates to remember are Fall Getaway, October 5-7; Friends of Bluestone Golf Tournament, Oct 13; and Older Youth Retreat, November 16-18. More details about these events are in the flyers found in the packet for this meeting.
4. Additional groups using the Bluestone facilities are Capital High School Band Camp, West Virginia Bible Conference of the Brethren Church, a reunion retreat of the Perrow Presbyterian Church, Roles Baptist Church Retreat, and Davis Stuart Home for Children's Summer Camp. A four-day wedding will be held at Bluestone involving a couple that spent time some years ago at Bluestone as campers.

### **REPORT OF THE STEWARDSHIP COMMITTEE**

Moderator Parker called on Karen Kinney, Chair of the Stewardship Committee, and Rockland Poole, Treasurer, who presented and interpreted the 2019 presbytery budget which reflects the mission statement of the Presbytery.

Rev. Kinney explained that since the three officers: General Presbytery, Stated Clerk, Financial Administrator/Treasurer, who serve as staff, are elected by the Presbytery, salary changes for these

officers are approved by the Presbytery. Therefore, on behalf of the Administration Committee, she made the following motions:

Move a 2% increase in salary, to \$49,056, for the Financial Administrator/Treasurer. Rockland Poole was excused while the motion was considered. The motion was approved.

Move a 2% increase in salary, to \$49,056, for the Stated Clerk. Maureen Wright was excused while the motion was considered. The motion was approved.

Move a 2% increase in salary, to \$72,293, for the General Presbyter, of which, \$24,000 is designated as Housing allowance. Ed Thompson was excused while the motion was considered. The motion was approved.

Rev. Kinney on behalf of the Stewardship Committee moved the adoption of the 2019 budget as presented. The 2019 budget was approved. (Appendix F, pages 154-157.)

Rev. Kinney thanked the Treasurer for his work.

#### INFORMATION

1. The Committee appointed a sub-committee to explore its current audit/financial review process and, if needed, develop a Request for Proposal (RFP) to seek new bids.

The Moderator recognized Rockland Poole, Treasurer, who presented the Financial Reports for the second quarter of 2018. (Appendix G, pages 158-170.)

#### **GOOD NEWS FROM THE PEWS**

The Moderator invited Ruling Elder Commissioners to share news of good things happening in local churches.

#### **REPORT OF THE VOCATIONS COMMITTEE**

The Moderator recognized Jim Musgrave, Chair of the Vocations Committee. He introduced Mark Parsons-Justice who was approved as an Inquirer at the last Presbytery meeting. The chair discussed the *Presby Prep* program and reported that twenty-six persons have already expressed their intent to participate.

#### RECOMMENDATION:

1. (CA) That Jay Nunley be enrolled as an Inquirer retroactive to February 24, 2017.  
Rationale: While this was an oversight on the part of the committee, the committee approved Jay at its meeting November 28, 2016. At its February 24, 2018 meeting, the presbytery approved his continued status as an Inquirer.

INFORMATION:

1. LAST CHANCE! PRESBY PREP BEGINS IN SEPTEMBER! This is your chance to become a more-informed member of your church/Session. It is the first event needed to later apply for the Authorized Lay Preacher (ALP)/Commissioned Ruling Elder (CRE) training program, but it is a program that would benefit anybody with a desire to know about the Bible, the church or themselves. The seven classes will give anyone in your congregation a better understanding of these things. A brochure can be found in the meeting packet and on the Presbytery website under Ministries – ALP/CRE Preparation Program – Level One-Presby Prep. Please look it up, then complete and submit the registration form by August 20. Money can be paid later – just get your name in the hat! You will love it!
2. The committee met to approve potential online coursework for Mark Parsons-Justice in his desire to complete the necessary ordination examinations for becoming an ordained Minister of Word and Sacrament. Mark is taking (and perhaps has completed) a Polity course from Dubuque Seminary. He has found online language courses from McMasters Seminary in Canada – both Greek and Hebrew. The committee approved his utilization of these courses. He will take the Bible Content ordination examination on August 31.

**REPORT OF THE NURTURE COMMITTEE**

Moderator Parker called on Kari Preslar, Chair of the Nurture Committee. She highlighted the new resource, The Book of Common Worship, which was used for worship at this Presbytery meeting. Ms. Preslar also highlighted information regarding the Older Youth Retreat, *Recharge Your Faith*, to be held November 16 – 18 at Bluestone. She moved that the celebration of the Lord's Supper be approved for the Older Youth Retreat, November 16-18, 2018 with Jen Evans, minister of Word and Sacrament, Arkansas Presbytery, as celebrant. The motion was approved.

A promotional video for the 2019 Triennium was shown. Ms. Preslar recognized Paul Brady who has been a participant at Triennium; he spoke briefly about his experience. The chair also highlighted the program flyers that are in the Presbytery supplemental packet.

INFORMATION:

1. Playology will take place on August 25 at Summersville Presbyterian Church from 9 a.m. to 4:30 p.m. Pre-registration is \$25 per person.
2. The 2019 Presbyterian Youth Triennium will be held at Purdue University July 16-20, 2019. The Presbytery plans to take a group. This event is open to rising freshmen through graduated seniors. Registration is \$450 per student.
3. We have 25 copies of the Triennium promotional DVD that is available for churches on a first-come, first-serve basis.

4. Youth Day of Service will take place on February 2, 2019. Locations will be announced.
5. The Nurture Committee is planning a Soul Shop Movement workshop in October 2019. The workshop will focus on suicide prevention.
6. The committee will continue Nurturing Faith ideas in 2019. Each month will focus on a particular topic – for example: Advent, Lent, Stewardship, Hunger, Pentecost, etc.
7. The committee approved the use of Rachel McClintic Funds for a retreat with students at Davis Stuart sponsored by Old Stone Presbyterian Church.

### **REPORT OF THE NOMINATING COMMITTEE**

The Moderator recognized Terry Cunningham, Chair of the Nominating Committee. She moved the following recommendations.

For Moderator Elect: Andrew Rice (minister, Oak Grove Presbyterian Church). There were no nominations from the floor. The motion was approved.

For Presbytery Committee Chairs, 2019:

1. Administration Committee – George Lilley (ruling elder, First Presbyterian Church, Morgantown)
2. Bluestone Committee – Denny Dodson (minister, Belle Presbyterian Church)
3. Committee on Representation – Terry Cunningham (ruling elder, First Presbyterian Church, Charleston)
4. Mission Committee – Bob McCutcheon (ruling elder, Davis Memorial Presbyterian Church, Elkins)
5. Relations – Elizabeth Campbell-Maleke (minister, First Presbyterian Church, Williamstown and Waverly-Bethel Presbyterian Church)
6. Stewardship – Becky Ceperley (ruling elder, First Presbyterian Church, Charleston)
7. Trustees – James Rowe (ruling elder, Old Stone Presbyterian Church)
8. Vocations Committee – Jim Musgrave (ruling elder, Highlawn Presbyterian Church, Huntington)

There were no nominations from the floor. The motion was approved.

For Presbytery Committees:

1. Committee on Representation – Class of 2020: Terry Cunningham (ruling elder, First Presbyterian Church, Charleston)
2. Ministry Committee – Class of 2020: Cherrie Sizemore (ruling elder, Village Chapel Presbyterian Church)

There were no nominations from the floor. The motion was approved.

Ms. Cunningham thanked the committee for its work.

**INFORMATION:**

The committee continues to discern nominees to serve on presbytery committees.

**REPORT OF THE MISSION COMMITTEE**

The Moderator recognized Bob McCutcheon of the Mission Committee. He reported that 2019 mission grants and hunger grants applications are available. He highlighted the Synod of the Trinity workshop on Disaster Response Training on September 27. Committee member, Tina Vial, spoke about the International Peacemaker from Palestine, Rev. Alex Awad, who will be in the Presbytery in September and invited the body to scheduled events with Rev. Awad.

An in-country Mission task group is being formed. Interested persons should contact the Presbytery Office.

**RECOMMENDATION:**

(CA) The Presbytery offering for the August 18, 2018 Presbytery Meeting be used to address hunger through the Presbyterian Church (USA)'s Cents-Ability program. The offering will be directed to childhood hunger and backpack programs through grants from the Mission Committee. Churches may seek grants to support their childhood hunger and backpack programs.

**INFORMATION:**

1. The Mission Committee met by conference call on June 19, 2018.
2. The committee awarded grants in the amount of \$2,000 to Bates Memorial Presbyterian Church and Milton Presbyterian Church for ECHO and to Rock Forge Presbyterian Church for its food pantry.
3. Dates were set for the 2019 Kenya Mission Trip: August 18-September 2, 2019.
4. The committee discussed preparations for the projected fall 2018 visit of Presbyterian Peacemaker Alex Awad from Palestine to the Presbytery of West Virginia.
5. The committee agreed to submit a lightly revised committee description to the Leadership Team for the Presbytery manual revision.
6. Barbara Chalfant reported that she would be consulting with Senator Manchin on issues of health care.
7. The committee is planning a retreat or workshop meeting in the fall to reflect on the committee's mission and how best to describe it.

## REPORT OF THE MINISTRY COMMITTEE

The Moderator recognized John Koerner, Chair of the Ministry Committee who recognized John Bolt. Mr. Bolts will serve as moderator of the Canyon Community Presbyterian and the Rock Forge Presbyterian Churches. The Moderator and Rev. Koerner commissioned Mr. Bolt to this work.

Rev. Koerner moved that Presbytery appoint the following administrative commission for the purpose of dissolving the McKinnon Presbyterian Church, Charleston: Doug Heidt (Honorably Retired minister), Brooks Martin (ruling elder, McKinnon Presbyterian Church), Kevin Whipkey (ruling elder, First Presbyterian Church, Nitro), and Amy Wallace Parker (minister of Word and Sacrament, Village Chapel Presbyterian Church), who will chair the commission. This commission is empowered pursuant to Presbytery policy, to do the following:

1. Assist the Session to wind up the affairs of the church, transfer members and plan a final worship service;
2. Receive Session records, retain records to wind up the affairs and deposit the records with the Stated Clerk, who will forward them to the Presbyterian Historical Society;
3. Grant letters of dismissal to members of the church within one year of the effective date of dissolution;
4. With the aid of the Trustees, take possession of all real and personal property, financial records, inventories of equipment or other property and arrange for transfer of title to the Presbytery of all accounts and property.
5. Consult with the Session regarding requests of the congregation with regard to the disposition of the property and arrange for the disposition of the property or arrange for its retention and storage with the Presbytery Trustees;
6. Assert claim of the Presbytery to any property of the church not known at this time or property which may come to the church as the beneficiary of a will or trust.

This church shall be dissolved effective the date on which this commission reports the completion of its work to the Presbytery of West Virginia. The motion was approved.

The chair recognized Steve Hornbeck and Kathy Moss who invited persons to attend the Small Church Conference, *Where do you fit in?*, on September 15 at Summersville Presbyterian Church.

### RECOMMENDATIONS:

1. (CA) Approval of David Richards as the Moderator of Highlawn Presbyterian Church, Huntington, effective October 1, 2018.
2. (CA) Approval of Bob Wood as the Moderator of the Beckley Presbyterian Church, effective June 30, 2018.

3. (CA) Approval of Shelly Barrick Parsons as the Moderator of First Presbyterian Church, Fairmont, effective June 15, 2018.
4. (CA) Approval of Jim Robinson as the Moderator of First Presbyterian Church, Charleston, effective November 1, 2018.
5. (CA) Approval of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for John Bolt and the Presbytery of West Virginia as the Moderator of the Canyon Community Presbyterian Church and the Rock Forge Presbyterian Church through December 31, 2018. Terms: travel reimbursement paid by the church. Have a voice and vote in meetings of the presbytery (counted as an elder commissioner for purposes of parity). Mr. Bolt will be commissioned immediately following this report.
6. (CA) Approval of the renewal of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for Preston Collier and First Presbyterian Church, Kenova through December 31, 2018. Responsibilities: weekly worship, special services, visitation, moderate session, celebrate Baptisms & communion. Terms: time – 20 hours per week; compensation: cash salary – \$1,833.33 per month, reimbursement as needed for expenses with receipts, annually four weeks paid vacation and two weeks paid study leave.
7. (CA) Approval of the renewal of the Stated Supply covenant between Patricia Jarvis (United Methodist Church) and First Presbyterian Church, Dunbar through December 31, 2018. Responsibilities: conduct weekly and special worship, lead pastoral care, adult Christian Education classes, participate in Dunbar Ministerial Association, attend Presbytery meetings. Terms: time expectations – 20 hours per week; compensation – \$1,960 per month, mileage reimbursement up to \$2,533 annually, continuing education and professional expenses \$500 each annually, four weeks paid vacation and two weeks paid study leave.
8. (CA) Approval of the Lay Pastor covenant between Terry Layton and Marsh Fork United Presbyterian Church through December 31, 2018. Responsibilities: conduct weekly worship, special services, funerals, and visit the sick. Terms: time expectations – 10 hours per week; compensation – \$100 per week, reimbursement for travel, Presby Prep classes and continuing education, four weeks paid vacation and two weeks paid study leave.
9. (CA) Approval of the Stated Supply covenant between Kay Larsen (United Methodist Church) and St. Marys Presbyterian Church through December 31, 2018. Responsibilities: conduct weekly worship, funerals, hospital and nursing home visitation. Terms: time – 20 hours per week; compensation – \$100 per week, four weeks paid vacation and two weeks paid study leave.

10. (CA) Approval of the Stated Supply covenant between D. D. Meighen (United Methodist Church) and First Presbyterian Church, Fairmont, July 1, 2018 through August 12, 2018. Responsibilities: conduct regular Sunday morning worship services and special worship services, also weddings and funerals as needed. Terms: time – 12 hours per week; compensation – \$125 per week.

INFORMATION:

1. The Committee has developed new guidelines for churches between pastors. The committee hopes this will shorten the transition process.
2. Approved adding Rev. Rene Tyo (American Baptist) to our pulpit supply list.
3. Received report from the Beckley Presbyterian Church that Jim Burton will be concluding his interim work with them on June 30, 2018.
4. Plans are in place to conduct Boundary Training Events for all pastoral leaders of the Presbytery. There are three events this fall: Saturday, August 25 at the Presbytery Office from 9 a.m. to noon; Friday, September 14 at First Presbyterian Church, Morgantown, from 1 to 4 p.m.; and Monday, October 15 at the Presbytery Office from 1 to 4 p.m. Three additional events will occur in the spring of 2019. All pastoral leaders who have not attended a Healthy Boundaries Workshop after 2014 must attend a workshop by June 15, 2019.
5. Received a report of the triennial visit with Comfort Presbyterian Church.
6. Planning continues for the Small Church Conference on September 15 at Summersville Presbyterian Church.
7. The committee is working on a new design for the orientation and training for pastors new to the presbytery and first-time pastors.
8. Endorsed the request for seminary debt assistance for Kevin Geurink, who serves the First Presbyterian Church, Logan.
9. Completed an exit interview with Barbara Accord.
10. Appointed Shelly Barrick Parsons as Ministry Committee Liaison to First Presbyterian Church, Fairmont.
11. Approved a memorial donation of \$50 to Habitat for Humanity for Lee & Hendry County

in memory of Susan Rice Waller, mother of Andy Rice.

12. Appointed Andy Rice (M, Oak Grove), Nancy Smallenberger (RE, Old Stone), and Jaynell Graham (RE, Marlinton) as the Presbytery Search Committee for the designated pastor at Clifton Presbyterian Church.
13. Received the resignation of Elise Neal as pastor of the First Presbyterian Church, Fairmont, and transferred her to Mission Presbytery in Texas effective June 30, 2018.
14. Received and reviewed the six-month interview with Christian Johnson, Associate Pastor at First Presbyterian Church, Charleston.
15. Approved the installation commission for Zac Morton: ministers Amy Parker, Shelly Barrick Parsons and Leonard Graham; ruling elders Lucas Tatham, John Bolt, Maureen Wright and Mike Walker, and guests Rev. Lee Scott and Jerry Phillips. The installation service will be at First Presbyterian Church, Morgantown on August 5 at 4 p.m.
16. Appointed Kyle Key as liaison to Highlawn Presbyterian Church, Huntington.
17. Agreed to authorize and advertise a free webinar on Compassion Fatigue to be conducted by Dana Sutton.
18. Approved giving a memorial gift of \$50 to Soup Opera in Fairmont in memory of Rev. Leonard Hood.
19. Approved a memorial donation of \$50 to the Great Hall Fund of Edgewood Presbyterian Church in memory of Arvie Maynard.
20. Examined and approved for presbytery membership Noha Khoury-Bailey.
21. Approved the transfer of Jim Roberts to the Presbytery of North Alabama.
22. Approved the transfer of Rachel Shepherd to the Presbytery of the Peaks.
23. Reviewed exit interview reports with Rev. Jim Burton and Rev. David Richards.
24. Received a report of the triennial visit with Beth Stone and the Bradley Presbyterian Church.
25. Received a report of the triennial visit with Ryan Snuffer and the Mount Hope Presbyterian

Church.

26. Approved a working document of questions to help congregations determine their vitality.
27. Approved the option for Authorized Lay Preachers (ALPs) George Lilley and Tom Campbell to participate in communion training and be approved to celebrate the Lord's Supper, if they so desire.
28. Suggested changes in our committee description to the Leadership Team's task force that is working on revising the Presbytery Manual.

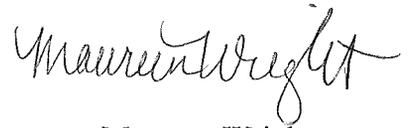
### **NEW BUSINESS**

There was no new business.

The Moderator reminded the Presbytery to review the report of the Administration Committee. (Appendix H, page 171.)

Presbytery was adjourned with a benediction at 3:45 p.m. by the Moderator.

Mavis Grant Lilley  
Recording Clerk



Maureen Wright  
Stated Clerk

Amy Wallace Parker  
Moderator

## APPENDIX A –ATTENDANCE

**GENERAL PRESBYTER:** Ed Thompson (also listed as minister member below).

**OFFICERS OF PRESBYTERY:** Amy Parker (also listed as minister member below), Moderator; Maureen Wright, Stated Clerk; Rockland Poole, Treasurer; Mavis Grant Lilley, Recording Clerk; Stephen Hornbeck, Moderator Elect.

**MEMBERS OF LEADERSHIP TEAM (who are not a Minister or Elder Commissioner):** George Lilley, Susan Perry.

**COMMISSIONED RULING ELDERS:** Jim Irwin, Jim Musgrave, Kari Preslar, John Yeager.

**AUTHORIZED LAY PREACHERS:** Rick Accord, Judy Shaver.

**CORRESPONDING MEMBER:** David Bush (Coastal Carolina Presbytery), Bruce Macbeth (Shenandoah Presbytery).

**MEMBERS OF PRESBYTERY COMMITTEES:** Terry Cunningham, Bob McCutcheon.

**STAFF:** Susan Sharp Campbell (also listed as minister member below), Barbara Chalfant, Nellie Howard, Amy Robinson, Sarah Specht.

**MINISTER OF ANOTHER DENOMINATION SERVING THE PRESBYTERY:** Danny Franke, James Riggs.

**VISITORS (who registered):** Scott Boileau, Margaret Bolt, Paul Brady, Jr., Dan Calvert, Olanda Carr, Jim Casey, Jim DeLonog, Matt Evans, Randy Fife, Dick Hammat, Julia Hancock, Steve Hopta, Mark Parsons Justice, Vicky Mays, Jim McCain, Lynn Proudfoot, Olga Schmidt, Rene Tyo, Tina Vial, Deborah Yeager.

### ATTENDANCE OF MINISTERS

P=Present E=Excused A=Absent AE=Automatically Excused (Honorably Retired)

Name of Minister	11/16/17	2/24/18	5/17/18	8/18/18
Accord, Barbara A.	P	P	P	P
Alford, Ralph Judson, II	AE	AE	AE	AE
Atkins, Ken	AE	AE	AE	AE
Bailey, Christopher	E	P	P	A
Baldwin, Stephen	A	A	A	A
Bell, Sharon	A	A	P	A
Blakeman, Robin	P	P	P	A
Bondurant, Robert K.	AE	P	AE	AE
Bower, David	P	AE	AE	P
Boyce, Bonnie	AE	P	AE	AE
Brekke-Wagoner, Laura	E	E	P	A
Buckalew, Ronald W.	P	AE	AE	AE
Butler, Claire	E	P	P	E
Calebaugh, Kenneth B.	AE	AE	P	AE
Campbell-Malake, Elizabeth	P	E	P	E
Campbell, Susan Sharp	P	P	P	P
Cardot, Guy Richard	*	P	A	P
Carroll, R. Leon, Jr.	AE	AE	AE	AE
Case, Walter A.	AE	AE	AE	AE
Clark, Thomas F.	AE	AE	AE	AE

Name of Minister	11/16/17	2/24/18	5/17/18	8/18/18
Didway, Nancy	P	P	P	E
Deaderick, David S.	AE	AE	AE	AE
Debnam, Robert W.	AE	AE	AE	AE
Dodson, E. Denison	E	A	P	E
Dreyer, Charles B.	AE	AE	AE	AE
Ducheneau, Mike	A	A	A	A
Ellis, Larryetta	P	A	P	P
Gamble, Larry	A	A	A	A
Gearing, Sharon	A	A	P	A
Gentry, Calvin P.	AE	AE	AE	AE
Geurink, Kevin	P	P	E	P
Glaser, Robert H.	AE	AE	AE	AE
Goehner, Paul E.	AE	AE	AE	AE
Graham, Leonard E.	AE	AE	AE	AE
Gurley, Ben E.	AE	AE	AE	AE
Haig, Kristine	AE	AE	AE	AE
Harkless, Cinda	P	E	P	E
Harkness, Cameron	AE	AE	AE	AE
Harrah, Jerry D.	AE	AE	AE	AE
Heidt, Paul Douglas	AE	AE	AE	AE
Hitsman, Julie	P	P	P	A
Holland, John	A	P	P	A
Hollis, Virginia Kay	AE	AE	AE	AE
Howe, Lanny	P	AE	AE	AE
Hudson, William Long	P	P	P	P
Jenkins, Doug	P	E	P	E
Jenkins, Janet	AE	AE	AE	AE
Christian J. Johnson	P	P	P	P
Johnson, Rick	E	E	P	E
Johnston, Thomas M., Jr.	AE	AE	AE	AE
Key, Kyle	P	E	P	E
Khoury Bailey, Noha	*	*	*	P
Kilbert, Chris	P	A	P	P
Kinney, Karen R.	P	P	P	P
Koerner, Charla Waters	E	P	P	P
Koerner, John F.	P	P	E	P
Krum, David P.	AE	AE	AE	AE
Lamb, Richard C.	AE	AE	AE	AE
Lee, David A.	A	P	P	P
Leitch, James O.	P	AE	AE	AE
Lieneman, Casey	P	P	P	P
Lyles, W. Patterson	P	P	P	E
McChesney, Charles S.	AE	AE	AE	AE
McCoy, William	A	A	P	A
McGrew, Gary S.	AE	AE	AE	AE
McGuire, Richard W.	A	A	A	A
McMorran, William G., Jr.	AE	AE	AE	AE
Mihm, Rebecca	P	P	P	P
Minnerly, Douglas A.	E	P	P	P
Mobayed, Richard S.	AE	P	AE	AE
Mohrman, James A.	AE	AE	AE	AE

Name of Minister	11/16/17	2/24/18	5/17/18	8/18/18
Monschke, Alice	AE	AE	AE	AE
Morgan, Norman K.	AE	AE	AE	AE
Morley, James E.	A	A	A	P
Zachary M. Morton	*	*	*	P
Newman, Robert G.	P	P	P	P
Parker, Amy S.W.	P	P	P	P
Parsons, Shelly Barrick	E	E	E	P
Pendleton, P. Douglas, Jr.	A	P	A	A
Perkins, Chris	A	P	A	A
Purcell, Boyd C.	AE	AE	AE	AE
Ray, Robin	P	P	P	P
Rice, Andrew "Andy"	A	A	P	A
Richards, David P.	E	P	P	AE
Riley, John A.	AE	AE	AE	AE
Ringe, Charles	AE	P	AE	AE
Robertson, M. Bruce	AE	AE	AE	AE
Robinson, James E.	AE	P	P	AE
Romine, Paul D.	E	A	AE	AE
Ryan, Patrick "Pat"	A	A	A	A
Seely, Mike	P	P	A	P
Seibel, Frank L. "Skip"	A	P	A	P
Shaffer, David	AE	AE	AE	AE
Shogren, Donna Lee	AE	AE	AE	AE
Snyder, Richard J. Daly	AE	AE	AE	AE
Sonnenday, John	AE	AE	AE	AE
Spencer, Donald L.	AE	AE	AE	AE
Spransy, George B. Jr.	AE	P	AE	AE
Spring, Charles M.	AE	AE	AE	AE
Stevens, Bruce	AE	AE	AE	AE
Stewart, Joan W.	P	P	P	E
Stone, Elizabeth	P	A	P	E
Stone, Greg	A	A	A	A
Straight, Anna Pinckney	P	E	P	P
Sutton, Dana W.	E	A	P	A
Sutton, Jean C.	A	A	A	A
Taylor, J. Dexter	AE	AE	AE	AE
Thompson, Edward J.	P	P	P	P
Tutterow, Christina	A	A	A	A
Vial, Peter	E	P	P	E
Walker, Gary C.	AE	P	AE	AE
Walther, James A., Jr.	E	A	P	P
Washburn, Francis T.	AE	AE	AE	AE
Willoughby Weed, Kathryn A.	A	E	A	E
Wilson, Richard B.	P	E	P	E
Wood, Robert M.	P	E	P	E
Woodard, Sara G. (Sally)	P	P	AE	P
Wright, Todd	E	P	P	P
Youngblood, Lucy	AE	AE	AE	AE

**ATTENDANCE OF CHURCHES**

E=Excused N=No Representation, did not request excuse

Name of Church	11/16/17	2/24/18	5/17/18	8/18/18
Alderson	N	N	N	N
Alexander Memorial, Stony Bottom	Agnes Doyle-Kalland	Agnes Doyle-Kalland	E	N
Anderson Memorial, Welch	N	N	N	N
Bates Memorial, Huntington	Sandra Herrold	Walter Mattson	Sandra Herrold	N
Baxter, Dunmore	N	N	N	N
Beckley	Bill Hartling	N	Dan Calvert	Bill Hartling
Beechwood, Parkersburg	Richard Thomas	N	N	N
Belington	E	Esther Rhoades	N	E
Belle	E	E	Eleanor Stanley	E
Bethlehem, Shinnston,	N	N	N	N
Beulah Humble, Elizabeth	E	N	E	N
Beverly	E	Arden Swecker	E	E
Beverly Hills, Huntington	N	Terri Effingham	N	E
Bradley	E	E	E	E
Bramwell	N	N	N	N
Bream Memorial, Charleston	E	Bruce Arthur	Derek Hudson	N
Bridgeport	N	N	N	Eric Winan
Buffalo	N	N	N	N
Canyon Community, Morgantown	N	E	N	N
Centerville, Greenville	Charlotte Wilson	Charlotte Wilson	Charlotte Wilson	E
Church of our Saviour, Clarksburg	N	N	E	N
Church of the Covenant, Grafton	N	N	E	E
Clear Creek	N	N	N	N
Clifton, Maxwelton	James Miller	James Miller	James Miller	James Miller
Clothier	N	N	N	N
Comfort	N	Terry Layton	N	N
Community, Arthurdale	E	N	E	Mike George
Davis Memorial, Elkins	N	Mark Armentrout	Tina Vial	Dana Marzolf
Davis Memorial, Gassaway	Beverly Keener	Rob Robinson	Russell Stewart	Beverly Keener
Dupont City, Belle	N	N	N	N
Edgewood, Lewisburg	Peggy Ryan	E	Julian Arbuckle	N
Eleanor	Beverly Luikhart	Vanessa Higginbotham	N	Vanessa Higginbotham
Elk Hills, Charleston	Carol Buckalew	E	Debbie Schwirian	N
Enslow Park, Huntington,	N	John Chambers	N	N
Falls View, Charlton Heights	N	N	N	N
Fayetteville	N	N	Nancy Tissue	E
First, Bluefield	N	N	N	E
First, Buckhannon	Steve Hornbeck	Steve Hornbeck	Steve Hornbeck	Steve Hornbeck
First, Charleston	Frankie McCain	Sallie Daugherty	Frankie McCain	Frankie McCain
	N	N	N	N
First, Clarksburg	David Nuzum	Connie Leuliette	Suzi Heger	Suzi Heger
First, Colcord	N	N	N	N
First, Dunbar	Terri McDougal	David White	N	E

Name of Church	11/16/17	2/24/18	5/17/18	8/18/18
First, Fairmont	E	N	N	N
First, Hinton	E	N	N	N
First, Huntington	N	Calvin Kent	N	N
First, Kenova	N	N	N	N
First, Kingwood	N	N	N	N
First, Logan	Roger Perry	Jay Nunley	Sydney Brown	Roger Perry
First, Mannington	N	N	N	N
First, Morgantown	John Bolt	John Bolt	N	John Bolt
First, Nitro	N	N	Ed Hamilton	E
First, Oak Hill	Kathy Moss	E	N	Kathy Moss
First, Parkersburg	David Kaufman	Roy Schleicher	David Kaufman	N
First, Ravenswood	N	N	N	E
First, Ripley	N	N	N	E
First, St. Albans	N	N	Adam Greathouse	E
First, South Charleston	Bill Kimmons	E	Bill Kimmons	E
First, Thomas	E	E	N	N
First, Welch	E	E	Vesta Larkin	E
First, Weston	N	N	N	N
First, White Sulphur Springs	N	N	N	N
First, Whitesville	N	N	N	N
First, Williamson	Susan Conn	N	N	N
First, Williamstown	Jeff Howard	Patricia Brookover	Jeff Howard	Medina Poole
Fleming Memorial, Fairmont	Sally Yost	E	N	Rab Snider
Frankford	Clifford Gillilan	E	Linda Boone	Linda Boone
Gilbert	Debra Burgess	Jessica Houck	Debra Burgess	N
Glenville	N	N	Susan Lilly	Susan Lilly
Grace Covenant, Charleston	N	E	N	N
Green Bank, Liberty	N	N	N	N
Harman	N	N	N	N
Highlawn, Huntington,	Howard Aulick	Betty Thornton	Patty Meadows	Gary Baldwin
Highlawn, St. Albans	N	Ruth Perry	Carolyn Smithers	N
Hughes River, Cairo	N	N	N	N
Kanawha United, Charleston	Mark Felton	Roberta Fowlkes	Kathie Giltinan	N
Keller, Pence Springs	N	N	N	N
Kesler Memorial, Hico	N	N	N	N
Kuhn Memorial, Barboursville	N	N	E	N
Lakeview, Lakebottom	N	N	N	N
Marlinton	N	E	E	E
Marsh Fork, Dry Creek	N	E	N	N
McKinnon, Charleston	N	Susan Marrash-Minnerly	N	N
Mill Creek	N	N	N	N
Milton	E	N	N	N
Mingo	N	N	N	N
Mount Hope	N	N	N	N
Oak Grove, Hillsboro	Nora Workman	N	N	N
Old Stone, Lewisburg	Nancy Smallenberger	N	Larry Jones	Carol Bland

Name of Church	11/16/17	2/24/18	5/17/18	8/18/18
Parsons	N	N	N	N
Philippi	N	Suzann Murphy	N	Suzann Murphy
Pickens	N	N	N	N
Pineville	N	N	N	N
Point Pleasant	N	Elaine Matheny	Carl Matheny	N
Red Sulphur Springs, Ballard	N	N	N	N
Richwood	N	N	N	N
Riverlawn, St. Albans	Jamie Albert	Parry Johnson	Parry Johnson	Joe Lothes
Rock Forge, Morgantown	N	N	N	Colletta Messenger
Rock Lake, South Charleston	Ken Schmidt	James Straight	E	Ken Schmidt
Rome, Proctorville	N	Dortha Williamson	N	N
Ronceverte	Alan Clower	Kay McCoy	Alan Clower	N
Ruffner Memorial, Charleston	N	N	N	N
St. Andrew, Pinch	N	N	E	N
St. Marys	N	N	N	N
Salem, Ronceverte	N	E	N	N
Second, Huntington	Jim St. Clair	Jack Ferrell	N	E
Slatyfork, Big Spring	N	N	N	N
Smithers	E	E	N	E
South Park, Charleston	Jim Sothen	Larry Sites	Jim Sothen	N
Spencer	Mary Quick	Brenda Wilson	Brenda Wilson	Norma Randall- Myers
Spring Creek, Renick	Jeffrey Lewis	E	N	E
Spring Valley, Huntington	N	N	N	N
Sugar Grove, Morgantown	N	N	N	N
Summerlee	N	N	N	N
Summersville	Lauren Jarroll	N	Lauren Jarroll	E
Teays Valley, Scott Depot	Bonnie Prisk	N	Diane Harrah	E
Trinity, Shady Spring	N	E	E	E
Tygarts Valley, Huttonsville	N	N	N	N
Union	Edith McKinley	E	N	N
Upperglade	Jim Gamble	Jim Casey	Judy Woods	Jim Gamble
Valley Bend, Beverly	E	E	E	E
Village Chapel, Charleston	Patti Salisbury	Kathy Kruk	Chuck Stump	Jim Smith
Waverly – Bethel, Waverly	Dick Hammat	Mark Skidmore	Mark Skidmore	Dawn Hammat
Westminster, Charleston	N	N	N	N
Westminster, Vienna	N	N	N	N
Whittico Memorial, Keystone	N	N	N	N
Winfield	David Gladkosky	David Gladkosky	David Gladkosky	John Hannon
Zion, Helvetia	N	N	N	N

## APPENDIX B – DOCKET

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

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

\*10:00 Call to Order Amy Wallace Parker, Moderator

Greetings from First Presbyterian Church Rebecca Mihm  
Fleming Memorial Presbyterian Church

### 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 Quorum
- 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 Creating a Culture of Generosity  
Olanda Carr, Ministry Relations Officer  
Presbyterian Foundation

11: 25 Announcement: Resource Center

\*11:30 Morning Worship

\*12:30 Recess for Lunch

\*1:30 Prayer & Hymn Moderator

Report of the Stated Clerk Stated Clerk  
- Presentation of Procedural Matters

Report of the General Presbyter Ed Thompson

Report of the General Assembly Commissioners

Report of the Administrative Commission on Hurricane Property

Report of the Leadership Team	Susan Perry
Report of the Bluestone Committee	Sarah Specht
Report of the Stewardship Committee	
- Presentation of the 2019 Budget	Karen Kinney
- Financial Reports	Rocky Poole
“Good News from the Pews”	Moderator
This is a time of sharing good news from churches throughout the presbytery by Ruling Elder Commissioners only.	
Report of the Vocations Committee	Jim Musgrave
Report of the Nurture Committee	Kari Preslar
Report of the Nominating Committee	Terry Cunningham
Report of the Mission Committee	Bob McCutcheon
Report of the Ministry Committee	John Koerner

New Business

Completion of Feedback Forms

4:00 Anticipated Time of Adjournment with Charge and Benediction by the Moderator

Printed Reports for Information Only: Administration Committee

NEXT Stated Meeting:  
November 15, 2018 – Ronceverte Presbyterian Church, Ronceverte

## APPENDIX C

### MINUTES OF THE ADMINISTRATIVE COMMISSION TO INSTALL ZACHARY M. MORTON AS PASTOR OF THE FIRST PRESBYTERIAN CHURCH MORGANTOWN, WEST VIRGINIA

The commission, appointed by the Presbytery of West Virginia to install Zachary M. Morton as pastor of the First Presbyterian Church, Morgantown, West Virginia, met at the church on Sunday, August 5, 2018 at 3:30 p.m. The following members of the commission were present:

Ministers: Amy Wallace Parker, Shelly Barrick Parsons, Leonard Graham;  
Elders: Lucas Tatham, Michael Walker, Maureen H. Wright;  
Guests: John Bolt, Dr. Lois Campbell, Dr. Meaghan Cochrane, Chris Mullet, Ella  
Grace Parsons, Jerry Phillips, Rev. Lee Scott, Trey Tatham, Ed  
Thompson.

The commission was called to order by the chair, Amy Wallace Parker, who opened with prayer. The commission was organized and Maureen H. Wright was elected clerk. The order of service for the installation was approved. The minutes of the commission as written by the clerk were approved. The commission then joined the congregation in the sanctuary of the church where a service of worship was conducted.

The sermon "Partners in Mission" on the texts Isaiah 55: 9-13 and Luke 10:38-42 was preached by Shelly Barrick Parsons. The constitutional questions were propounded to the minister by Amy Wallace Parker and to the congregation by John Bolt. All were answered in the affirmative. The prayer of installation was offered by Ed Thompson. The chairperson, Amy Wallace Parker, declared that Zachary M. Morton was duly elected and installed as pastor of the First Presbyterian Church, Morgantown, West Virginia. A charge was then delivered to the pastor by Lee Scott, and to the congregation by Leonard Graham. After the celebration of communion, officiated by Shelly Barrick Parsons and Zachary M. Morton, the service was closed with the benediction being pronounced by the newly installed pastor, Zachary M. Morton.

The commission adjourned with the benediction.

Maureen H. Wright  
Clerk of the Commission

## APPENDIX D – PROCEDURAL MATTERS

### Principles of Parliamentary Law

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

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

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

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

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

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

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

**APPENDIX E**  
**MINUTES OF THE BILLS AND OVERTURES COMMITTEE**

Present: Susan Shelton Perry, Chair of Leadership Team; Amy Wallace Parker, Moderator; Steve Hornbeck, Moderator Elect; members: Karen Kinney, David Lee, George Lilley, Jim Musgrave, Robin Ray, and Todd Wright. General Presbyter, Ed Thompson, and Stated Clerk, Maureen Wright, were also present.

Ms. Wright presented a request from the ruling elder commissioner of Community Presbyterian Church, Mike George, and session member Vicky Mays, to speak to the Presbytery regarding the concerns of the Community Presbyterian Church session. Retired United Methodist Church pastor, Steve Lightener, serves the church. The session has expressed concerns regarding what celebrations and sacraments at which Rev. Lightener is permitted to officiate including baptisms, reception of new members and weddings. Ms. Wright and Dr. Thompson reported that the concern known by the Ministry Committee. Dr. Thompson was part of a delegation that met with the session. The session has been invited to meet with members of the Ministry Committee at its next meeting.

A motion was made to deny the request to speak as there was no motion and no new business, the issue is on the August agenda of the Ministry Committee. The motion was seconded. The motion was passed unanimously. Susan Shelton Perry and Amy Wallace Parker volunteered to speak to Mr. George and Ms. Mays in order to affirm the concerns of the Community Presbyterian Church session and to explain that it is not appropriate to speak at this time. It will be made clear that the time to speak will be when the Ministry Committee presents a recommendation regarding Rev. Lightner's responsibilities.

The meeting of the Bill's and Overture Committee was dismissed with prayer by Susan Shelton Perry.

Maureen H. Wright  
Stated Clerk

**Presbytery of West Virginia  
2019 Budget**

**APPENDIX F  
2019 BUDGET**

	2018 Budget		2019 Budget		Restricted Funds
	Budget	R/F Amount	Budget	R/F Amount	
<b>ADMINISTRATION COMMITTEE</b>					
OFFICE EXPENSES	68,550	59,000	60,000	48,000	Mission Development Fund
		12,000		12,000	Funds of PWV
SALARY & PERSONNEL EXPENSE					
Staff comp. detail: see Table A					
All Salaries (including housing & utilities)	355,600		362,650		
Pension Expense	41,900		44,600		
Medical Insurance Expense	145,800		148,200		
Payroll Taxes	19,600		20,100		
Workers' Compensation	1,450		1,500		
Continuing Education & Professional Expense	12,600		12,600		
Travel & Program Expense	25,000		25,000		
<b>TOTAL SALARY &amp; PERSONNEL EXPENSE</b>	<b>601,950</b>	<b>78,800</b>	<b>614,650</b>	<b>107,800</b>	<b>\$56.3K Small Church, \$44K MDF</b>
COMMITTEE EXPENSES					<b>\$7.5K Funds of PWV</b>
Consultant Fees	500		500		
Staff Development	1,000		1,000		
Committee Meetings	1,000		500		
	<b>\$ 673,000</b>		<b>\$ 676,650</b>		
<b>BLUESTONE COMMITTEE</b>					
CIT Support	4,500	4,500	4,500	4,500	Rachel McClintic Fund
Committee Meetings	1,500		1,500		
	<b>\$ 6,000</b>		<b>\$ 6,000</b>		
<b>LEADERSHIP TEAM</b>					
GOVERNING BODY EXPENSE					
Presbytery Meetings	2,000		2,000		
Moderator Expenses	1,000		1,000		
General Assembly	4,000	4,000	0	0	Mission Development Fund
Leadership Development Program	4,000	4,000	4,000	4,000	Small Church Fund
Legal Consultation	8,000		8,000	8,000	Funds of PWV
Leadership Team	3,500		3,500		
	<b>\$ 22,500</b>		<b>\$ 18,500</b>		
<b>MINISTRY COMMITTEE</b>					
1,001 New Worshipping Comm.	2,500	2,500	2,500	2,500	Small Church Fund
Small Church Conf.	2,000	2,000	2,000	2,000	Small Church Fund
	<b>4,500</b>		<b>4,500</b>		
CRE Training (Con. Ed.)	500	500	500	500	Small Church Fund
Ministry Training	500	500	500	500	PEPS
Kanawha Pastoral Counseling Center	1,500		1,500		
Professional Development	3,500	3,500	3,500	3,500	Small Church Fund
Church Professional Orientation	1,000		1,000		
COM Resources	500		500		
Congregational Care Travel	500		500		
Memorials	500	500	500	500	Funds of PWV-COM Discretionary
Miscellaneous	500		500		
Emergency Church Assistance	2,000	2,000	2,000	2,000	Small Church Fund
Committee Meetings	6,000		6,000		
	<b>\$ 21,500</b>		<b>\$ 21,500</b>		

**Presbytery of West Virginia  
2019 Budget**

	2018 Budget		2019 Budget		Restricted Funds
	Budget	R/F Amount	Budget	R/F Amount	
<b>MISSIONS COMMITTEE</b>					
INSTITUTIONAL PARTNERSHIPS					
Davis & Elkins	1,250		1,250		
Davis-Stuart	1,250		1,250		
Westminster Foundation	1,250		1,250		
Covenant House	3,000		3,000		
CEPAD	2,000		2,000		
MISSIONS PARTNERSHIPS					
Kenya Partnership	2,000	1,500	2,000	1,500	Kenya Partnership Fund
The Shack NH Support	15,000	15,000	15,000	15,000	Mission Development Fund
Tyrand Coop. Ministry Support	2,500	2,500	2,500	2,500	Midland Memorial Fund
WV Min. of Advocacy & Workcamps	15,000	15,000	15,000	15,000	Mission Development Fund
MISSIONS GRANTS					
	12,000		14,000		
Older Adult Ministry	0		1,000		
Peacemaker Support	0		2,000		2,000 Mission Development Fund
Committee Meetings	1,000		1,000		
	\$ 56,250		\$ 61,250		
<b>NOMINATING COMMITTEE</b>					
Nominating Committee	\$ 300		\$ 300		
<b>NURTURE COMMITTEE</b>					
Resource Center Acquisitions	1,800		1,800		
Resource Ctr. - Supplies/Equip.	400		400		
Resource Ctr. - Subscriptions	0		120		
Resource Ctr. - Catalog Program	800		800		
Video license	250		250		
Festival of Faith	700		1,000		
Church Educators Support	400		400		
Educator/Clergy/CLP Retreat	1,000		1,200		
Younger Youth Retreat	1,000	1,000	1,200	1,200	Rachel McClintic Fund
Older Youth Retreat	1,600	1,600	2,000	2,000	Rachel McClintic Fund
HS Youth Conference/Mission Trip	6,000	6,000	9,000	9,000	Rachel McClintic Fund
Youth Council	400	400	400	400	Rachel McClintic Fund
Adult Spiritual Development	1,500		2,000	2,000	Mission Development Fund
Scholarships	2,000	2,000	2,000	2,000	PEPS
Presbytery Worship	300		300		
Miscellaneous	200		200		
APCE Membership	200		200		
Committee Meetings	600		600		
	\$ 19,150		\$ 23,870		
<b>PJC</b>					
Permanent Judicial Commission	\$ 300		\$ 300		
<b>PRESBYTERIAN WOMEN</b>					
Presbyterian Women Support	\$ 6,000		\$ 6,000		
<b>RELATIONS COMMITTEE</b>					
Cluster Shepherds	2,000		2,000	2,000	Small Church Fund
Relations Committee Expenses	1,000		1,000		
	\$ 3,000		\$ 3,000		

**Presbytery of West Virginia  
2019 Budget**

	2018 Budget		2019 Budget		Restricted Funds
	Budget	R/F Amount	Budget	R/F Amount	
<b>REPRESENTATION COMMITTEE</b>					
Committee on Representation	\$ 100		\$ 100		
<b>STEWARDSHIP COMMITTEE</b>					
Outside CPA Costs	11,000		11,000		
Committee Meetings	1,000		1,000		
	\$ 12,000		\$ 12,000		
<b>TRUSTEES</b>					
Trustees	2,000		\$ 2,000		
<b>VOCATIONS COMMITTEE</b>					
PREPARATION FOR MINISTRY					
Care of Candidates	500		500		
Career Counseling	500		1,000		
Scholarships	5,000	5,000	5,000		5,000 Bush Fund
Conferences	900		900		
ALP/CRE Preparation Program	3,000	3,000	8,000		8,000 Small Church Fund
Committee Meetings	1,000		1,000		
	\$ 10,900		\$ 16,400		
<b>TOTAL</b>					
	\$ 833,000		\$ 847,870		
<b>REVENUE IN SUPPORT of BUDGET</b>					
	2018 Budget		2019 Budget		
Shared Mission (net of GA & Synod support)	360,000		360,000		PWV/GA/Synod = 80/15/5
Per Capita (net of GA & Synod portions)	172,679		146,818		Per capita rate \$29.50
Previous Year Shared Mission & Per Capita	12,221		12,652		
Outside Funding (Presb. Housing & PHP)	46,300		46,000		
Interest & Gifts	15,000		15,000		
Prior year surplus			4,000		
Restricted Fund Support (see below)	226,800		263,400		
	\$ 833,000		\$ 847,870		
Midland Memorial	2,500		2,500		
Rachel McClintic Fund	13,500		17,100		
MDF	118,000		126,000		
Small Church Fund	63,800		80,800		
Funds of PWV	20,000		28,000		
Bush Fund	5,000		5,000		
PEPS	2,500		2,500		
Kenya Partnership	1,500		1,500		
	\$ 226,800		\$ 263,400		

**TABLE A**

<b>2019 STAFF COMPENSATION</b>	<b>SALARY</b>	<b>MEDICAL<sup>1</sup></b>	<b>PENSION</b>	<b>FICA<sup>2</sup></b>	<b>CONT. ED.</b>	<b>TOTAL</b>
FT GENERAL PRESBYTER <sup>3</sup>	\$ 72,293	\$ 18,073	\$ 8,675	\$ 5,827	\$ 3,000	\$ 107,868
FT STATED CLERK/ASSC.-CONG. SUPPORT	\$ 49,056	\$ 11,625	\$ 5,887	\$ 3,753	\$ 1,000	\$ 71,321
FT FINANCIAL ADMIN./TREASURER	\$ 49,056	\$ 18,035	\$ 5,887	\$ 3,753	\$ 1,500	\$ 78,231
HT ASSC. for EDUCATION <sup>3</sup>	\$ 21,237	\$ 7,333	\$ 2,645	\$ 1,759	\$ 2,100	\$ 35,074
HT RESOURCE CENTER DIRECTOR	\$ 24,924	\$ 22,214	\$ 2,991	\$ 1,907	\$ 1,000	\$ 53,036
FT ASSC. for MISSION	\$ 44,409	\$ 11,625	\$ 5,329	\$ 3,397	\$ 1,000	\$ 65,760
FT OFFICE ADMIN./COMMUNICATIONS DIR.	\$ 35,289	\$ 11,625	\$ 4,235	\$ 2,700	\$ 1,000	\$ 54,849
FT BLUESTONE FACILITIES DIRECTOR	\$ 38,464	\$ 28,973	\$ 4,616	\$ 2,942	\$ 1,000	\$ 75,995
HT BLUESTONE PROGRAM DIRECTOR	\$ 20,400	\$ 18,035	\$ 2,448	\$ 1,561	\$ 1,000	\$ 43,444
	<b>\$ 355,128</b>	<b>\$ 147,539</b>	<b>\$ 42,712</b>	<b>\$ 27,599</b>	<b>\$ 12,600</b>	<b>\$ 585,578</b>

1 - could vary based on employee choices for medical coverage

2 - could vary based on employee choices for medical savings participation

3 - FICA calculation is SECA paid to pastoral staff

**APPENDIX G**

**PRESBYTERY of WEST VIRGINIA FINANCIAL REPORTS**  
**Budget vs. Actual**  
YTD June 2018

COMPOSITE BY COMMITTEE

Committee	YTD 06/30/18	Budget	%	Restricted Fund Support
ADMINISTRATION	316,959.94	673,000.00	47.1%	149,800.00
BLUESTONE	0.00	6,000.00	0.0%	4,500.00
LEADERSHIP	2,402.36	22,500.00	34.7%	8,000.00
MINISTRY	4,900.28	21,500.00	22.8%	11,500.00
MISSIONS	25,343.00	56,250.00	45.1%	34,000.00
NOMINATING	0.00	300.00	0.0%	
NURTURE	498.70	19,150.00	2.6%	11,000.00
PJC	56.84	300.00	18.9%	
PRESBYTERIAN WOMEN	3,000.00	6,000.00	50.0%	
RELATIONS	154.84	3,000.00	5.2%	
REPRESENTATION	0.00	100.00	0.0%	
STEWARDSHIP	7,545.82	12,000.00	62.9%	
TRUSTEES	0.00	2,000.00	0.0%	
VOCATIONS	2,428.62	10,900.00	22.3%	8,000.00
<b>TOTAL</b>	<b>\$ 363,290.40</b>	<b>\$ 833,000.00</b>	<b>43.6%</b>	<b>\$ 226,800.00</b>
SHARED MISSION (net)	129,425.79	360,000	36.0%	
PER CAPITA (net)	66,546.71	172,679	38.5%	
PREV. YR BENEV./PER CAPITA	4,873.02	12,221	39.9%	
OUTSIDE FUNDING	26,000.00	46,300	56.2%	
INTEREST & GIFTS	3,949.74	15,000	26.3%	
RESTRICTED FUND SUPPORT	127,650.14	226,800	56.3%	
<b>TOTAL</b>	<b>\$ 358,445.40</b>	<b>\$ 833,000.00</b>	<b>43.0%</b>	

**PRESBYTERY of WEST VIRGINIA**  
**Budget vs. Actual**  
 YTD June 2018

	YTD 06/30/18	Budget	%	
				<b>Restricted Fund Support</b>
<b><u>ADMINISTRATION</u></b>				
<b>OFFICE EXPENSES</b>				
Postage	470.86			59,000 Mission Dev. Fund
Supplies	2,686.90			12,000 Funds of PWV
Publications & Subscriptions	108.95			
Presbytery Directory	177.00			
Telephone	1,901.62			
Utilities	3,785.50			
Cleaning/Bldg Maintenance	1,798.45			
Equipment	0.00			
Equipment Maintenance	2,400.00			
Staff Expenses	2,107.60			
Insurance - Property	9,760.00			
Bad Debt Expense	0.00			
Web Site Maintenance	1,284.73			
Internet Service	919.77			
Bank service fees	528.20			
Miscellaneous	0.00			
<b>TOTAL OFFICE EXPENSE</b>	<b>27,929.58</b>	<b>68,550</b>	<b>40.7%</b>	
<b>SALARY &amp; PERSONNEL EXPENSE</b>				
All Salaries (including housing & utilities)	177,413.67	355,600	49.9%	78,800 \$46.3K Small Church, \$25K MDF
Pension Expense	20,900.05	41,900	49.9%	\$7.5K Funds of PWV
Medical Insurance Expense	66,033.36	145,800	45.3%	
Payroll Taxes	9,378.22	19,600	47.8%	
Workers' Compensation	411.50	1,450	28.4%	
Continuing Education & Professional Expense	5,617.28	12,600	44.6%	
Travel Expense	9,045.36	25,000	36.2%	
<b>TOTAL SALARY &amp; PERSONNEL EXPENSE</b>	<b>288,799.44</b>	<b>601,950</b>	<b>48.0%</b>	
<b>COMMITTEE EXPENSE</b>				
Consultant Fees	0.00	500	0.0%	
Staff Development	0.00	1,000	0.0%	
Committee Meetings	230.92	1,000	23.1%	
<b>TOTAL COMMITTEE EXPENSE</b>	<b>230.92</b>	<b>2,500</b>	<b>9.2%</b>	
	<b>\$ 316,959.94</b>	<b>\$ 673,000</b>	<b>47.1%</b>	
<b><u>BLUESTONE</u></b>				
CIT Support	0.00	4,500	0.0%	4,500 Rachel McClintic Fund
Committee Meetings	0.00	1,500	0.0%	
	<b>\$ -</b>	<b>\$ 6,000</b>	<b>0.0%</b>	
<b><u>LEADERSHIP TEAM</u></b>				
<b>GOVERNING BODY EXPENSE</b>				
Presbytery Meetings	462.98	2,000	23.1%	
Moderator Expenses	44.01	1,000	4.4%	
General Assembly	728.26	4,000	18.2%	4,000 Mission Dev. Fund
Denomination Resources	(496.00)			
Leadership Development Program	449.36	4,000	11.2%	4,000 Small Church Fund
Legal Consultation	0.00	8,000	0.0%	
Leadership Team	1,213.75	3,500	34.7%	
	<b>\$ 2,402.36</b>	<b>\$ 22,500</b>	<b>10.7%</b>	

**PRESBYTERY of WEST VIRGINIA**  
**Budget vs. Actual**  
 YTD June 2018

	YTD 06/30/18	Budget	%	Restricted Fund Support
<b>MINISTRY</b>				
CONGREGATIONAL DEVELOPMENT				
1,001 New Worshipping Comm.	0.00	2,500	0.0%	2,500 Small Church Fund
Small Church Conf.	0.00	2,000	0.0%	2,000 Small Church Fund
COMMITTEE ON MINISTRY				
CRE Training (Cont. Ed.)	0.00	500	0.0%	500 Small Church Fund
Ministry Training	0.00	500	0.0%	500 PEPS
Kanawha Pastoral Care Center	0.00	1,500	0.0%	
Professional Development	695.00	3,500	19.9%	3,500 Small Church Fund
Church Professional Orientation	22.88	1,000	2.3%	
COM Resources	113.64	500	22.7%	
Congregational Care Travel	257.98	500	51.6%	
Memorials	150.00	500	30.0%	500 Funds of PWV - COM Disc.
Miscellaneous	12.75	500	2.6%	
Emergency Church Assistance	0.00	2,000	0.0%	2,000 Small Church Fund
Committee Meetings	3,648.03	6,000	60.8%	
	<b>\$ 4,900.28</b>	<b>\$ 21,500</b>	<b>22.8%</b>	
<b>MISSIONS</b>				
SOCIAL & ECUMENICAL MINISTRIES				
INSTITUTIONAL PARTNERSHIPS				
Davis & Elkins College	625.00	1,250	50.0%	
Davis-Stuart	625.00	1,250	50.0%	
Covenant House, Inc	1,500.00	3,000	50.0%	
Westminster Foundation	625.00	1,250	50.0%	
CEPAD	0.00	2,000	0.0%	
MISSIONS PARTNERSHIPS				
Kenya Partnership	0.00	2,000	0.0%	1,500 Kenya Partnership
The Shack NH Support	7,500.00	15,000	50.0%	15,000 Mission Dev. Fund
Tyrand Coop. Ministry Support	1,250.00	2,500	50.0%	2,500 Midland Memorial
WVMAW	7,500.00	15,000	50.0%	15,000 Mission Dev. Fund
MISSIONS GRANTS				
Davis Mem. Elkins Afterschool	750.00	1,500	50.0%	
NCR Resident Assistance	468.00	3,000	15.6%	
Beechwood PC-Sanctuary House	1,500.00	3,000	50.0%	
Rock Lake PC-Community Life Ctr	1,000.00	2,000	50.0%	
Tyrand Coop. Ministry	2,000.00	2,000	100.0%	
Committee Meetings	0.00	1,000	0.0%	
	<b>\$ 25,343.00</b>	<b>\$ 56,250</b>	<b>45.1%</b>	
<b>NOMINATING</b>				
Nominating Committee	0.00	300	0.0%	
<b>NURTURE</b>				
CHRISTIAN NURTURE & WORSHIP				
Resource Ctr Acquisitions	827.48	1,800	46.0%	
Resource Ctr. - Supplies/Equip.	118.58	400	29.6%	
Resource Ctr. - Subscriptions	105.93			
Resource Ctr. - Catalog Program	0.00	800	0.0%	
Video License	0.00	250	0.0%	
Festival of Faith	(262.44)	700	-37.5%	
Church Educators Support	140.69	400	35.2%	
Educator/Clergy/CRE Retreat	1,082.77	1,000	108.3%	
Younger Youth Retreat	(118.28)	1,000	-11.8%	1,000 Rachel McClintic Fund
Older Elementary Event	0.00	0	0.0%	
Older Youth Retreat	0.00	1,600	0.0%	1,600 Rachel McClintic Fund
HS Youth Conf. Mission Trip	(1,741.27)	6,000	-29.0%	6,000 Rachel McClintic Fund
Youth Council	294.17	400	73.5%	400 Rachel McClintic Fund

**PRESBYTERY of WEST VIRGINIA**  
**Budget vs. Actual**  
 YTD June 2018

	YTD 06/30/18	Budget	%
Adult Spiritual Development	(25.00)	1,500	-1.7%
Scholarships	0.00	2,000	0.0%
Presbytery Worship	0.00	300	0.0%
Miscellaneous	0.00	200	0.0%
APCE Membership	0.00	200	0.0%
Committee Meetings	76.07	600	12.7%
	<b>\$ 498.70</b>	<b>\$ 19,150</b>	<b>2.6%</b>

**Restricted Fund Support**

2,000 PEPS

**PJC**

Permanent Judicial Commission	56.84	300	18.9%
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**PREBYTERIAN WOMEN**

Presbyterian Women Support	3,000.00	6,000	50.0%
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**RELATIONS**

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

**REPRESENTATION**

Committee on Representation	0.00	100	0.0%
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**STEWARDSHIP**

**FINANCE & DEVELOPMENT**

Transition Expenses	0.00	0	0.0%
Outside CPA Costs	7,500.00	11,000	68.2%
Committee Meetings	45.82	1,000	4.6%
	<b>\$ 7,545.82</b>	<b>\$ 12,000</b>	<b>62.9%</b>

**TRUSTEES**

Trustees	0.00	2,000	0.0%
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**VOCATIONS**

**PREPARATION FOR MINISTRY**

Care of Candidates	106.82	500	21.4%
Career Counseling	0.00	500	0.0%
Scholarships	2,115.00	5,000	42.3%
Conferences	0.00	900	0.0%
ALP/CLP Preparation Program	(300.00)	3,000	-10.0%
Committee Meetings	506.80	1,000	50.7%
	<b>\$ 2,428.62</b>	<b>\$ 10,900</b>	<b>22.3%</b>

5,000 Bush Fund

3,000 Small Church Fund

<b>TOTAL</b>	<b>\$ 363,290.40</b>	<b>\$ 833,000</b>	<b>43.6%</b>
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<b>REVENUE IN SUPPORT of BUDGET</b>	YTD 06/30/18	Budget
Shared Mission (net of GA & Synod support)	129,426	360,000
Per Capita (net of GA & Synod support)	66,547	172,679
Previous Year Shared Mission & Per Capita	4,873	12,221
Outside Funding (Presby. Housing & PHP)	26,000	46,300
Interest & Gifts	3,950	15,000
Restricted Fund Support	127,650	226,800
<b>TOTAL</b>	<b>\$ 358,445</b>	<b>\$ 833,000</b>

**Presbytery of West Virginia**  
**Statement of Financial Position**  
As of June 30, 2018

	<u>06/30/18</u>	<u>06/30/17</u>
<b>ASSETS</b>		
Current Assets		
<b>CHECKING/SAVINGS</b>		
Petty Cash	250.00	250.00
Payroll - WesBanco Bank	87.72	100.43
Cash - United Bank Checking	178,535.49	123,138.46
WV Federal Credit Union	228,511.20	227,750.35
First Community Bank - Fr. Crk.	1,137.42	4,283.39
Total Cash/Checking	408,521.83	355,522.63
 Wells Fargo - MDF		
Equities -- Index Fund	972,292.96	1,061,769.19
Fixed Income	639,027.22	527,575.48
Total Wells Fargo - MDF	1,611,320.18	1,589,344.67
 Wells Fargo Money Market		
Wells Fargo MM - PWV	61,224.59	32,376.76
Kay Long Memorial Fund	8,590.55	8,515.22
Molly Gant Scholarship Fund	10,696.26	11,017.71
Kenya Partnership	5,414.31	5,167.68
Presbyterian Hunger Program	25,008.15	26,876.91
Pack Endowment Fund	211,716.68	209,207.96
Total Wells Fargo Money Market	322,650.54	293,162.24
 <b>INVESTMENTS</b>		
New Covenant Funds of PWV	274,694.88	264,437.21
New Covenant New Ch. Devel	144,986.98	133,694.36
New Covenant PEPS	3,525.70	3,251.18
New Covenant Slaughter	1,632.86	1,561.49
New Covenant Riner	58,799.43	52,829.84
New Covenant Scholarship	11,345.14	10,849.34
New Covenant Seminary Student	31,492.85	29,040.00
New Covenant Dickinson	47,610.57	43,902.36
New Covenant Bush Fund	192,338.45	181,794.08
New Covenant Midland Mem.	80,366.60	76,582.64
New Covenant Small Church	1,105,008.81	1,069,204.29
T Rowe Price - Rachel McClintic	1,037,065.44	962,232.02
Total INVESTMENTS	2,988,867.71	2,829,378.81
 <b>TOTAL CHECKING/SAVINGS</b>		
	5,331,360.26	5,067,408.35
 Accounts Receivable		
Accounts Receivable	0.00	0.00

**Presbytery of West Virginia**  
**Statement of Financial Position**  
As of June 30, 2018

	06/30/18	06/30/17
Total Accounts Receivable	0.00	0.00
<b>Other Current Assets</b>		
Notes Receivable MDF	49,680.04	44,532.73
Notes Receivable Riner	25,800.00	26,000.00
Notes Receivable R. McClintic	114,610.01	131,202.01
Workers Comp Deposit	247.09	247.09
Total Other Current Assets	190,337.14	201,981.83
Total Current Assets	5,521,697.40	5,269,390.18
<b>Fixed Assets</b>		
Land	58,000.00	58,000.00
Building & Grounds	299,782.00	299,782.00
Furniture & Fixtures	18,024.20	18,024.20
Capital Equipment	27,635.11	27,635.11
Software	10,022.51	10,022.51
Accumulated Depreciation	-274,104.73	-262,104.73
Total Fixed Assets	139,359.09	151,359.09
TOTAL ASSETS	5,661,056.49	5,420,749.27
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
Benevolence Receipts Payable	648.13	648.13
Payroll Liabilities	8,238.39	3,243.64
Total Other Current Liabilities	8,886.52	3,891.77
Deferred Revenue	0.00	0.00
Total Liabilities	8,886.52	3,891.77
<b>Equity</b>		
Fund Balance Funds of PWV	881,382.78	881,382.78
Fund Balance - MDF	1,544,449.65	1,544,449.65
Fund Balance New Ch. Devel	125,967.90	125,967.90
Fund Balance Hunger Prog	24,525.94	24,525.94
Fund Balance PEPS	3,063.25	3,063.25
Fund Balance Slaughter	1,497.64	1,497.64

**Presbytery of West Virginia**  
**Statement of Financial Position**  
As of June 30, 2018

	<u>06/30/18</u>	<u>06/30/17</u>
Fund Balance Riner	78,823.70	78,823.70
Fund Balance Scholarship	10,405.61	10,405.61
Fund Balance Seminary Student	27,361.67	27,361.67
Fund Balance Dickinson	41,365.13	41,365.13
Fund Balance Bush Fund	166,807.82	166,807.82
Fund Balance Midland Mem.	69,656.79	69,656.79
Fund Balance Small Church	908,346.54	908,346.54
Fund Balance Kenya Partnership	4,957.80	4,957.80
Fund Balance Rachel McClintic	1,008,193.66	1,008,193.66
Fund Balance Kay Long Memorial	8,502.59	8,502.59
Fund Balance Molly Gant Fund	11,001.37	11,001.37
Fund Balance Pack Endowment	208,404.00	208,404.00
Net Income	527,456.13	292,143.66
Total Equity	<u>5,652,169.97</u>	<u>5,416,857.50</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,661,056.49</u></u>	<u><u>5,420,749.27</u></u>

2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
Church	2018 PLEDGE	2018 Giving at 6/30/18	12/31/16 Mbrship.	2018	Per Capita
				Per Capita (\$29.50/mbr)	Rec'd at 6/30/18
Alderson	100	100	9	265.50	266
Alexander Memorial		260	8	236.00	236
Anderson Memorial			22	649.00	305
Arthurdale - Community	1,062	531	36	1,062.00	531
Bates Memorial	1,000	1,000	99	2,920.50	1,461
Baxter		500	12	354.00	290
Beckley		7,083	231	6,814.50	3,407
Beechwood	0		84	2,478.00	1,240
Belington	600	250	28	826.00	346
Belle	1,215	608	6	177.00	89
Bethlehem	110	110	18	531.00	
Beulah Humble			13	383.50	
Beverly			24	708.00	708
Beverly Hills		500	51	1,504.50	1,508
Big Spring	295	295	10	295.00	295
Bluefield-First		4,375	111	3,274.50	1,640
Bradley	0		21	619.50	620
Bramwell			14	413.00	
Bream Memorial	2,500	1,250	181	5,339.50	2,670
Bridgeport (all PWV)	2,500	1,250	109	3,215.50	1,635
Buckhannon-First	708	360	24	708.00	360
Buffalo			4	118.00	
Canyon Community			10	295.00	
Centerville	4,000	4,000	35	1,032.50	1,033
Ch. of the Covenant-Grafton		1,267	22	649.00	233
Charleston-First (all PWV)	40,000	16,667	975	28,762.50	11,985
Church of Our Saviour	1,700	1,700	15	442.50	442
Clarksburg-First	4,000	1,000	213	6,283.50	1,623
Clear Creek			18	531.00	
Clifton	1,200	600	75	2,212.50	1,106
Clothier			9	265.50	
Colcord-First	0		38	1,121.00	467
Comfort			15	442.50	
Davis Memorial-Elkins	16,112	8,056	203	5,988.50	3,000
Davis Memorial-Gassaway	591	173	30	885.00	369
Dunbar-First	900	375	74	2,183.00	910
DuPont City			10	295.00	
Edgewood	5,515	2,253	107	3,156.50	1,587
Eleanor			21	619.50	
Elk Hills	6,600	2,750	66	1,947.00	811
Enslow Park			165	4,867.50	1,500
Fairmont-First	4,700	1,958	153	4,513.50	1,688
Falls View	1,765	883	9	265.50	133
Fayetteville	6,500	2,710	93	2,743.50	1,145
Fleming Memorial	2,800	700	37	1,091.50	273
Frankford	2,205	1,103	23	678.50	439
Gilbert			50	1,475.00	1,475
Glenville	3,800	3,800	17	501.50	
Grace Covenant	2,980	1,454	15	442.50	546

**2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT**

Church	2018 PLEDGE	2018 Giving at 6/30/18	12/31/16 Mbrship.	2018	Per Capita
				Per Capita (\$29.50/mbr)	Per Capita Rec'd at 6/30/18
Harman			29	855.50	856
Highlawn Huntington		8,094	172	5,074.00	2,018
Highlawn St. Albans	4,900	2,518	77	2,271.50	1,108
Hinton-First	2,100	525	27	796.50	199
Hughes River - Cairo		2,000	17	501.50	502
Huntington-First			439	12,950.50	4,350
Huntington Second			23	678.50	679
Kanawha United	12,000		155	4,572.50	
Keller			7	206.50	207
Kenova-First			32	944.00	250
Kesler Memorial			38	1,121.00	
Kingwood-First	5,200	2,600	53	1,563.50	575
Kuhn Memorial	2,714	1,275	98	2,891.00	1,446
Lakeview			5	147.50	
Liberty			17	501.50	
Logan-First	7,665	3,833	82	2,419.00	2,419
Mannington-First			20	590.00	
Marlinton			86	2,537.00	1,247
Marsh Fork	500	500	12	354.00	354
McElhenney			12	354.00	
McKinnon	1,172	602	23	678.50	346
Mill Creek		2,200	19	560.50	561
Milton			22	649.00	
Mingo			13	383.50	384
Morgantown-First		7,110	209	6,165.50	3,085
Mount Hope			13	383.50	384
Nitro-First	1,000		82	2,419.00	
Oak Grove			67	1,976.50	
Oak Hill-First			27	796.50	
Old Stone	25,200	12,600	283	8,348.50	4,130
Parkersburg-First			156	4,602.00	2,301
Parsons	400	100	27	796.50	192
Philippi		620	9	265.50	266
Pickens	177		6	177.00	
Pineville			35	1,032.50	516
Pres. Ch of the Covenant			97	2,861.50	
Pt. Pleasant	7,720	3,768	83	2,448.50	1,224
Ravenswood-First	3,030	3,030	29	855.50	856
Red Sulphur Springs	150	150	6	177.00	177
Richwood		463	31	914.50	133
Ripley-First		417	51	1,504.50	627
Riverlawn	500		105	3,097.50	516
Rock Forge		100	19	560.50	551
Rock Lake	12,405	4,880	137	4,041.50	1,684
Rome	120	60	6	177.00	89
Ronceverte	2,800	1,400	75	2,212.50	1,106
Ruffner Memorial			25	737.50	
Salem	3,310	1,655	13	383.50	192

**2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT**

Church	2018	2018	12/31/16 Mbrship.	2018	Per Capita Rec'd at 6/30/18
	PLEDGE	Giving at 6/30/18		Per Capita (\$29.50/mbr)	
Smithers	1,000	500	17	501.50	502
South Charleston-First			146	4,307.00	2,154
South Park	1,985	993	32	944.00	472
Spencer	880	440	9	265.50	133
Spring Creek	820	820	24	708.00	708
Spring Valley			54	1,593.00	
St. Albans-First			213	6,283.50	
St. Andrew			146	4,307.00	390
St. Marys	100	100	12	354.00	354
Sugar Grove	1,765	1,765	29	855.50	856
Summerlee		25	11	324.50	87
Summersville	1,920	800	51	1,504.50	627
Teays Valley		3,150	228	6,726.00	2,233
Thomas-First		250	30	885.00	251
Trinity	400	400	18	531.00	305
Tygarts Valley		1,800	27	796.50	
Union	2,200	550	35	1,032.50	258
Upper Glade	2,520	630	57	1,681.50	421
Valley Bend	1,875	1,875	26	767.00	767
Village Chapel	17,850	5,950	223	6,578.50	2,193
Waverly-Bethel	1,215	608	15	442.50	385
Welch-First	2,205	2,205	21	619.50	638
Westminster-Chas.	7,940		24	708.00	
Westminster-Vienna	4,410	2,202	83	2,448.50	1,291
Weston-First	1,050	1,050	11	324.50	290
White Sulphur Springs-First	1,200	600	33	973.50	500
Whitesville-First	0		10	295.00	295
Whittico Memorial			7	206.50	
Williamson-First	1,859		63	1,858.50	1,859
Williamstown-First	4,960	2,480	88	2,596.00	1,298
Winfield	590		20	590.00	
Zion			33	973.50	
<b>TOTALS</b>	<b>267,265</b>	<b>159,609</b>	<b>8,478</b>	<b>250,101</b>	<b>103,156</b>

**BLUESTONE CONFERENCE CENTER, INC**

FINANCIAL REPORT as of JUNE 30, 2018

**INCOME STATEMENT**

INCOME	06/30/18	Budget	%
Grant Subsidy - McClintic Fund	\$ -	\$ 4,500	0.0%
Retreats - Bluestone Events	4,555.00	9,500	47.9%
Retreats - Presbyterian	5,238.00	12,000	43.7%
Retreats - Presbyterian Affiliate	2,440.00	3,000	81.3%
Retreats - Non - Presbyterian	2,000.00	47,500	4.2%
Summer Camp Registrations	46,102.54	74,500	61.9%
Donations	8,470.00	15,000	56.5%
Friends of Bluestone	19,315.00	40,000	48.3%
Interest	0.44	-	-
Miscellaneous	35.30	-	-
<b>TOTAL INCOME</b>	<b>\$ 88,156.28</b>	<b>\$ 206,000</b>	<b>42.8%</b>
<b>EXPENSES</b>			
Salaries & Personnel	\$ 26,118.24	\$ 61,700	42.3%
Office & Administration	7,801.37	18,550	42.1%
Bluestone Events	501.11	1,200	41.8%
Plant & Operation	31,514.81	88,050	35.8%
Summer Staff & Salary	4,440.49	28,000	15.9%
Summer Program	415.39	2,000	20.8%
Summer Camp Trips	200.00	6,500	3.1%
<b>TOTAL EXPENSE</b>	<b>\$ 70,991.41</b>	<b>\$ 206,000</b>	<b>34.5%</b>
<b>NET GAIN/(LOSS)</b>	<b>\$ 17,164.87</b>	(excl. store acct. & depr. exp.)	

**\*NOTE\* - Presbytery Support**

Camp director comp	\$ 69,257.00
Property Insurance	12,043.50
Committee expense	1,500.00
Banking fees	160.00
Misc. office expense	50.00
<b>\$ 83,010.50</b>	

**BALANCE SHEET**

	06/30/18	06/30/17
<b>ASSETS</b>		
Current Assets	\$ 24,570.33	\$ 12,488
Property & Equip. (net of depr.)	154,775.87	136,776
<b>TOTAL ASSETS</b>	<b>\$ 179,346.20</b>	<b>\$ 149,264</b>
<b>LIABILITIES</b>		
Current Liabilities	\$ 1,799.72	\$ 6,330
Long Term Debt	66,063.64	44,532
<b>TOTAL LIABILITIES</b>	<b>\$ 67,863.36</b>	<b>\$ 50,862</b>
<b>EQUITY</b>		
	\$ 111,482.84	\$ 98,402
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 179,346.20</b>	<b>\$ 149,264</b>

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08/04/18  
Cash Basis

Friends of Bluestone, Inc.  
**Profit & Loss**  
January through June 2018

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	Jan - Jun 18
<b>Income</b>	
4000 · Donations - Churches	6,072.26
4001 · Donations - Individuals	4,652.30
4005 · Donations - Restricted	400.00
4008 · Fundraiser - Other	3,050.88
4100 · Interest Earned	0.61
<b>Total Income</b>	<b>14,176.05</b>
<b>Expense</b>	
5000 · Operating Expenses	
5001 · Distributions to Presbytery	
5002 · Camp - Major Improvements	15,000.00
<b>Total 5001 · Distributions to Presbytery</b>	<b>15,000.00</b>
5500 · Direct Expenses	
5506 · Supplies	3,470.00
6001 · Thriva/PayPal Discount Fees	32.27
6005 · Postage	35.00
6006 · PO Box Rental	120.00
6020 · Fundraising Expenses	985.05
6050 · Licenses and Fees	116.00
<b>Total 5500 · Direct Expenses</b>	<b>4,758.32</b>
5000 · Operating Expenses - Other	5.00
<b>Total 5000 · Operating Expenses</b>	<b>19,763.32</b>
<b>Total Expense</b>	<b>19,763.32</b>
<b>Net Income</b>	<b>-5,587.27</b>

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08/04/18  
Cash Basis

Friends of Bluestone, Inc.  
**Balance Sheet**  
As of June 30, 2018

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	Jun 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 · Cash - BB&T	
1000-1 · Unrestricted Funds	10,085.45
1000-2 · Restricted Funds	5,100.00
1000 · Cash - BB&T - Other	-5,587.26
<b>Total 1000 · Cash - BB&amp;T</b>	<b>9,598.19</b>
<b>Total Checking/Savings</b>	<b>9,598.19</b>
<b>Total Current Assets</b>	<b>9,598.19</b>
<b>Fixed Assets</b>	
1600 · Equipment	2,200.00
<b>Total Fixed Assets</b>	<b>2,200.00</b>
<b>TOTAL ASSETS</b>	<b>11,798.19</b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
32000 · Fund Asset	17,385.46
Net Income	-5,587.27
<b>Total Equity</b>	<b>11,798.19</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,798.19</b>
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## APPENDIX H

### REPORT OF THE ADMINISTRATION COMMITTEE George Lilley, Committee Chair

#### INFORMATION:

1. Evaluation of General Presbyter: The subcommittee for the evaluation of the General Presbyter (Joe Timms and Andrew Rice) reported that the General Presbyter's goals for 2017 and 2018 are being met. This was a positive evaluation. The committee commended Ed Thompson on all he has accomplished in his very energetic pursuit of his ministry.
2. Disaster Plan Update: Committee is working on a policy focusing on three items: 1) The role of the Presbytery when disasters happen around the state, 2) The Presbytery's plan for itself if a disaster happens in South Charleston, and 3) Encourage the development of disaster plans by individual churches in the presbytery.
3. Heard that the Presbytery's Treasurer, Rockland Poole, performs extra property management work beyond his position description for properties under the jurisdiction of the Trustees. This committee will consider this matter at its next meeting.
4. Approved new carpet to be installed at the Presbytery Office.
5. Prepared and sent a recommendation to Stewardship.
6. Employee evaluation policy and procedure will be on next meeting's agenda.
7. Requested Communications Director Amy Robinson produce an informational pamphlet highlighting staff for general use in introducing staff and at presbytery meetings; requested that this also be added to the website.

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