

MINUTES
of the
PRESBYTERY OF WEST VIRGINIA

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



PRESBYTERY
of West Virginia

STATED MEETING
VILLAGE CHAPEL PRESBYTERIAN CHURCH
Charleston, West Virginia
December 12, 2018

PRESBYTERY OF WEST VIRGINIA

Presbyterian Church (U.S.A.)

Synod of the Trinity

Village Chapel Presbyterian Church

Charleston, WV

December 12, 2018

ONE HUNDRED FORTY FIRST STATED MEETING

CALL TO ORDER

The meeting was called to order with prayer at 10:00 a.m. by Moderator Amy Wallace Parker.

GREETINGS FROM VILLAGE CHAPEL PRESBYTERIAN CHURCH, CHARLESTON

Cindy Taylor of Ronceverte Presbyterian Church greeted the attendees and thanked the Village Chapel Presbyterian Church for hosting Presbytery in light of the need to cancel by the Ronceverte Presbyterian Church due to extensive snow. Todd Wright, pastor of the Village Chapel Presbyterian Church extended a warm welcome to the Presbytery on behalf of the members and Session of the church.

GREETINGS FROM THE BOARD OF PENSIONS

The Moderator recognized Doug Portz, Senior Consultant for the Synods of the Covenant and the Trinity, Board of Pensions. He greeted the Presbytery and thanked the Moderator for the time given to him. Rev. Portz presented information on changes made by the Board to best support pastors and congregations. He reported the fund is in “good shape” and the pensions are funded at 135%.

INTRODUCTIONS AND SEATING OF CORRESPONDING MEMBERS

The Moderator called on the Stated Clerk, Maureen Wright, who introduced and welcomed new minister of Word and Sacrament, Bob Carter who has returned to West Virginia after being Honorably Retired by the Presbytery of the Northwest Coast. He spoke briefly and signed the Book of Obligations.

The Stated Clerk made a motion to seat Doug Portz, Pittsburgh Presbytery, as a Corresponding Member for the duration of the meeting. The motion was seconded and approved. Ruling Elder Commissioners attending presbyter of the first time were acknowledged and welcomed. David Black, guest of Tom Johnson, Honorably Retired member and retired Executive of the Synod of Trinity, was introduced.

STATEMENT OF QUORUM

The Stated Clerk declared an official quorum with ruling elder commissioners from 31 churches and 32 ministers of Word and Sacrament present. (Attendance record in Appendix A, pages 193-198.)

DOCKET

The Stated Clerk moved the docket be adopted with an amendment deleting the Greetings from the Synod of the Trinity. Susan Faye Wonderland, Transitional Executive, was not able to be present due to the postponement of the meeting. The motion was seconded. The Presbytery approved the docket. (Appendix B, pages 199-200.)

CONSENT AGENDA

Stated Clerk Wright presented the Consent Agenda and moved its adoption. The motion was seconded and approved.

RECOMMENDATIONS:

1. From the Stated Clerk
 - a. That the requests for Excused Absences be approved.
2. From the Vocations Committee
 - a. That Amberlee Elmore, First Presbyterian Church, Charleston, be enrolled as an Inquirer.
3. From the Ministry Committee
 - a. Approval of Honorable Retirement (page 184)
 - b. Approval of Stated Supply Covenants (pages 184-185)
 - c. Approval of Moderators (page 185)
 - d. Approval of an Installation Commission (page 185)
 - e. Approval of a Covenant for a Ruling Elder Commissioned to a Particular Pastoral Service (pages 185-186)
 - f. Approval of a renewal of a Stated Supply Covenant (page 186)
 - g. Approval of Authorized Lay Preachers to Administer the Lord's Supper for 2019 (page 186)
 - h. Approval of Authorized Lay Preachers to Administer the Lord's Supper for 2018 and 2019 (page 186)
 - i. Approval of Request for Waiver of Rotation of Officers (page 186)

MODERATORIAL APPOINTMENTS

Moderator Parker appointed as Temporary Clerks: John Haines, ruling elder at Rock Lake

Presbyterian Church; Nancy Martin, ruling elder at Mt. Hope Presbyterian Church; Andy Rice, minister of Word and Sacrament at Oak Grove Presbyterian Church; and Joan Stewart, minister of Word and Sacrament at Summersville Presbyterian Church.

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

DESIGNATION OF OFFERING

The Stated Clerk moved that the offering for the worship service be designated to Presbyterian Disaster Assistance for disaster relief. The motion was seconded and approved.

STATED CLERK'S REPORT

The Moderator recognized the Stated Clerk who presented the following report.

Correspondence (received 8/9/18 through 11/2/18)

1. 9/10/18 – A note from Fairmont State University President Mirta M. Martin thanking the Presbytery for its gift to the Every Gift Matters Campaign in recognition of the assistance of Charley Hively and Jeff Miller with the August 18 Stated Meeting of Presbytery.

ACTION: Reported to the Presbytery in this report.

2. 8/6/18 – A letter from Gary K. Bennett, Interim President of Fairmont State Foundation, thanking the Presbytery for its gift to the Every Gift Matters Campaign in recognition of the assistance from the University with the August 18 Stated Meeting of Presbytery.

ACTION: Reported to the Presbytery in this report.

RECOMMENDATION:

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

INFORMATION:

1. The Administrative Commission appointed to dissolve the McKinnon Presbyterian Church has met and will present a report to the February 16, 2019 meeting of Presbytery. The Presbytery is invited to a celebration of the ministry of the church and final worship service on December 30, 2018 at 3:00 p.m.
2. The Administrative Commission appointed to dissolve the Lakeview Presbyterian Church, Lakebottom, has met and is engaged in completing its work. The group will present a report to the February 16, 2019 meeting of Presbytery.
3. The Stated Clerk attended the Mid Council Gathering and the meetings of the Association of the Stated Clerks and the Association of Mid Council Leaders in Chicago, IL, October 5-

9, 2018.

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 C, page 201.)

REPORT OF THE GENERAL PRESBYTER

The Moderator recognized General Presbyter, Ed Thompson, who greeted the body. He thanked Village Chapel for hosting and all in attendance for being present. He invited attendees to find someone not known to them, asking them to share names, a highlight of the year in their church, challenges for 2019, and to close by saying a prayer for each other. He recognized Patricia Jarvis, a minister from the United Methodist Church, who is retiring as stated supply minister from Dunbar Presbyterian Church. Rev. Thompson offered Rev. Jarvis thanks and blessings in full retirement. He introduced all staff present. He shared prayer concerns for individuals in the Presbytery and recognized minister member from First Presbyterian Church, Parkersburg, Mike Seely's birthday.

ANNOUNCEMENTS

Nellie Howard, Resource Center Director, provided information on new resources available in the Center and encouraged individuals to make use of the Center. Barbara Chalfant, Associate for Mission, reported on the Mission Committee's trip to Africa in August 2019, and encouraged individuals to join the trip.

REPORT OF THE NOMINATING COMMITTEE

The Moderator recognized Terry Cunningham, Chair of the Nominating Committee. She moved the following recommendations and thanked the committee for its work.

RECOMMENDATION:

1. For Presbytery Committee Chairs, 2019:
 - a. Ministry Committee – Shelly Barrick Parsons (Minister)
 - b. Nurture Committee – Kari Preslar (RE, First Charleston)

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

2. For Presbytery Committees:
 - a. Leadership Team – Class of 2020:
Cyndi Taylor (RE, Ronceverte)
 - b. Leadership Team – Class of 2021:
Pamilla Ferrell (RE, First St. Albans)
Derek Hudson (RE, Bream Memorial)

Andrew Rice (Minister)
Tina Vial (RE, Davis Memorial, Elkins)

- c. Administration Committee – Class of 2021:
Stephen Baldwin (Minister)
Pamilla Ferrell (RE, First St. Albans)
Debbie Schwirian (RE, Elk Hills)
- d. Bluestone Committee – Class of 2021:
Amy Kesterson (Laity, Old Stone)
Natalie King Selario (RE, Bridgeport)
Chris Selvey (RE, Fayetteville)
- e. Committee on Representation – Class of 2021:
Doug Pendleton (Minister)
- f. Ministry Committee – Class of 2020:
Carolyn Napier (RE, Edgewood)
Michael Walker (RE, First Fairmont)
- g. Ministry Committee – Class of 2021:
Barbara Accord (Honorably Retired Minister)
David Bower (Honorably Retired Minister)
Dan Calvert (RE, Beckley)
Cinda Harkless (Minister)
Lanny Howe (Honorably Retired Minister)
Doug Minnerly (Minister)
Rick Wilson (Honorably Retired Minister)
- h. Mission Committee – Class of 2021:
Rick Accord (RE, Davis Memorial, Gassaway)
Robin Ray (Minister)
Pat Ryan (Minister)
- i. Nurture Committee – Class of 2021:
Claire Butler (Minister)
Pat Collier (RE, Bates Memorial)
Sue Ellen Hollandsworth (RE, Oak Grove)
- j. Stewardship Committee – Class of 2021:
Becky Ceperly (RE, First Charleston)
Jack Dilley (RE, Kuhn Memorial)
Karen Kinney (Minister)
James Morley (Minister)

- k. Trustees – Class of 2021:
Katie Capito (Laity, First Charleston)
Randy Fife (RE, Bream Memorial)
- l. Vocations – Class of 2021:
Jim Musgrave (RE, Highlawn, Huntington)
Ann Wells (RE, First Hinton)
Nancy Didway (Minister)

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

- 3. Ordination Exam Readers
John Koerner (Minister)
Sue Ellen Hollandsworth (RE, Oak Grove)
Alternate: Susan Sharp Campbell (Minister)

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

REPORT OF THE ADMINISTRATION COMMITTEE

Moderator Parker recognized George Lilley, Chair of the Administration Committee. The Stated Clerk was excused from the meeting and the General Presbyter served as Stated Clerk. Mr. Lilley made the following recommendation.

Approve a second five-year term for the Stated Clerk effective immediately.

The motion was approved.

INFORMATION:

- 1. Regular meeting held at Office of Presbytery on September 6, 2018.
- 2. Staff Roles/Contact Information pamphlet – a pamphlet is in progress to hand out at a Presbytery meeting and post online.
- 3. Staff Evaluation Process – The committee reviewed a Staff Evaluation Process document to add this document to the employee handbook.
- 4. The committee discussed PWV Manual Revisions:
 - a. Administration Committee Description: After discussion, changes were recommended in Purpose, Responsibilities and membership (two classes with 3 members each).
 - b. Regarding Review of the Draft Position Descriptions:
 - i. General Presbyter Position:
 - PURPOSE paragraph, strike the words, “The General Presbyter shall assure the Presbytery’s adherence to the Book of Order.”

- RESPONSIBILITIES add Nurture and Relations committees and strike Trustees.
 - In # 7, strike the words, “no more than 35.”
 - ii. Stated Clerk Position:
 - PURPOSE paragraph, add the sentence, “The Stated Clerk shall assure the Presbytery’s adherence to the Book of Order.”
 - iii. Financial Administrator/Treasurer Description. The draft position description was approved as presented.
5. Personnel Handbook review is in progress and a legal review of revised Handbook has been secured.
 6. Heard that the Admin. Committee Budget is on target to be at or below budget in all line items. The carpet expenses did not come out of this budget, but were accounted for as an expense out of a restricted fund. The committee acknowledges and thanks the staff for their efforts with moving and assisting the carpet installers. Special thanks to Amy Robinson for her efforts in talking with contractors to get the bids, and to Nellie Howard and her husband, Jeff Howard, for all their efforts with the Resource Center materials.
 7. 2019 Employer Benefits agreement with the Board of Pensions. The projected cost came within \$500 of the actual cost. The committee approved the employer agreement that Rocky submitted to the Board of Pensions.
 8. Heard a report of the General Presbyter: concerning the installation of carpet; staff has divided the churches among themselves to call the clerks of session once each quarter; and an update on the work of each Presbytery staff member.

REPORT OF THE TRUSTEES

The Moderator recognized Jim Robinson of the Trustees. He reported that the first two items of information listed below were scheduled for vote at the originally scheduled November 15 meeting of the Presbytery, but were approved on November 14, 2018 by the Moderator, Amy Parker: Leadership Team Chair, Susan Sheldon Perry; Stated Clerk, Maureen Wright; and Trustee Chair, James Rowe, as time was of the essence. This approval was done according the Presbytery Manual, lines 180-184. (The November meeting of Presbytery was postponed due to inclement weather.)

INFORMATION:

1. That the Presbytery approve the real estate purchase agreement of the McKinnon Church property to God’s Lighthouse church for \$30,500 over five years effective January 1, 2019.
2. That the Presbytery approve the sale of the real property of the dissolved First Presbyterian Church, Terra Alta, to the Terra Alta Church of the Nazarene for \$35,000.
3. The Trustees met to approve the sale of adjacent lots owned by the Trinity Presbyterian

Church, Shady Spring, for \$72,500 to East River Investments. In accordance with the Manual of the Presbytery of West Virginia, James Rowe, chair of Trustees, met with Amy Wallace Parker, Moderator, and Susan Shelton Perry, Leadership Team chair, and Maureen Wright, Stated Clerk to present the recommendation of the Trustees and approve the sale. The sale was approved.

4. The Trustees are working to auction the property of the dissolved Brush Creek Presbyterian Church following long-term efforts to sell the Boone County property through a realtor.
5. The Trustees are in discussion with a potential buyer of the property from the dismissed Presbyterian Church of the Covenant.

REPORT OF THE NURTURE COMMITTEE

Moderator Parker called on Todd Wright of the Nurture Committee to present the report. He invited those present to participate and share the activities listed below.

INFORMATION:

1. The 2019 Presbyterian Youth Triennium will take place at Purdue University, July 16-20, 2019. It is open to rising 9th graders through graduated seniors. The cost for youth will be \$450. The cost for adult advisors will be covered by the presbytery for the required adults. Promotional DVDs are available on a first-come, first-served basis.
2. Youth Day of Service will take place on February 2, 2019. Confirmed locations include Village Chapel (Charleston), Highlawn (Huntington), and Old Stone (Lewisburg).
3. Festival of Faith will take place on April 6, 2019 at First Presbyterian, Charleston. Brian McLaren will provide the keynote address and lead a workshop. Brian is an author, speaker, activist, and public theologian. A former college English teacher and pastor, he is a passionate advocate for “a new kind of Christianity” – just, generous, and working with people of all faiths for the common good. Brian works closely with the [Center for Progressive Renewal/Convergence](#), the [Wild Goose Festival](#) and the [Fair Food Program](#)’s Faith Working Group.

REPORT OF THE STEWARDSHIP COMMITTEE

Moderator Parker called on Karen Kinney, Chair of the Stewardship Committee, who reported that the 2017 financial review has been completed (see information below). Rocky Poole, Treasurer reported on third quarter financial activity. There was no balance sheet in the packet due to an oversight on his part, but he reported there was no significant change. (Appendix D, pages 202-211.)

INFORMATION:

1. The Stewardship Committee met on October 31, 2018 and received the 2017 financial review from the accounting firm of Brown Edwards, Certified Public Accountants, Charleston, West Virginia. No exceptions or issues were noted in their report. Copies of the report are available by contacting Rockland Poole at the Presbytery office.

WORSHIP

Morning worship was led by liturgist Jay Nunley, ruling elder, First Presbyterian Church, Logan; preacher Anna Pinckney Straight, minister of Word and Sacrament at Old Stone Presbyterian Church; communion celebrants Elizabeth Campbell Maleke, minister of Word and Sacrament at First Presbyterian Church, Williamstown, and Waverly-Bethel Presbyterian Church, and Andy Rice, minister of Word and Sacrament at Oak Grove Presbyterian Church,; and organist, Caroline Perrine.

PRAYER AND HYMN

Following lunch, the body reconvened with prayer and a hymn led by the Moderator. Moderator Parker announced that \$741.20 was collected in the morning offering; this will go to Presbyterian Disaster Assistance.

REPORT OF THE VOCATIONS COMMITTEE

The Moderator recognized Jim Musgrave, Chair of the Vocations Committee. In addition to the report following, he shared that the committee met with Dale Carey, a Baptist minister serving as Stated Supply Pastor at First Presbyterian Church, Williamson, who is interested in becoming a Presbyterian minister.

Mr. Musgrave proceeded to examine Amanda K. Hill, a candidate from New Hope Presbytery, seeking ordination as a minister of the Word and Sacrament to serve as Chaplain at the Mary Babb Randolph Cancer Center, WVU Medicine, in Morgantown. He invited Ms. Hill to introduce herself and briefly share her call to ministry. He then led Presbytery in the examination of Ms. Hill, asking questions in the areas of polity, worship and sacraments, reformed theology, Christian faith, and Bible content. Following her answers, Moderator Parker asked if there were questions from the floor. A motion was made to sustain the examination. The motion was seconded. Ms. Hill was excused. The motion was approved. Ms. Hill returned and was congratulated by Mr. Musgrave and Moderator Parker. The Moderator prayed for Ms. Hill.

RECOMMENDATION:

1. (CA) That Amberlee Elmore, First Presbyterian Church, Charleston, be enrolled as an Inquirer.

INFORMATION:

1. The committee reviewed Amanda K. Hill's preparation file from New Hope Presbytery and

noted the fulfillment of the requirements set forth in G-2.0607 regarding preparation for ministry. The committee reviewed a sermon, statement of faith, exegetical work and biography and conducted a thorough examination of readiness for ordination. Amanda K. Hill's autobiographical statement and Statement of Faith are included in the packet. (Appendix E, pages 212-213.)

2. The Vocations Committee is pleased to report that there are 37 people enrolled in the *Presby Prep* program – 20 are enrolled in the Charleston class, 10 in the Beckley class, and seven in the Buckhannon class. Presby Prep has participants enrolled from the following churches (the numbers in parenthesis indicate more than one participant): Beckley (3); Comfort; Davis Memorial, Elkins; Edgewood; Enslow Park (3); First Bluefield (3); First Buckhannon (3); First Charleston (4); First Clarksburg; First Dunbar; First Logan (2); First St. Albans (2); First Whitesville; First Williamstown; Kanawha United; Marlinton; Oak Grove (2); Teays Valley; Tygarts Valley; Upper Glade (2).
3. The committee continues to work with Inquirer Mark Parsons-Justice as he completes the necessary requirements for ordination.
4. The committee reviewed the annual reports of Authorized Lay Preachers (ALPs) and recommended to the Ministry Committee those to be approved to serve communion in 2019.

INTRODUCTION OF NEW MEMBER

The Moderator called on the Stated Clerk, Maureen Wright, who introduced and welcomed new minister of Word and Sacrament, Emily Misfeldt, who has transferred her membership from the Upper Ohio Presbytery. She spoke briefly and signed the Book of Obligations.

REPORT OF THE MINISTRY COMMITTEE

The Moderator recognized John Koerner, Chair of the Ministry Committee who presented the report.

RECOMMENDATIONS:

1. (CA) Approve of the Honorable Retirement of William Hudson effective October 1, 2018.
2. (CA) Approve the Honorable Retirement of Chris Perkins effective January 1, 2019.
3. (CA) Approve the Honorable Retirement of Richard McGuire effective December 31, 2018.
4. (CA) Approve the Stated Supply covenant between Dale Carey (American Baptist) and First Presbyterian Church, Williamson, through October 31, 2019. Terms: 40 hours per week; cash salary: \$3,000 per month, of which \$500 is designated for housing allowance; reimbursement for travel at IRS rate; medical: \$12,000; Continuing Education: \$1,000; four weeks paid vacation and two weeks paid study leave. This covenant will comply with the

Presbytery's Leave Policy. The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the church's spiritual interests.

5. (CA) Approve the Stated Supply covenant between Julie Hitsman and Spencer Presbyterian Church through December 31, 2019. Terms: 10 hours per week; cash salary: \$958.33 per month, of which \$800 is designated as housing allowance; reimbursement for travel at IRS rate; four weeks paid vacation and two weeks paid study leave. Responsibilities: conduct weekly and special worship services, moderate session, think and pray about the church, and help the church to grow spiritually and in service to the community. This covenant will comply with the Presbytery's Leave Policy. The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the church's spiritual interests.
6. (CA) Approve Kevin Guerink as moderator of First Presbyterian Church, Williamson.
7. (CA) Approve Cam Harkness as moderator of Beckley Presbyterian Church.
8. (CA) Approve Patterson Lyles as moderator of Rock Lake Presbyterian Church, effective January 1, 2019.
9. (CA) Approve Doug Minnerly as moderator of First Presbyterian Church, Dunbar, effective January 1, 2019.
10. (CA) Approve the Installation Commission for Casey Lieneman as Designated Pastor of the Church of the Covenant, Grafton: Steve Hornbeck (Moderator Elect, ruling elder, First Presbyterian Church, Buckhannon); Ed Thompson (minister, General Presbyter); Shelly Barrick Parsons (minister), Sandy Kennedy (ruling elder, Church of the Covenant, Grafton), and an additional minister and ruling elder to be named by the Ministry Committee.
11. (CA) Approval of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for John Arbuckle, Jr. and the Presbytery of West Virginia as the Moderator of the Pocahontas Parish: Alexander Memorial, Baxter, and Liberty Presbyterian Churches through December 31, 2019. Terms: travel reimbursement paid by the church. Have a voice and vote in meetings of the presbytery. Mr. Arbuckle will be commissioned immediately following this report.
12. (CA) Approval of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for John Arbuckle, Jr. and the Presbytery of West Virginia as the Moderator of the Anderson Memorial Presbyterian Church, Welch, through December 31, 2019. Terms: travel reimbursement paid by the church. Have a voice and vote in meetings of the presbytery. Mr. Arbuckle will be commissioned immediately following this report.
13. (CA) Approval of the covenant as Ruling Elder Commissioned to a Particular Pastoral Service for John Arbuckle, Jr. and the Presbytery of West Virginia as the Moderator of the

First Presbyterian Church, Welch, through December 31, 2019. Terms: travel reimbursement paid by the church. Have a voice and vote in meetings of the presbytery. Mr. Arbuckle will be commissioned immediately following this report.

14. (CA) Approve the Stated Supply Covenant between Ryan Snuffer, American Baptist, and Mount Hope Presbyterian Church through December 31, 2019. Terms: 3 hours per week; cash salary \$250 per Sunday; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: weekly worship and other services as negotiated with the Session. The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the church's spiritual interests.
15. (CA) Approve the following Authorized Lay Preachers to celebrate the Sacrament of the Lord's Supper (G-3.0301b) in 2019: Rick Accord, John Arbuckle, Sue Ellen Hollandsworth, Jim Johnston, John Nelson, Mary Quick, Betsy Ross, Judy Shaver, Mike Stivers, and Becky Williams.
16. (CA) Approve the following newly trained Authorized Lay Preachers to celebrate the Sacrament of the Lord's Supper (G-3.0301b) in the remainder of 2018 and 2019: Tom Campbell, David Kaufman, and George Lilley.
17. (CA) Approve the request for waiver of rotation of officers (G-2.0404) for Union Presbyterian Church.

Rev. Koerner moved recommendation 18.

18. Approve the return to the use and designation of Commissioned Lay Pastor (CLP) rather than the current references in the Book of Order as Commissioned Ruling Elder (CRE) or Commissioned Pastor (CP).

Susan Sharp Campbell moved a substitute motion to approve the use and designation of Commissioned Pastor (CP) for ruling elders commissioned to particular pastoral service in accordance with G-2.1001, and other places in the Book of Order. The motion was duly seconded. The motions were perfected. The motion to accept the substitute motion as the main motion was approved. The main motion was approved.

Rev. Koerner moved recommendation 19.

19. Approve an increase in minimum compensation for Ministers of the Word and Sacrament and Certified Christian Educators for 2019 to:

Cash salary	\$ 33,500
Housing	\$ 10,125
Utilities	\$ 3,375

TOTAL \$ 47,000

Rationale: Minimum compensation was not increased in 2018. The committee is aware of the financial strain of many of our churches. The committee also wants to take care of the Presbytery's pastors. If this increase is approved, all of the increases in minimum compensation since 2013 amount to 1% a year. This is less than the rate of inflation. The committee also encourages all churches to consider a 2% salary increase for all church professionals currently working above the minimum compensation.

The motion was approved.

Rev. Koerner moved recommendation 20.

20. Approve an increase in the minimum continuing education compensation to \$1,500 for 2020. Note that this figure has remained at \$1,000 for more than 20 years. All churches are encouraged to raise the continuing education allowance to at least \$1,500 for 2020.

The motion was approved.

Rev. Koerner moved recommendation 21.

21. Approve the policy on Temporary Membership in the Presbytery of West Virginia for pastors of other Christian denominations serving our churches. The proposed policy follows this report. (Appendix F, page 214.)

The motion was approved.

Rev. Koerner moved that Presbytery direct the moderator appoint an administrative commission for the purpose of dissolving the **Pickens Presbyterian Church, Pickens**. This commission is empowered pursuant to Presbytery policy, to do the following:

- a. Assist the Session to wind up the affairs of the church, transfer members and plan worship;
- b. 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;
- c. Grant letters of dismissal to members of the church through the effective date of dissolution and direct the Stated Clerk to grant letters of dismissal following dissolution;
- d. 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.

- e. 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;
- f. 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 Stated Clerk.

The motion was approved.

Rev. Koerner moved that Presbytery approve the Honorable Retirement of Doug Minnerly, effective February 1, 2019. The motion was approved.

The chair and Moderator Parker led the Presbytery in celebration of the retirement of Doug Minnerly, Rick Wilson and William Long Hudson. They led the Presbytery in the commissioning of Preston Collier, Nancy Martin, Robert Lynn Randolph and John Yeager as Commissioned Pastors.

INFORMATION:

1. Reviewed the report of the six-month interview with Laura Brekke Wagoner Chaplain at Davis & Elkins College.
2. Approved the following persons be added to the Pulpit Supply List: Timothy Allen (United Methodist Church, Fairmont), Jacq Campbell (Evangelical Lutheran Church America, Fairmont), Emily Misfeldt (Morgantown), and Carl Pattison (Shenandoah Presbytery, Lexington, VA).
3. Approved a \$125 honorarium for a pianist for the Small Church Conference.
4. Examined and approved Amanda K. Hill for membership in the Presbytery of West Virginia, pending Presbytery approval of her ordination.
5. Updated the guidelines on suggested compensation for a guest preacher (pulpit supply) to a minimum of \$125 for one worship service. This information will be updated on the Presbytery's website, and included with the Pulpit Supply List.
 - a. A suggested honorarium of at least \$125 for one worship service, plus an additional \$50 for additional worship services.
 - b. The guest preacher's expenses should be reimbursed in addition to the honorarium. If the person must drive more than 20 miles one way, travel reimbursement at the current IRS rate per mile, plus tolls, is suggested. Reimbursement should include an amount to cover any meals eaten away from home, unless other arrangements are made.
 - c. If necessary, provision should be made for overnight housing.

6. The committee is exploring options for offering officer training, which is a Book of Order requirement for officers (G-2.0402). Options for the training include Festival of Faith or daylong workshops around the presbytery.
7. Approved the request from Bob Carter, retired Presbyterian Church (USA) minister, living in Greenville, WV, to be granted permission to labor within the bounds of the Presbytery on the Pulpit Supply List while remaining a member of the Northwest Coast Presbytery.
8. Reviewed the report of the six-month interview with Joan Stewart and the Summersville Presbyterian Church.
9. Transferred Christian Johnson to Monmouth Presbytery, New Jersey.
10. Received the request for waiver of rotation of officers (G-2.0404) for the Trustees of First Presbyterian Church, Dunbar, and support the session's decision. The Presbytery does not need to act on issues regarding Trustees.
11. Ruling Elders Commissioned to a Particular Pastoral Service John Arbuckle, Jr. and Robert Lynn Randolph will be commissioned immediately following this report.
12. A celebration of the ministry and Honorable Retirement of William Hudson, Chris Perkins, and Richard McGuire will take place following this report.

REPORT OF THE LEADERSHIP TEAM

The Moderator recognized Susan Shelton Perry, Chair of the Leadership Team, who presented the report.

Ms. Perry made the following motion.

That Presbytery approve the ruling elders named in Appendix F to celebrate the Sacrament of the Lord's Supper in their particular congregation under the provisions in G-3. 0301b. This provision was approved by the Presbytery at its meeting on August 18, 2018. (Appendix G, page 215.)

The Stated Clerk removed the name of Paul Brady from the list. The motion was approved.

Ms. Perry presented the revised Presbytery Manual of Administrative Operations for a first reading. She and George Lilley are available to answer any questions regarding the revisions. The second reading and vote will be at the February 2019 Presbytery meeting. (Appendix H, pages 216-252.)

Ms. Perry made the following motion.

The Leadership Team nominates Susan Shelton Perry (ruling elder, First Logan) to serve on the presbytery's Nominating Committee, Class of 2019. There were no additional nominations from

the floor. The motion was approved.

Ms. Perry made the following motion.

The Leadership Team nominates Pam Johnson (ruling elder, Riverlawn) to serve as the Chair of the Nominating Committee for 2019. There were no additional nominations from the floor. The motion was approved.

INFORMATION:

1. The Leadership Team met on October 16, 2018 at First Presbyterian Church.
2. The Leadership Team had a conversation with Andy Ceperley regarding the future of the West Virginia Housing Program.
3. The Leadership Team approved the minutes from the July 12, 2018, meeting of the Leadership Team.
4. Ed Thompson shared that he had received confirmation that J. Herbert Nelson, Stated Clerk of Presbyterian Church (USA), will speak at our February 2019 presbytery meeting.
5. The Leadership Team heard an update on the ongoing efforts to obtain legal counsel for the presbytery.
6. A date was set for the 2019 Leadership Team retreat.
7. The Leadership Team received, reviewed, and discussed reports of their work from Administration, Bluestone, Representation, Ministry, Nurture, Relations, Vocations and Stewardship Committees.
8. The Leadership reviewed the final draft of the proposed amendments to the presbytery's manual.
9. The Leadership Team made preparations for this presbytery meeting.

GOOD NEWS FROM THE PEWS

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

REPORT OF THE RELATIONS COMMITTEE

The Moderator recognized Elizabeth Campbell Maleke, Chair of the Relations Committee. She thanked churches who have welcomed the team for triennial visits. A short video of activities in specific churches was shown.

INFORMATION:

1. The focus of the Relations Committee in 2018 has been to plan and conduct Triennial Visits, sharing reports and concerns with the Ministry Committee. Churches visited by the Relations Committee this year are listed below.
 - a. Lakeview Presbyterian Church – January (via phone)
 - b. Philippi Presbyterian Church – January
 - c. Grace Covenant Presbyterian Church – March 11
 - d. Davis Memorial Presbyterian Church, Elkins – April
 - e. Enslow Park Presbyterian Church – April
 - f. Westminster Presbyterian Church, Vienna – June
 - g. Mount Hope Presbyterian Church – July
 - h. Bradley Presbyterian Church – July
 - i. Zion Presbyterian Church – August
 - j. First Presbyterian Church, Thomas – August
2. The committee has reviewed Building Bridges: A Communications Plan for PWV developed in 2016; with input from the General Presbyter and the Leadership Team, this plan will be updated for 2019.

RECOGNITION OF COMMITTEE MEMBERS

The Moderator recognized all persons present who have chaired Presbytery committees in the past year and offered special thanks to them.

INSTALLATION OF THE 2019 PRESBYTERY MODERATOR

Moderator Parker led the Presbytery in the installation of Stephen Hornbeck as 2019 Moderator and Andrew Rice as Moderator-elect. Moderator Parker was thanked for her service. Moderator Hornbeck also thanked the Village Chapel and Ronceverte churches for working out the details of the meeting today and the staff for their flexibility.

INSTALLATION OF 2019 COMMITTEE CHAIRS AND PRESBYTERY LEADERS

Moderator Hornbeck installed the following as Committee Chairs: Amy Wallace Parker, Leadership Team; George Lilley, Administration Committee; Elizabeth Campbell Maleke, Relations Committee; and Jim Musgrave, Vocations Committee. Other committee chairs were installed inabstenia.

NEW BUSINESS

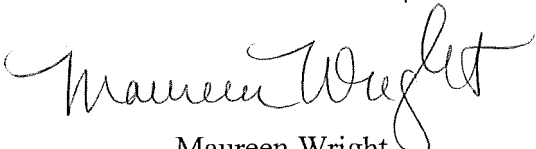
There was no new business.

The Moderator reminded the Presbytery to review the reports of the Bluestone Committee and the

Committee on Representation. (Appendix K, pages 253-255.)

Presbytery was adjourned with a benediction at 3:35 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 is not a Minister or Elder Commissioner): George Lilley, Susan Perry.

COMMISSIONED RULING ELDERS: Pat Collier, Nancy Martin, Jim Musgrave, Robert Lynn Randolph, John Yeager.

CORRESPONDING MEMBERS: David Bush (Coastal Carolina Presbytery), Doug Portz (Pittsburgh Presbytery).

MEMBERS OF PRESBYTERY COMMITTEES: Terry Cunningham, Tina Vial

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

MINISTER OF ANOTHER DENOMINATION SERVING THE PRESBYTERY: Patricia Jarvis.

VISITORS (who registered): David Black, Randy Fife, Dawn Hammat, Amanda Hill, Steve Hopta, Larry Lapelle, Albert Mays, Roger Perry, Nora Workman.

ATTENDANCE OF MINISTERS

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

Name of Minister	2/24/18	5/17/18	8/18/18	12/12/18
Accord, Barbara A.	P	P	P	AE
Alford, Ralph Judson, II	AE	AE	AE	AE
Atkins, Ken	AE	AE	AE	AE
Bailey, Christopher	P	P	A	A
Baldwin, Stephen	A	A	A	A
Bell, Sharon	A	P	A	A
Blakeman, Robin	P	P	A	E
Bondurant, Robert K.	P	AE	AE	AE
Bower, David	AE	AE	P	AE
Boyce, Bonnie	P	AE	AE	AE
Brekke-Wagoner, Laura	E	P	A	E
Buckalew, Ronald W.	AE	AE	AE	AE
Butler, Claire	P	P	E	P
Calebaugh, Kenneth B.	AE	P	AE	AE
Campbell-Malake, Elizabeth	E	P	E	P
Campbell, Susan Sharp	P	P	P	P
Cardot, Guy Richard	P	A	P	P
Carroll, R. Leon, Jr.	AE	AE	AE	AE
Carter, Robert	*	*	*	P
Case, Walter A.	AE	AE	AE	AE
Clark, Thomas F.	AE	AE	AE	AE
Didway, Nancy	P	P	E	A
Deaderick, David S.	AE	AE	AE	AE

Name of Minister	2/24/18	5/17/18	8/18/18	12/12/18
Debnam, Robert W.	AE	AE	AE	AE
Dodson, E. Denison	A	P	E	E
Dreyer, Charles B.	AE	AE	AE	AE
Ducheneau, Mike	A	A	A	A
Ellis, Larryetta	A	P	P	P
Gamble, Larry	A	A	A	A
Gearing, Sharon	A	P	A	P
Gentry, Calvin P.	AE	AE	AE	AE
Geurink, Kevin	P	E	P	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	E	P	E	P
Harkness, Cameron	AE	AE	AE	AE
Harrah, Jerry D.	AE	AE	AE	AE
Heidt, Paul Douglas	AE	AE	AE	AE
Hitsman, Julie	P	P	A	P
Holland, John	P	P	A	P
Hollis, Virginia Kay	AE	AE	AE	AE
Howe, Lanny	AE	AE	AE	AE
Hudson, William Long	P	P	P	P
Jenkins, Doug	E	P	E	P
Jenkins, Janet	AE	AE	AE	AE
Johnson, Rick	E	P	E	E
Johnston, Thomas M., Jr.	AE	AE	AE	P
Key, Kyle	E	P	E	E
Khoury Bailey, Noha	*	*	P	E
Kilbert, Chris	A	P	P	P
Kinney, Karen R.	P	P	P	P
Koerner, Charla Waters	P	P	P	P
Koerner, John F.	P	E	P	P
Krum, David P.	AE	AE	AE	AE
Lamb, Richard C.	AE	AE	AE	AE
Lee, David A.	P	P	P	P
Leitch, James O.	AE	AE	AE	AE
Lieneman, Casey	P	P	P	E
Lyles, W. Patterson	P	P	E	P
McChesney, Charles S.	AE	AE	AE	AE
McCoy, William	A	P	A	A
McGrew, Gary S.	AE	AE	AE	AE
McGuire, Richard W.	A	A	A	E
McMorran, William G., Jr.	AE	AE	AE	AE
Mihm, Rebecca	P	P	P	P
Minnerly, Douglas A.	P	P	P	P
Misfeldt, Emily	*	*	*	P
Mobayed, Richard S.	P	AE	AE	AE
Mohrman, James A.	AE	AE	AE	AE
Monschke, Alice	AE	AE	AE	AE
Morgan, Norman K.	AE	AE	AE	AE

Name of Minister	2/24/18	5/17/18	8/18/18	12/12/18
Morley, James E.	A	A	P	E
Zachary M. Morton	*	*	P	P
Newman, Robert G.	P	P	P	AE
Parker, Amy S.W.	P	P	P	P
Parsons, Shelly Barrick	E	E	P	A
Pendleton, P. Douglas, Jr.	P	A	A	A
Perkins, Chris	P	A	A	A
Purcell, Boyd C.	AE	AE	AE	AE
Ray, Robin	P	P	P	A
Rice, Andrew "Andy"	A	P	A	P
Richards, David P.	P	P	AE	P
Riley, John A.	AE	AE	AE	AE
Ringe, Charles	P	AE	AE	AE
Robertson, M. Bruce	AE	AE	AE	AE
Robinson, James E.	P	P	AE	P
Romine, Paul D.	A	AE	AE	AE
Ryan, Patrick "Pat"	A	A	A	A
Seely, Mike	P	A	P	P
Seibel, Frank L. "Skip"	P	A	P	A
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.	P	AE	AE	AE
Spring, Charles M.	AE	AE	AE	AE
Stevens, Bruce	AE	AE	AE	AE
Stewart, Joan W.	P	P	E	P
Stone, Elizabeth	A	P	E	E
Stone, Greg	A	A	A	A
Straight, Anna Pinckney	E	P	P	P
Sutton, Dana W.	A	P	A	A
Sutton, Jean C.	A	A	A	A
Taylor, J. Dexter	AE	AE	AE	P
Thompson, Edward J.	P	P	P	P
Tutterow, Christina	A	A	A	A
Vial, Peter	P	P	E	P
Walker, Gary C.	P	AE	AE	AE
Walther, James A., Jr.	A	P	P	E
Washburn, Francis T.	AE	AE	AE	AE
Willoughby Weed, Kathryn A.	E	A	E	E
Wilson, Richard B.	E	P	E	P
Wood, Robert M.	E	P	E	P
Woodard, Sara G. (Sally)	P	AE	P	AE
Wright, Todd	P	P	P	P
Youngblood, Lucy	AE	AE	AE	E

ATTENDANCE OF CHURCHES

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

Name of Church	2/24/18	5/17/18	8/18/18	1/12/18
Alderson	N	N	N	N
Alexander Memorial, Stony Bottom	Agnes Doyle-Kalland	E	N	E
Anderson Memorial, Welch	N	N	N	N
Bates Memorial, Huntington	Walter Mattson	Sandra Herrold	N	Sandra Herrold
Baxter, Dunmore	N	N	N	N
Beckley	N	Dan Calvert	Bill Hartling	Bill Hartling
Beechwood, Parkersburg	N	N	N	N
Belington	Esther Rhoades	N	E	N
Belle	E	Eleanor Stanley	E	Eleanor Stanley
Bethlehem, Shinnston,	N	N	N	N
Beulah Humble, Elizabeth	N	E	N	N
Beverly	Arden Swecker	E	E	E
Beverly Hills, Huntington	Terri Effingham	N	E	N
Bradley	E	E	E	E
Bramwell	N	N	N	N
Bream Memorial, Charleston	Bruce Arthur	Derek Hudson	N	Barbara Chalfant
Bridgeport	N	N	Eric Winan	N
Buffalo	N	N	N	N
Canyon Community, Morgantown	E	N	N	N
Centerville, Greenville	Charlotte Wilson	Charlotte Wilson	E	N
Church of our Saviour, Clarksburg	N	E	N	N
Church of the Covenant, Grafton	N	E	E	E
Clear Creek	N	N	N	N
Clifton, Maxwelton	James Miller	James Miller	James Miller	N
Clothier	N	N	N	N
Comfort	Terry Layton	N	N	N
Community, Arthurdale	N	E	Mike George	Vicky Mays
Davis Memorial, Elkins	Mark Armentrout	Tina Vial	Dana Marzolf	Nate Garver-Daniels
Davis Memorial, Gassaway	Rob Robinson	Russell Stewart	Beverly Keener	N
Dupont City, Belle	N	N	N	N
Edgewood, Lewisburg	E	Julian Arbuckle	N	Julian Arbuckle
Eleanor	Vanessa Higginbotham	N	Vanessa Higginbotham	N
Elk Hills, Charleston	E	Debbie Schwirian	N	N
Enslow Park, Huntington,	John Chambers	N	N	N
Falls View, Charlton Heights	N	N	N	N
Fayetteville	N	Nancy Tissue	E	Nancy Tissue
First, Bluefield	N	N	E	N
First, Buckhannon	Steve Hornbeck	Steve Hornbeck	Steve Hornbeck	Steve Hornbeck
First, Charleston	Sallie Daugherty	Frankie McCain	Frankie McCain	Frankie McCain
	N	N	N	N
First, Clarksburg	Connie Leuliette	Suzi Heger	Suzi Heger	Bryon Delawder
First, Colcord	N	N	N	N

Name of Church	2/24/18	5/17/18	8/18/18	1/12/18
First, Dunbar	David White	N	E	Sue Cunningham
First, Fairmont	N	N	N	N
First, Hinton	N	N	N	E
First, Huntington	Calvin Kent	N	N	N
First, Kenova	N	N	N	N
First, Kingwood	N	N	N	N
First, Logan	Jay Nunley	Sydney Brown	Roger Perry	Jay Nunley
First, Mannington	N	N	N	N
First, Morgantown	John Bolt	N	John Bolt	Mavis Grant-Lilley
First, Nitro	N	Ed Hamilton	E	E
First, Oak Hill	E	N	Kathy Moss	Kathy Moss
First, Parkersburg	Roy Schleicher	David Kaufman	N	N
First, Ravenswood	N	N	E	N
First, Ripley	N	N	E	N
First, St. Albans	N	Adam Greathouse	E	Kathryn Maddy
First, South Charleston	E	Bill Kimmons	E	Bill Kimmons
First, Thomas	E	N	N	E
First, Welch	E	Vesta Larkin	E	E
First, Weston	N	N	N	N
First, White Sulphur Springs	N	N	N	N
First, Whitesville	N	N	N	N
First, Williamson	N	N	N	N
First, Williamstown	Patricia Brookover	Jeff Howard	Medina Poole	Nelle Howard
Fleming Memorial, Fairmont	E	N	Rab Snider	N
Frankford	E	Linda Boone	Linda Boone	E
Gilbert	Jessica Houck	Debra Burgess	N	E
Glenville	N	Susan Lilly	Susan Lilly	N
Grace Covenant, Charleston	E	N	N	E
Green Bank, Liberty	N	N	N	N
Harman	N	N	N	N
Highlawn, Huntington,	Betty Thornton	Patty Meadows	Gary Baldwin	Howard Aulick
Highlawn, St. Albans	Ruth Perry	Carolyn Smithers	N	N
Hughes River, Cairo	N	N	N	N
Kanawha United, Charleston	Robert Fowlkes	Kathie Giltinan	N	Lisa Smith
Keller, Pence Springs	N	N	N	N
Kesler Memorial, Hico	N	N	N	N
Kuhn Memorial, Barboursville	N	E	N	N
Lakeview, Lakebottom	N	N	N	N
Marlinton	E	E	E	N
Marsh Fork, Dry Creek	E	N	N	N
McKinnon, Charleston	Susan Marrash-Minnerly	N	N	Brooks Martin
Mill Creek	N	N	N	N
Milton	N	N	N	N
Mingo	N	N	N	N
Mount Hope	N	N	N	N

Name of Church	2/24/18	5/17/18	8/18/18	1/12/18
Oak Grove, Hillsboro	N	N	N	Sue Hollandsworth
Old Stone, Lewisburg	N	Larry Jones	Carol Bland	Nancy Smallenberger
Parsons	N	N	N	N
Philippi	Suzann Murphy	N	Suzann Murphy	E
Pickens	N	N	N	N
Pineville	N	N	N	N
Point Pleasant	Elaine Matheny	Carl Matheny	N	Elaine Matheny
Red Sulphur Springs, Ballard	N	N	N	N
Richwood	N	N	N	N
Riverlawn, St. Albans	Parry Johnson	Parry Johnson	Joe Lothes	Parry Johnson
Rock Forge, Morgantown	N	N	Colletta Messenger	N
Rock Lake, South Charleston	James Straight	E	Ken Schmidt	John Haynes
Rome, Proctorville	Dortha Williamson	N	N	N
Ronceverte	Kay McCoy	Alan Clower	N	Cyndi Taylor
Ruffner Memorial, Charleston	N	N	N	N
St. Andrew, Pinch	N	E	N	N
St. Marys	N	N	N	N
Salem, Ronceverte	E	N	N	N
Second, Huntington	Jack Ferrell	N	E	E
Slatyfork, Big Spring	N	N	N	N
Smithers	E	N	E	E
South Park, Charleston	Larry Sites	Jim Sothen	N	E
Spencer	Brenda Wilson	Brenda Wilson	Norma Randall- Myers	Mary Quick
Spring Creek, Renick	E	N	E	N
Spring Valley, Huntington	N	N	N	N
Sugar Grove, Morgantown	N	N	N	N
Summerlee	N	N	N	N
Summersville	N	Lauren Jarroll	E	Lauren Jarroll
Teays Valley, Scott Depot	N	Diane Harrah	E	Bruce Davis
Trinity, Shady Spring	E	E	E	E
Tygarts Valley, Huttonsville	N	N	N	N
Union	E	N	N	N
Upperglade	Jim Casey	Judy Woods	Jim Gamble	Jim Gamble
Valley Bend, Beverly	E	E	E	N
Village Chapel, Charleston	Kathy Kruk	Chuck Stump	Jim Smith	Barbara Smith
Waverly – Bethel, Waverly	Mark Skidmore	Mark Skidmore	Dawn Hammat	Dick 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	John Hannon	N
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 Village Chapel Presbyterian Church	Todd Wright
	Greetings from the Board of Pensions	Doug Portz
	Business of the Presbytery	
	<ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> o Committee on Bills and Overtures <ul style="list-style-type: none"> ▪ Leadership Team members present 	Moderator
	Report of the Stated Clerk	Stated Clerk
	<ul style="list-style-type: none"> - Presentation of Procedural Matters 	
	Report of the General Presbyter	Ed Thompson
11: 25	Announcement: Resource Center, Mission Committee	
*11:30	Morning Worship	
*12:30	Recess for Lunch	
*1:30	Prayer & Hymn	Moderator
	Report of the Vocations Committee	Jim Musgrave
	<ul style="list-style-type: none"> - Examination of Amanda K. Hill 	
	Report of the Ministry Committee	John Koerner
	Report of the Leadership Team	Susan Perry
	<ul style="list-style-type: none"> - Election of the Nominating Committee - Manual Revision – First Reading 	
	Greetings from the Synod of the Trinity	Susan Faye Wonderland

“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 Nominating Committee Terry Cunningham

Report of the Administration Committee George Lilley
- Election of the Stated Clerk

Report of the Trustees James Rowe

Report of the Nurture Committee Todd Wright

Report of the Stewardship Committee Karen Kinney
- Financial Reports Rocky Poole

Report of the Relations Committee Elizabeth Campbell Maleke

Installation of 2019 Moderator Amy W. Parker

Installation of 2019 Committee Chairs and Presbytery Leaders. Stephen Hornbeck

New Business

Completion of Feedback Forms

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

Printed Reports for Information Only: Bluestone Committee, Committee on
Representation

2019 Stated Meetings:

February 16, 2019 – Kanawha United Presbyterian Church, Charleston

May 16, 2019 – First Presbyterian Church, Morgantown

August 24, 2019 – Bluestone Camp and Retreat – Hinton

November 21, 2019 – Teays Valley Presbyterian Church, Scott Depot

APPENDIX C – 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 D

PRESBYTERY of WEST VIRGINIA FINANCIAL REPORTS

Budget vs. Actual

YTD September 2018

COMPOSITE BY COMMITTEE

Committee	YTD 09/30/18	Budget	%	Restricted Fund Support
ADMINISTRATION	471,070.52	673,000.00	70.0%	149,800.00
BLUESTONE	4,500.00	6,000.00	75.0%	4,500.00
LEADERSHIP	7,423.76	22,500.00	41.7%	8,000.00
MINISTRY	6,886.78	21,500.00	32.0%	11,500.00
MISSIONS	38,373.94	56,250.00	68.2%	34,000.00
NOMINATING	100.47	300.00	33.5%	
NURTURE	3,046.76	19,150.00	15.9%	11,000.00
PJC	56.84	300.00	18.9%	
PRESBYTERIAN WOMEN	4,000.00	6,000.00	66.7%	
RELATIONS	154.84	3,000.00	5.2%	
REPRESENTATION	0.00	100.00	0.0%	
STEWARDSHIP	7,551.80	12,000.00	62.9%	
TRUSTEES	6.05	2,000.00	0.3%	
VOCATIONS	2,074.75	10,900.00	19.0%	8,000.00
TOTAL	\$ 545,246.51	\$ 833,000.00	65.5%	\$ 226,800.00
SHARED MISSION (net)	189,914.62	360,000	52.8%	
PER CAPITA (net)	98,740.74	172,679	57.2%	
PREV. YR BENEV./PER CAPITA	4,873.02	12,221	39.9%	
OUTSIDE FUNDING	46,000.00	46,300	99.4%	
INTEREST & GIFTS	9,488.12	15,000	63.3%	
RESTRICTED FUND SUPPORT	161,536.08	226,800	71.2%	
TOTAL	\$ 510,552.58	\$ 833,000.00	61.3%	

PRESBYTERY of WEST VIRGINIA

Budget vs. Actual

YTD September 2018

	YTD 09/30/18	Budget	%	Restricted Fund Support
<u>ADMINISTRATION</u>				
OFFICE EXPENSES				
Postage	419.85			59,000 Mission Dev. Fund
Supplies	4,616.95			12,000 Funds of PWV
Publications & Subscriptions	157.90			
Presbytery Directory	611.50			
Telephone	2,714.63			
Utilities	5,336.24			
Cleaning/Bldg Maintenance	2,841.45			
Equipment	0.00			
Equipment Maintenance	3,600.00			
Staff Expenses	2,505.99			
Insurance - Property	14,623.50			
Bad Debt Expense	0.00			
Web Site Maintenance	1,634.73			
Internet Service	1,315.53			
Bank service fees	739.38			
Miscellaneous	0.00			
TOTAL OFFICE EXPENSE	41,117.65	68,550	60.0%	
SALARY & PERSONNEL EXPENSE				
All Salaries (including housing & utilities)	266,311.40	355,600	74.9%	78,800 \$46.3K Small Church, \$25K MDF
Pension Expense	31,373.41	41,900	74.9%	\$7.5K Funds of PWV
Medical Insurance Expense	99,208.08	145,800	68.0%	
Payroll Taxes	14,082.20	19,600	71.8%	
Workers' Compensation	783.00	1,450	54.0%	
Continuing Education & Professional Expense	5,632.45	12,600	44.7%	
Travel Expense	12,220.40	25,000	48.9%	
TOTAL SALARY & PERSONNEL EXPENSE	429,610.94	601,950	71.4%	
COMMITTEE EXPENSE				
Consultant Fees	0.00	500	0.0%	
Staff Development	0.00	1,000	0.0%	
Committee Meetings	341.93	1,000	34.2%	
TOTAL COMMITTEE EXPENSE	341.93	2,500	13.7%	
	\$ 471,070.52	\$ 673,000	70.0%	
<u>BLUESTONE</u>				
CIT Support	4,500.00	4,500	100.0%	4,500 Rachel McClintic Fund
Committee Meetings	0.00	1,500	0.0%	
	\$ 4,500.00	\$ 6,000	75.0%	
<u>LEADERSHIP TEAM</u>				
GOVERNING BODY EXPENSE				
Presbytery Meetings	1,128.59	2,000	56.4%	
Moderator Expenses	319.01	1,000	31.9%	
General Assembly	3,481.66	4,000	87.0%	4,000 Mission Dev. Fund
Denomination Resources	(40.57)			
Leadership Development Program	1,075.36	4,000	26.9%	4,000 Small Church Fund
Legal Consultation	0.00	8,000	0.0%	
Leadership Team	1,459.71	3,500	41.7%	
	\$ 7,423.76	\$ 22,500	33.0%	

PRESBYTERY of WEST VIRGINIA

Budget vs. Actual

YTD September 2018

	YTD 09/30/18	Budget	%	Restricted Fund Support
<u>MINISTRY</u>				
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	1,795.00	3,500	51.3%	3,500 Small Church Fund
Church Professional Orientation	48.00	1,000	4.8%	
COM Resources	113.64	500	22.7%	
Congregational Care Travel	364.66	500	72.9%	
Memorials	250.00	500	50.0%	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	4,302.73	6,000	71.7%	
	\$ 6,886.78	\$ 21,500	32.0%	
<u>MISSIONS</u>				
SOCIAL & ECUMENICAL MINISTRIES				
INSTITUTIONAL PARTNERSHIPS				
Davis & Elkins College	937.50	1,250	75.0%	
Davis-Stuart	937.50	1,250	75.0%	
Covenant House, Inc	2,250.00	3,000	75.0%	
Westminster Foundation	937.50	1,250	75.0%	
CEPAD	0.00	2,000	0.0%	
MISSIONS PARTNERSHIPS				
Kenya Partnership	250.00	2,000	12.5%	1,500 Kenya Partnership
The Shack NH Support	11,250.00	15,000	75.0%	15,000 Mission Dev. Fund
Tyrand Coop. Ministry Support	1,875.00	2,500	75.0%	2,500 Midland Memorial
WVMAW	11,250.00	15,000	75.0%	15,000 Mission Dev. Fund
MISSIONS GRANTS		12,000		
Davis Mem. Elkins Afterschool	1,125.00	1,500	75.0%	
NCR Resident Assistance	1,424.00	3,000	47.5%	
Beechwood PC-Sanctuary House	2,250.00	3,000	75.0%	
Rock Lake PC-Community Life Ctr	1,500.00	2,000	75.0%	
Tyrand Coop. Ministry	2,000.00	2,000	100.0%	
Committee Meetings	387.44	1,000	38.7%	
	\$ 38,373.94	\$ 56,250	68.2%	
<u>NOMINATING</u>				
Nominating Committee	100.47	300	33.5%	
<u>NURTURE</u>				
CHRISTIAN NURTURE & WORSHIP				
Resource Ctr Acquisitions	1,012.90	1,800	56.3%	
Resource Ctr. - Supplies/Equip.	186.63	400	46.7%	
Resource Ctr. - Subscriptions	105.93			
Resource Ctr. - Catalog Program	795.00	800	99.4%	
Video License	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 Youth Retreat	520.60	1,600	32.5%	1,600 Rachel McClintic Fund
HS Youth Conf. Mission Trip	(482.89)	6,000	-8.0%	6,000 Rachel McClintic Fund
Youth Council	294.17	400	73.5%	400 Rachel McClintic Fund
Adult Spiritual Development	(400.00)	1,500	-26.7%	

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD September 2018

	YTD 09/30/18	Budget	%
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	171.68	600	28.6%
	\$ 3,046.76	\$ 19,150	15.9%

Restricted Fund Support
2,000 PEPS

PJC

Permanent Judicial Commission	56.84	300	18.9%
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PRESBYTERIAN WOMEN

Presbyterian Women Support	4,000.00	6,000	66.7%
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RELATIONS

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

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	51.80	1,000	5.2%
	\$ 7,551.80	\$ 12,000	62.9%

TRUSTEES

Trustees	6.05	2,000	0.3%
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VOCATIONS

PREPARATION FOR MINISTRY

Care of Candidates	106.82	500	21.4%
Career Counseling	0.00	500	0.0%
Scholarships	3,076.64	5,000	61.5%
Conferences	0.00	900	0.0%
ALP/CLP Preparation Program	(1,720.00)	3,000	-57.3%
Committee Meetings	611.29	1,000	61.1%
	\$ 2,074.75	\$ 10,900	19.0%

5,000 Bush Fund

3,000 Small Church Fund

TOTAL	\$ 545,246.51	\$ 833,000	65.5%
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REVENUE IN SUPPORT of BUDGET	YTD 09/30/18	Budget
Shared Mission (net of GA & Synod support)	189,915	360,000
Per Capita (net of GA & Synod support)	98,741	172,679
Previous Year Shared Mission & Per Capita	4,873	12,221
Outside Funding (Presby. Housing & PHP)	46,000	46,300
Interest & Gifts	9,488	15,000
Restricted Fund Support	161,536	226,800
TOTAL	\$ 510,553	\$ 833,000

2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
Church	2018 PLEDGE	2018 Giving at 9/30/18	12/31/16 Mbrship.	2018 Per Capita (\$29.50/mbr)	Per Capita Rec'd at 9/30/18
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	2,192
Baxter		500	12	354.00	290
Beckley		11,333	231	6,814.50	5,111
Beechwood	0		84	2,478.00	1,859
Belington	600	400	28	826.00	555
Belle	1,215	911	6	177.00	133
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	590	10	295.00	590
Bluefield-First		5,845	111	3,274.50	2,186
Bradley	0		21	619.50	620
Bramwell			14	413.00	
Bream Memorial	2,500	1,875	181	5,339.50	3,995
Bridgeport (all PWV)	2,500	1,875	109	3,215.50	2,453
Buckhannon-First	708	720	24	708.00	720
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		1,643	22	649.00	608
Charleston-First (all PWV)	40,000	26,667	975	28,762.50	19,175
Church of Our Saviour	1,700	1,700	15	442.50	442
Clarksburg-First	4,000	2,000	213	6,283.50	3,245
Clear Creek			18	531.00	
Clifton	1,200	800	75	2,212.50	1,475
Clothier			9	265.50	236
Colcord-First	0		38	1,121.00	747
Comfort			15	442.50	
Davis Memorial-Elkins	16,112	10,741	203	5,988.50	4,000
Davis Memorial-Gassaway	591	321	30	885.00	590
Dunbar-First	900	600	74	2,183.00	1,455
DuPont City			10	295.00	
Edgewood	5,515	2,253	107	3,156.50	1,587
Eleanor			21	619.50	
Elk Hills	6,600	4,400	66	1,947.00	1,298
Enslow Park			165	4,867.50	2,400
Fairmont-First	4,700	3,133	153	4,513.50	2,700
Falls View	1,765	883	9	265.50	133
Fayetteville	6,500	3,794	93	2,743.50	1,603
Fleming Memorial	2,800	1,400	37	1,091.50	546
Frankford	2,205	1,654	23	678.50	609
Gilbert			50	1,475.00	1,475
Glenville	3,800	3,800	17	501.50	502
Grace Covenant	2,980	2,199	15	442.50	656

2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
Church	2018 PLEDGE	2018 Giving at 9/30/18	12/31/16 Mbrship.	2018 Per Capita (\$29.50/mbr)	Per Capita Rec'd at 9/30/18
Harman			29	855.50	856
Highlawn Huntington		12,950	172	5,074.00	3,229
Highlawn St. Albans	4,900	3,709	77	2,271.50	1,663
Hinton-First	2,100	1,050	27	796.50	398
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	6,000	155	4,572.50	4,573
Keller			7	206.50	207
Kenova-First			32	944.00	500
Kesler Memorial			38	1,121.00	
Kingwood-First	5,200	3,467	53	1,563.50	767
Kuhn Memorial	2,714	1,900	98	2,891.00	2,168
Lakeview			5	147.50	
Liberty			17	501.50	
Logan-First	7,665	5,749	82	2,419.00	2,419
Mannington-First			20	590.00	
Marlinton			86	2,537.00	1,663
Marsh Fork	500	500	12	354.00	354
McElhenney			12	354.00	
McKinnon	1,172	902	23	678.50	520
Mill Creek		3,300	19	560.50	561
Milton		500	22	649.00	300
Mingo			13	383.50	384
Morgantown-First		9,480	209	6,165.50	4,150
Mount Hope			13	383.50	384
Nitro-First	1,000	500	82	2,419.00	1,219
Oak Grove			67	1,976.50	
Oak Hill-First			27	796.50	348
Old Stone	25,200	18,900	283	8,348.50	6,195
Parkersburg-First			156	4,602.00	3,068
Parsons	400	200	27	796.50	384
Philippi		1,220	9	265.50	266
Pickens	177		6	177.00	
Pineville			35	1,032.50	602
Pres. Ch of the Covenant			97	2,861.50	
Pt. Pleasant	7,720	5,085	83	2,448.50	1,632
Ravenswood-First	3,030	3,030	29	855.50	856
Red Sulphur Springs	150	150	6	177.00	177
Richwood		925	31	914.50	266
Ripley-First		667	51	1,504.50	1,003
Riverlawn	500	125	105	3,097.50	1,032
Rock Forge		100	19	560.50	551
Rock Lake	12,405	5,818	137	4,041.50	2,021
Rome	120	90	6	177.00	133
Ronceverte	2,800	1,400	75	2,212.50	1,106
Ruffner Memorial			25	737.50	
Salem	3,310	2,483	13	383.50	288

2018 BENEVOLENCE PLEDGE & PER CAPITA ASSESSMENT					
Church	2018 PLEDGE	2018 Giving at 9/30/18	12/31/16 Mbrship.	2018 Per Capita (\$29.50/mbr)	Per Capita Rec'd at 9/30/18
Smithers	1,000	900	17	501.50	502
South Charleston-First			146	4,307.00	3,230
South Park	1,985	1,489	32	944.00	708
Spencer	880	440	9	265.50	133
Spring Creek	820	820	24	708.00	708
Spring Valley			54	1,593.00	
St. Albans-First		4,157	213	6,283.50	4,189
St. Andrew			146	4,307.00	630
St. Marys	100	100	12	354.00	354
Sugar Grove	1,765	1,765	29	855.50	856
Summerlee		50	11	324.50	174
Summersville	1,920	1,280	51	1,504.50	1,003
Teays Valley		5,400	228	6,726.00	3,914
Thomas-First		375	30	885.00	376
Trinity	400	400	18	531.00	457
Tygarts Valley		2,775	27	796.50	
Union	2,200	1,100	35	1,032.50	516
Upper Glade	2,520	1,260	57	1,681.50	841
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	911	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	3,201	83	2,448.50	1,933
Weston-First	1,050	1,050	11	324.50	325
White Sulphur Springs-First	1,200	1,050	33	973.50	900
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	
TOTALS	267,265	231,767	8,478	250,101	151,720
Presbytery portion 80%	213,812	185,414		168,868	100,135
GA portion 15%	40,090	34,765		61,400	39,751
Synod portion 5%	13,363	11,588		19,833	11,834

BLUESTONE CONFERENCE CENTER, INC

FINANCIAL REPORT as of SEPTEMBER 30, 2018

INCOME STATEMENT

INCOME	09/30/18	Budget	%
Grant Subsidy - McClintic Fund	\$ 4,500.00	\$ 4,500	100.0%
Retreats - Bluestone Events	6,150.00	9,500	64.7%
Retreats - Presbyterian	6,545.00	12,000	54.5%
Retreats - Presbyterian Affiliate	6,128.00	3,000	204.3%
Retreats - Non - Presbyterian	16,109.60	47,500	33.9%
Summer Camp Registrations	69,229.50	74,500	92.9%
Donations	12,448.00	15,000	83.0%
Friends of Bluestone	19,315.00	40,000	48.3%
Interest	0.76	-	-
Miscellaneous	35.30	-	-
TOTAL INCOME	\$ 140,461.16	\$ 206,000	68.2%
EXPENSES			
Salaries & Personnel	\$ 48,097.58	\$ 61,700	78.0%
Office & Administration	11,994.45	18,550	64.7%
Bluestone Events	501.11	1,200	41.8%
Plant & Operation	65,997.08	88,050	75.0%
Summer Staff & Salary	22,424.15	28,000	80.1%
Summer Program	1,132.52	2,000	56.6%
Summer Camp Trips	7,136.36	6,500	109.8%
TOTAL EXPENSE	\$ 157,283.25	\$ 206,000	76.4%
NET GAIN/(LOSS)	\$ (16,822.09)	(excl. store acct. & depr. exp.)	

BALANCE SHEET

	09/30/18	09/30/17
ASSETS		
Current Assets	\$ 355.60	\$ 21,445
Property & Equip. (net of depr.)	154,775.87	154,776
TOTAL ASSETS	\$ 155,131.47	\$ 176,221
LIABILITIES		
Current Liabilities	\$ 12,046.98	\$ 14,078
Long Term Debt	64,944.30	74,418
TOTAL LIABILITIES	\$ 76,991.28	\$ 88,496
EQUITY	\$ 78,140.19	\$ 87,725
TOTAL LIABILITIES & EQUITY	\$ 155,131.47	\$ 176,221

***NOTE* - Presbytery Support**

Facilities Director comp	\$ 69,257
Program Director comp	35,611
Property Insurance	12,044
Committee expense	1,500
Banking fees	160
Misc. office expense	50
\$ 118,622	

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11/03/18

Accrual Basis

Friends of Bluestone, Inc.

Balance Sheet

As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
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	-6,318.65
Total 1000 - Cash - BB&T	8,866.80
Total Checking/Savings	8,866.80
Total Current Assets	8,866.80
Fixed Assets	
1600 - Equipment	2,200.00
Total Fixed Assets	2,200.00
TOTAL ASSETS	11,066.80
LIABILITIES & EQUITY	
Equity	
32000 - Fund Asset	17,385.46
Net Income	-6,318.66
Total Equity	11,066.80
TOTAL LIABILITIES & EQUITY	11,066.80

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11/03/18

Accrual Basis

Friends of Bluestone, Inc.

Profit & Loss

January through September 2018

	Jan - Sep 18
Income	
4000 · Donations - Churches	6,603.98
4001 · Donations - Individuals	9,272.30
4005 · Donations - Restricted	400.00
4008 · Fundraiser - Other	6,295.10
4010 · Golf Tournament Sponsors	500.00
4012 · golf Tournament Donation	50.00
4100 · Interest Earned	1.07
Total Income	23,122.45
Expense	
5000 · Operating Expenses	
5001 · Distributions to Presbytery	
5002 · Camp - Major Improvements	25,000.00
5030 · Camp-General Operating Expense	0.00
Total 5001 · Distributions to Presbytery	25,000.00
5500 · Direct Expenses	
5506 · Supplies	2,985.00
6001 · Thriva/PayPal Discount Fees	42.46
6005 · Postage	35.00
6006 · PO Box Rental	120.00
6020 · Fundraising Expenses	1,120.05
6050 · Licenses and Fees	116.00
Total 5500 · Direct Expenses	4,418.51
5000 · Operating Expenses - Other	22.60
Total 5000 · Operating Expenses	29,441.11
Total Expense	29,441.11
Net Income	-6,318.66

APPENDIX E

AUTOBIOGRAPHICAL STATEMENT – AMANDA K. HILL

Amanda K. Hill is a lifelong Presbyterian - baptized and confirmed in the PC(USA). In high school, Amanda was very involved with her youth group, which offered her the opportunity to spend many summers at Montreat Conference Center, amidst many other key moments of growth in her relationship with God and the Church. Following her senior sermon, a tradition at Northminster Presbyterian Church in Hickory, North Carolina, many congregants noted her gift of preaching, and encouraged Amanda to explore this gift.

When Amanda attended North Carolina State University in Raleigh, NC she immediately found a home in the Presbyterian Campus Ministry. During her years of undergraduate study she held leadership roles within the group and frequently met with the campus minister for mentorship. During a bible study in the Fall of 2013, Amanda heard the calling from God to go into ministry. She read these words from Matthew 25:40: “Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.” Immediately Amanda experienced a revelation of what her life must be moving forward. Her ministry in college had been one of action and social justice, and this scripture outlined a new path she had never considered before. It was from this point on that Amanda’s focus shifted and she knew that ministry was what God needed her to do.

Following graduation from NC State, Amanda found her place at Union Presbyterian Seminary (UPSem) in Richmond, Virginia. UPSem is where Amanda had the privilege of sitting at the feet of professors, mentors, and colleagues who helped shape and ground her formation as a minister. In this season of discernment, Amanda discovered her gifts as a faith leader. During her time at UPSem, she completed her first unit of Clinical Pastoral Education (CPE) at VCU Health in downtown Richmond. It was here, supporting families in the midst of great pain and trauma, that Amanda fell in love with hospital ministry. Matthew 25 once again visited her heart and reminded her that all the people she was visiting within the hospital were Children of God. She graduated with her Masters of Divinity from UPSem in June of 2017. Following the Spirit’s call to hospital ministry, Amanda pursued three more units of CPE (Residency), and received a Masters of Science in Pastoral Counseling. During her residency, Amanda served in the Evans Haynes Burn Unit and the Surgical Trauma ICU of VCU Health. Yet again, the Spirit was opening Amanda’s heart to the world of pastoral ministry within the realm of the hospital - tending to the sick and grieving, and affirming their stories and pain in light of God’s presence with and among them.

After her residency, Amanda excitedly took on a new Chaplain position at WVU Medicine in Morgantown, West Virginia. Amanda now serves as Chaplain to the Mary Babb Randolph Cancer Center and works with the Spiritual Care team at Ruby Memorial. Amanda is excited and humbled by this opportunity to use the gifts she has been given to serve the people of God. She is delighted for the opportunity to further pursue ordination as a Minister of Word and Sacrament in this role to which she has been called, within the Presbytery of West Virginia.

STATEMENT OF FAITH – AMANDA K. HILL

I believe in the Triune God experienced as God, Jesus Christ, and the Holy Spirit.

God is creator and sustainer of our universe, a gracious being that is both omnipresent and omnipotent. God is the ultimate judge of all of creation, including but not limited to humanity.

Jesus Christ is the Word made flesh and sent to us as humans and it is Jesus who draws us into the relationship of love, intimacy and oneness that he enjoys with God. Jesus Christ is both truly human and truly divine. Jesus Christ was present on this earth for only a short amount of time and was crucified, died and then was buried here on this earth. Three days from his death Jesus Christ was resurrected by God and is now understood by Christians to be at God's right hand. Jesus Christ is our Messiah and the greatest gift from God.

The Holy Spirit is the moving force throughout this universe that connects all entities of God's reign to the Trinity. The Holy Spirit is equally as omnipresent, divine and omnipotent as God and Jesus Christ. The Holy Spirit is my understanding of connectivity between creation and God. The Holy Spirit is always moving, always connecting and continually working in the lives of believers.

Grace is handed down to all humans from God as a form of ultimate love. Grace is God's gift to this world. Grace is the manifestation of God's love found throughout creation. Grace is understood by Christians to be given to humans through forgiveness. It is God's grace that continually pardons us from our sins and wrongdoings. Grace is also the power that allows for growth through transformation of believers. Jesus Christ and his life, ministry, death and resurrection is the greatest manifestation of God's grace.

Holy Scripture is God's Word. Scripture is sacred because it is our deepest understanding of God's reign and will for this world. Scripture is contextual, as it was written at a certain time by a certain people. However, scripture does not cease to hold relevance, for holy scripture is timeless and wisdom will always be gained from the words. We as Children of God revere scripture as our sacred text that guides us to a more holistic life under God.

The Sacraments are an outward expression of the Grace God has given to us as humans. We as Reformed Christians practice the sacraments of Baptism and The Eucharist as essential activities in the life of faith. Baptism is done to infants as an expression of our understanding of both God's saving Grace and the faith community's commitment to helping raise that Child of God in a loving environment. The Eucharist is practiced frequently by the Christian community as a remembrance of Jesus Christ's life, ministry, death, and resurrection.

The Church of Jesus Christ is the community of all who believe in Jesus Christ as the Messiah and savior of this world. The Church is not a physical building but rather an understanding of a group of humans who work to continue the ministry of Jesus as Christ's metaphorical body.

APPENDIX F
POLICY ON TEMPORARY MEMBERSHIP
IN THE PRESBYTERY OF WEST VIRGINIA

Ordinarily churches in the Presbytery of West Virginia will be served by a Presbyterian Minister of the Word and Sacrament or by a Commissioned Ruling Elder. In cases where it is not practical to do so, congregations may engage the services of a minister of another Christian denomination, who may be received as a Temporary Member of the presbytery.

In order for a minister of another denomination to become a temporary member of the presbytery

- a) The General Presbyter shall do a reference check with their current denomination to determine if they are in good standing, if they have been disciplined, if they have had charges filed against them, or if there are any allegations of misconduct.
- b) They shall undergo a criminal background check.
- c) To be authorized to moderate the session, the person shall satisfactorily complete a course on Presbyterian Polity that has been approved by the Committee on Ministry.

After having received reports on the results of these steps, the Committee on Ministry shall examine this person for Temporary Membership in the presbytery.

The Committee on Ministry may authorize a Temporary Member of the Presbytery to serve a particular congregation as well as to moderate the session. The Committee on Ministry shall also appoint a Minister of the Word and Sacrament to moderate the session meetings with the Temporary Member present as an observer for at least the first six months; the temporary member will then moderate the session meeting with the appointed moderator present for at least an additional six months. After that time, the appointed moderator shall consult with the Temporary Member prior to each session meeting and may give them permission to moderate that meeting. A Minister of the Word and Sacrament shall provide annual officer training.

Temporary Members are subject to the Rules of Discipline of the Constitution of the Presbyterian Church (U.S.A.) and shall be granted voice at Presbytery meetings. A Temporary Member of the Presbytery shall attend at least two presbytery meetings each year. They are also encouraged to attend a peer group with other Presbyterian pastors and shall meet face-to-face with a mentor at least quarterly. Temporary membership status shall be reviewed annually and reported to the Temporary Member's denominational authority.

In order to receive approval for the continued service of a Temporary Member of the Presbytery, the congregation shall submit their session records for approval annually. Failure to do so shall result in the termination of the authorization for the Temporary Member to moderate session meetings.

APPENDIX G

ELDERS APPROVED TO SERVE COMMUNION IN THEIR CONGREGATIONS

Mary Beth Adams, Buckhannon	Barry Harron, First Colcord
Chris Allman, Teays Valley	John Haynes, Rock Lake
Elaine Anderson, Grace Covenant	Sherry Hoppe, First Colcord
Gary Anderson, First Colcord	Jessica Houck, Gilbert
Jennifer Anderson, First Whitesville	Paul Jacoby, Clifton
Leslie Anderson, First South Charleston	Frank Keener, Sugar Grove
Scott Anderson, Grace Covenant	Judy Keener, Sugar Grove
Houston Arbuckle, Clifton	Sandra Keener, Westminster, Charleston
David Barnhart, First Oak Hill	Kathy Kennedy, First Bluefield
Debbie Barnhart, First Oak Hill	Curt Lester, Gilbert
Stephen Beane, Davis Memorial, Gassaway	Larry Lewis, St. Marys
Margaret Bickford, First Oak Hill	Marie Lewis, Beckley
Lilly Booth, South Park	James Matheny, Beulah Humble
Bari Brake, St. Marys	Judy Matheny, Beulah Humble
David Brown, Teays Valley	John Melton, South Park
Jason Burdette, First Fairmont	Kathy Moss, First Oak Hill
Betty Caldwell, First Dunbar	Suzanne Murphy, Philippi
Jim Casey, Upper Glade	Jay Nunley, First Logan
Caroline Cassell, Alexander Memorial	David Oliver, Beechwood
Barbara Chalfant, Bream	Forrest Palmer, First Dunbar
Al Combs, Beckley	Rene Poe, Belington
Sue Cunningham, First Dunbar	Billy Richmond, Beckley
Kim Danielson, St. Marys	Ed Roberts, Belington
Betty Davis, First Oak Hill	Kristy Robeson, First Oak Hill
Brenda Davis, Gilbert	Tim Rutledge, Gilbert
Bruce Davis, Teays Valley	Alice Ann Sarver, First Bluefield
Danna Davis, First Oak Hill	Ken Schmidt, Rock Lake
Charley Dodson, First Bluefield	Debbie Schultz, South Park
Agnes Doyle-Kalland, Alexander Memorial	Sammy Searls, South Park
Nancy Frame, Westminster, Charleston	Larry Sites, South Park
Gary Gunnoe, Westminster, Charleston	Melinda Testerman, First Bluefield
Justin Gunnoe, Westminster, Charleston	Dot Thomas, First Dunbar
Martha Harless, Gilbert	Bobby Tucker, Edgewood
	Anna Winans, Bridgeport
	Emmett Withrow, First Colcord

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APPENDIX H

MANUAL OF THE PRESBYTERY OF WEST VIRGINIA

SYNOD OF THE TRINITY

PRESBYTERIAN CHURCH (U.S.A.)

I. PREAMBLE

This Presbytery is the corporate expression of the church consisting of all Presbyterian Church (U.S.A.) congregations and ministers of the Word and Sacrament within our bounds.

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

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

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

A. MINISTRY

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

THEREFORE, the Presbytery will develop strategies for

- effective preaching and teaching ministry;

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.

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

B. MISSION

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

THEREFORE, the Presbytery will develop strategies for

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

C. RELATIONSHIP BUILDING

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

THEREFORE, the Presbytery will develop strategies for

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

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

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

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

II. THE PRESBYTERY

Name

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

Boundaries

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

Membership

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

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

Responsibilities and Powers

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

III. MEETINGS OF PRESBYTERY

Voice and Vote

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

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

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

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

Business Meetings

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

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

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

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

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

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

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

179
180 Time and Place of Meetings

181 Meetings shall rotate throughout the bounds of Presbytery. With recommendation from
182 the Leadership Team, Presbytery shall establish the dates and places for its meetings in
183 the coming year no later than its August Stated Meeting.
184

185 Open Meetings

186 Meetings of the Presbytery are open to any visitors who may wish to attend.
187 Presbytery may choose to go into executive session with a majority vote of the
188 ministers of Word and Sacrament and ruling elder commissioners present, in
189 accordance with *Robert's Rules of Order Newly Revised*.
190

191 Quorum

192 A quorum for a meeting of Presbytery shall be at least 20% of ministers of the Word
193 and Sacrament and ruling elder commissioners representing at least 20% of the
194 churches. Ruling elders commissioned to particular pastoral service, ruling elders
195 serving as chairs of Presbytery committees, ruling elders serving on the Leadership
196 Team, and ruling elders serving as general presbyter or as officers of the Presbytery
197 shall be counted as ruling elder commissioners for the purpose of determining quorum
198 at stated as well as called meetings.
199

200 The only exception to this is a meeting called for the sole purpose of conducting the
201 examination of a candidate or candidates for ordination as minister of the Word and
202 Sacrament together with any business incident to that examination. In this case the
203 quorum shall be 15% of the ministers of the Word and Sacrament and ruling elder
204 commissioners representing 15% of the churches.
205

206 Business and Reports

207 Each committee shall report to meetings of Presbytery as necessary but at least
208 annually.
209

210 Each committee reporting to Presbytery shall provide a written copy of its report.
211 Ordinarily a packet of printed reports shall be distributed electronically no later than
212 ten days in advance of the Presbytery meeting.
213

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

219 No new business shall be introduced after Presbytery recesses for lunch (unless by two-
220 thirds vote Presbytery sets a different deadline for introduction of new business), and
221 any new business not listed on the docket shall be presented in written form to the
222 Stated Clerk.
223

224 Minutes

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

IV. POLICIES

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

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

V. OFFICERS

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

Moderator

Mode of Election

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

271 Duties

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

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

278 **Moderator-elect**

279
280 Mode of Election

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

288 Duties

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

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

297 **General Presbyter**

298
299 Mode of Election

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

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

308 Duties

309 The General Presbyter shall facilitate ministry, mission, and relationship-
310 building, be the administrator of the Presbytery, assist the Leadership Team
311 in carrying out the Presbytery's mission and vision, and serve as head of staff.
312

313 **Stated Clerk**

314
315 Mode of Election

316 See section VIII Personnel of this manual. This office may be filled by either a
317 minister of the Word and Sacrament or a ruling elder.
318

319 At the time of election, the Administration Committee shall present a position
320 description of this office to the Presbytery, which shall include the duties of the
321 Stated Clerk as set forth in this manual and the terms of call/employment. (See
322 Appendix B – Stated Clerk Position Description)
323

324 The Stated Clerk shall be the:

- 325 A. continuing ecclesiastical officer of Presbytery;
 - 326 B. custodian of all ecclesiastical records;
 - 327 C. custodian of the rolls of Presbytery; and
 - 328 D. parliamentarian for Presbytery.
- 329

330 Duties:

331 The Stated Clerk shall perform the duties of office as specified in the Book of Order,
332 G-3.0104 and G-3.0305 and those other obligatory duties contained in the Book of
333 Order. The Stated Clerk will be responsible for the preservation of the history of
334 the Presbytery.
335

336 **Recording Clerk**

337
338 Mode of Election

339 The Presbytery shall elect, on nomination by the Representation Committee of
340 Presbytery, a Recording Clerk for a term of three (3) years and who shall be eligible
341 for reelection.
342

343 Duties:

344 The Recording Clerk shall be responsible to and shall assist the Stated Clerk in the
345 performance of the Clerk's duties, and may in the absence of the Stated Clerk at
346 Presbytery meetings, serve in that place.
347

348 The Recording Clerk shall record the proceedings of Presbytery and submit the
349 minutes promptly with supportive documents to the Stated Clerk.
350

351 Honorarium and allowances shall be fixed by the Presbytery upon recommendation
352 of the Administration Committee.
353

354 **Financial Administrator/Treasurer**

355
356 Mode of Election

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

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

364
365 The Financial Administrator/Treasurer shall be the:

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

368
369 Duties:

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

374
375 The Financial Administrator/Treasurer shall be bondable.

376
377 **VI. LEADERSHIP TEAM**

378
379 Charge

380 The Leadership Team is charged to:

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

387
388 Authority

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

393
394 Responsibilities

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

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

Members

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

Meetings

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

Quorum

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

VII. COMMITTEES AND AFFINITY GROUPS

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

Administration	Page
Bluestone	Page
Committee on Ministry	Page
Mission	Page
Nurture	Page
Permanent Judicial Commission	Page
Relations	Page
Representation	Page
Stewardship	Page
Trustees	Page
Vocation	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 elected to six years terms and at least four years must pass before serving again. (D-5.0102 and

D-5.0105)

Mode of Election

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

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

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

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

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

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

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

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

Committees are responsible for conducting orientation of their own members.

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

Electronic Meetings

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

Committees Acting as Commissions

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

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

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

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

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

Open Meeting Policy

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

Affinity Groups:

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

620 Recognition and Endorsement

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

629
630 Benefits & Responsibilities

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

636
637 In return, affinity groups and their members would be expected to sign a memorandum
638 of understanding acknowledging that they may not act counter to the policies of the
639 Presbytery or misuse the endorsement to claim greater authority than appropriate.

640
641 The limits of the Presbytery's endorsement

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

645
646 **VIII. PERSONNEL**

647
648 As outlined in G-3.0110, the Presbytery may employ staff members to meet the ministry
649 and mission needs of the church. The General Presbyter, Stated Clerk, and Treasurer are
650 elected by the Presbytery while other staff members are appointed by the General Presbyter
651 as head of staff (see the Presbytery's Personnel Handbook for further details). Those
652 officers employed by the Presbytery as interim staff may be considered for permanent
653 positions when to do so is in keeping with its mission strategy and is approved by a three-
654 quarter vote of the Presbytery. In every case, an open search shall be conducted.

655
656 **General Presbyter**

- 657
- 658 1. The General Presbyter shall coordinate ministry, mission, and relationship-
659 building, as these are the core values of the Presbytery of West Virginia. The
660 General Presbyter shall be the administrator of the Presbytery, accountable to
661 Presbytery through the Leadership Team for the implementation of decisions and
662 matters of strategy, program and resources.
 - 663 2. The General Presbyter shall be elected using an open search process. The
664 Representation Committee is responsible for nominating the search committee in
665 consultation with the Leadership Team and the Administration Committee, which

the Presbytery then elects to service.

3. The Administration Committee will conduct an annual performance review of the General Presbyter. Two members of the Leadership Team (appointed by its Chair) shall actively participate in the review. Additional hiring, performance review, and termination information may be found in the Presbytery's Personnel Handbook.

Stated Clerk

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

Treasurer

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

Participation and Representation

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

Other Staff

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

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

708
709 When the Stated Clerk receives notification that the Presbytery is a respondent in a
710 remedial case, as soon as possible the Stated Clerk shall notify the Moderator of Presbytery,
711 who promptly shall appoint a Committee of Counsel of three persons as provided for in
712 Section D-6.0300 of the Book of Order. These actions shall be reported to Presbytery at its
713 next stated meeting.

714
715 When the Stated Clerk receives an accusation filed in accordance with Section D-10.0100
716 of the Book of Order, as soon as possible the Stated Clerk shall notify the Moderator of
717 Presbytery, who promptly shall appoint an Investigating Committee of three to five persons
718 as provided for in Section D-10.0201 of the Book of Order. These actions shall be reported
719 to Presbytery at its next stated meeting.

720
721 When the Stated Clerk receives a request for an Inquiry for Vindication under Section D-
722 9.0000 of the Book of Order, the Committee on Ministry shall function as Presbytery's
723 "appropriate committee" to ascertain whether it is proper to grant the request (D-9.0101a).

724
725 **X. SUSPENSION OF MANUAL**

726
727 Presbytery may suspend this Manual for a specific purpose by a two-thirds majority vote.

728
729 **XI. AMENDMENTS TO THIS MANUAL**

730
731 A majority vote of the presbytery will be necessary to amend this Manual. The proposed
732 amendment shall be submitted to the Presbytery at the previous stated meeting as
733 information either as part of the packet or in a written report.

[MANUAL] APPENDIX A

POSITION DESCRIPTION

TITLE: GENERAL PRESBYTER **Full Time**

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

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

TERM OF SERVICE: Indefinite

RESPONSIBILITIES:

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

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

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

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

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

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

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

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

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

783
784 EVALUATION: An annual performance review by the Administration Committee in concert
785 with the Leadership Team.

786
787 TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of
788 Presbytery, upon the written recommendation of the Leadership Team. Fair
789 and adequate notification shall be given the General Presbyter.

790
791 PERSON DESCRIPTION

792 GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

793
794 The General Presbyter, insofar as is possible, should have these qualifications, characteristics,
795 and abilities:

796
797 GENERAL AND PERSONAL:

- 798 1. A personal commitment to and relationship with God.
799
800 2. An ordained elder or minister of the Word and Sacrament of the
801 Presbyterian Church (U.S.A.).
802
803 3. Approximately fifteen years of experience in the Presbyterian Church
804 (U.S.A.).
805
806 4. A leadership style characterized by servant hood, yet dynamic and
807 creative.
808
809 5. A demonstrated ability to organize his/her time and to exercise
810 discipline in personal life style to the end that time for family and for
811 personal Christian growth is protected.

812
813 PROFESSIONAL AND PASTORAL SKILLS:

- 814 1. Skills in church development and redevelopment, including a special
815 awareness of the opportunities for ministry existing in the small church.
816
817 2. To advocate, interpret, and help implement best practices from across
818 the Presbyterian Church (U.S.A.)
819
820 3. An articulate, theologically informed leader who can communicate a
821 vision to others.
822
823 4. A pastoral, sensitive nature, with ability to affirm, appreciate, mediate
824 and reconcile. Conflict management skills and maintaining appropriate
825 confidentiality are essential.
826

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

830
831 6. The ability to understand and appreciate the way theological,
832 sociological, economic and psychological factors affect the life of the
833 Church.

834
835 7. An ability to relate to persons of diverse points of view, of different
836 ages, genders and backgrounds.

837 *[MANUAL]* APPENDIX B

838
839 POSITION DESCRIPTION

840
841 TITLE: STATED CLERK Half Time (20 hrs/week)

842
843 PURPOSE: The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.
844 The Stated Clerk shall assure the Presbytery's adherence to the Book of Order.

845
846 ACCOUNTABILITY: As an officer of the Presbytery, the Stated Clerk shall be accountable to
847 the Presbytery for the responsibilities assigned by the Book of Order. As
848 a staff member of the Presbytery, the Stated Clerk shall be accountable
849 to the Leadership Team and supervised by the General Presbyter.

850
851 TERM OF SERVICE: Five years, eligible for reelection.

852
853 RESPONSIBILITIES:

- 854 1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order (G-
855 3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session records;
856 G-3.0109 –judicial and administrative commissions; D- 11.0600 – judicial process).

857
858 a. The Stated Clerk shall be the custodian of all ecclesiastical records of the
859 Presbytery, working with the administrative staff to maintain the records and rolls of
860 the presbytery.

861
862 b. The Stated Clerk shall work with the Committee on Ministry in recording and
863 reporting changes in pastoral relationships, including the establishment and renewal
864 of temporary pastoral relationships.

865
866 c. The Stated Clerk shall work with the Committee on Ministry in establishing
867 pastoral relationships, sharing information with Pastors and Sessions about
868 commissions to ordain and/or install, notifying members of the commission, and
869 receiving and filing the minutes of commissions.

870
871 d. The Stated Clerk shall conduct the annual Session records review.

872
873 e. The Stated Clerk shall provide minutes and other records of the Presbytery to the
874 Synod as required and shall ordinarily participate in the Synod's review of presbytery
875 records.

876
877 f. The Stated Clerk shall provide assistance to Sessions in preparing Annual
878 Statistical Reports and shall prepare and transmit the Presbytery's report to the Stated
879 Clerk of the General Assembly.

- 880 2. The Stated Clerk shall ordinarily serve as the parliamentarian of the Presbytery.

- 881
882 3. The Stated Clerk shall serve as clerk to the Leadership Team, assisting particularly with
883 the planning of presbytery meetings.

- 884
- 885 4. The Stated Clerk shall serve as staff support for the Trustees of the Presbytery.
- 886
- 887 5. The Stated Clerk shall provide orientation and support for Commissioners to meetings of
- 888 the General Assembly and shall ordinarily attend General Assembly meetings.
- 889

890 COMPENSATION: Defined in terms of call, reviewed annually by the Administration

891 Committee and approved by the Leadership Team and the

892 Presbytery. This position is exempt from overtime.

893

894 EVALUATION: An annual performance review by the General Presbyter and

895 reported to the Administration Committee.

896

897 TERMINATION: By mutual consent of the Stated Clerk and the Presbytery, or by

898 action of the Presbytery, upon written recommendation of the

899 Leadership Team. Fair and adequate notification shall be given to

900 the Stated Clerk.

901

902 PERSON DESCRIPTION

903

904 The Stated Clerk, in so far as possible, should have these qualifications, characteristics,

905 and abilities:

- 906 1. Have a personal commitment to and relationship with God.
- 907 2. Be a ruling elder or minister of the Word and Sacrament in the Presbyterian
- 908 Church (USA).
- 909 3. Have a minimum of five years experience in the Presbyterian Church (USA).
- 910 4. Perceive self as a servant leader and exhibit a working style that is collegial and
- 911 consultative.
- 912 5. Have an extensive knowledge of Presbyterian polity and the theology that
- 913 informs that polity.
- 914 6. Ordinarily have some experience with the work of a Stated Clerk.
- 915 7. Be willing and able to fulfill the responsibilities of the office with minimal
- 916 clerical assistance.
- 917 8. Have the ability to follow through on details.
- 918 9. Be available to maintain regular hours in the Presbytery office.
- 919 10. Have experience with computers and a willingness to learn specific processes
- 920 currently used in the church

[MANUAL] APPENDIX C

POSITION DESCRIPTION

FINANCIAL ADMINISTRATOR/TREASURER Full Time

TITLE: Financial Administrator/Treasurer of the Presbytery of West Virginia

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

ACCOUNTABILITY:

1. He/She shall be accountable to the Presbytery through its Leadership Team and the Administration Committee.
2. He/She will be supervised by the General Presbyter.

TERM OF SERVICE: Indefinite

RESPONSIBILITIES:

1. To maintain the general ledger for Presbytery, utilizing Presbytery's computer system.
2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.
3. To prepare timely financial reports and budgets as needed, or requested, by the Presbytery, its Leadership Team and Committees.
4. To support the Stewardship Committee in its work of developing, implementing and reviewing the annual Presbytery budget.
5. To notify congregations and individuals of the status of their financial commitments to Presbytery and other mission beyond the congregation and to respond to related questions and concerns from church officers and ministers.
6. To administer the Presbytery's investments under the direction and oversight of the Stewardship Committee.
7. To oversee the churchwide reporting forms required of the Presbytery and its churches.
8. To provide all financial statements and records to the Stewardship Committee for carrying out its function as the audit committee of Presbytery, and to submit all requested schedules and other documents to the independent auditing firm hired by Presbytery.
9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.
10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

EVALUATION: The Administration Committee will:

1. Annually evaluate the Financial Administrator/Treasurer's performance and

- 970 review terms of call.
971 2. Conduct a major evaluation prior to the conclusion of the third year of service.
972 3. Review and revise the position description as needed.
973

974 COMPENSATION: Defined in terms of call, reviewed annually by Administration Committee
975 and approved by the Leadership Team and Presbytery.
976

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

981 PERSON DESCRIPTION

982

983 FINANCIAL ADMINISTRATOR/TREASURER -- PRESBYTERY OF WEST VIRGINIA

984

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

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

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***[MANUAL]* APPENDIX D**

COMMITTEE DESCRIPTIONS

Administration

Membership 6

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

Objectives:

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

Responsible for:

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

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

Bluestone

Membership 6

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

Objectives:

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

Responsibilities:

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

1085 successfully negotiated and appropriately fulfilled.

1086 13. Advocate for prudent improvements to the buildings and grounds.

1087 14. Assist the Bluestone Facilities Director as needed with outside building & utility
1088 contractors.

1089 15. Ensure the proper supervision of the purchase and installation of all new equipment.

1090 16. Provide for the use of volunteers and “work days.”

1091 17. Evaluate any facility maintenance or vendor contracts annually; ensuring
1092 Bluestone is receiving adequate and economical services.

1093
1094 Membership: There shall be a mix of ministers of Word and Sacrament, ruling elders, and laity
1095 from throughout the geographic bounds of the presbytery.
1096

Committee on Ministry

Membership 21

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

Objectives:

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

Responsibilities:

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

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

1143
1144 The Committee on Ministry has the following responsibilities with church professionals:

- 1145 a) initiate follow up visits with new pastors
- 1146 b) provide preparation program as needed in cooperation with the Vocations Committee;
- 1147 and recommend the commissioning of ruling elders to particular pastoral service and
- 1148 Authorized Lay Preachers to limited pastoral service
- 1149 c) approve those on the Pulpit Supply List
- 1150 d) approve validated ministries
- 1151 e) recommend minimum compensation standards for pastoral calls and Certified Christian
- 1152 Educators within the Presbytery;
- 1153 f) authorize and train specific ruling elders to celebrate the Lord's Supper when it
- 1154 deems it necessary to meet the needs for the administration of the Sacrament (G-
- 1155 3.0301)
- 1156 g) provide support and encouragement to church professionals including making sure
- 1157 church professionals are caring for themselves and families
- 1158 a. grant permission to labor within and outside the bounds of Presbytery.

1159
1160 The Committee on Ministry has the following responsibilities with churches and professionals
1161 in transition:

- 1162 a) approve changes of call within the Presbytery
- 1163 b) meet with ministers of Word and Sacrament seeking to transfer in from another
- 1164 Presbytery, examine them on behalf of the whole presbytery, approve match,
- 1165 terms of call, and Presbytery membership
- 1166 c) dismiss ministers of Word and Sacrament to receive a call from another
- 1167 Presbytery
- 1168 d) approve moderators and liaisons for churches without installed pastors
- 1169 e) work with churches in the call process by providing a liaison from its membership
- 1170 f) establish and dissolve pastoral relationships
- 1171 g) meet with congregations and sessions of churches seeking to dissolve, divide, or
- 1172 leave the Presbytery and make recommendations to the Presbytery
- 1173 h) examine ministers of Word and Sacrament seeking membership in the Presbytery.
- 1174 The examination should include questions in the areas of Christian faith, theology,
- 1175 worship and sacraments and polity as well as additional questions from committee
- 1176 members
- 1177 i) approve ordination/installation commissions for ministers of Word and Sacrament.

1178
1179 Membership – The Committee on Ministry membership will be made up of ministers of Word and
1180 Sacrament and ruling elders from congregations and ministries within the bounds of the presbytery.
1181 Care will be given to have an equal distribution of ministers of Word and Sacrament and ruling
1182 elders with representation on the committee from throughout the geographic bounds of the
1183 presbytery. Ordinarily, the committee divides itself into teams to complete its work such as:
1184 Church Professional Care, Relationships, Congregational Development, and Transitions. The
1185 COM ordinarily meets monthly with one retreat each year.

1186 **Mission**

Membership 6

1187 **Purpose**

1188

1189 Recognizing both the enduring and the current challenges to God's kingdom in West Virginia—
1190 injustice, poverty, natural disasters and degradation—the committee seeks to enable the
1191 Presbytery and its congregations to respond to God's call for social righteousness by promoting,
1192 creating, interpreting, funding and evaluating their mission activities.

1193

1194 **Objectives and Responsibilities**

1195 1. To interpret, articulate and advocate the Presbytery's missions, encouraging congregations to
1196 situate their efforts in the context of the PC(USA)'s local, national and global initiatives,

1197 • recommending Presbytery support of mission ministries within the bounds of the
1198 Presbytery.

1199 • communicating to Presbytery and congregations the nature of the ministries of programs,
1200 entities and churches in the Presbytery

1201 • maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith
1202 partnerships such as the West Virginia Council on Churches.

1203 2. To coordinate

1204 • Presbyterian ministries within the Presbytery

1205 • congregations with similar ministries.

1206 • ecumenical and interfaith ministries within the Presbytery

1207 • campus ministry with the Westminster Foundation

1208 3. To educate

1209 • Providing training and support in the area of mission for pastors, sessions, and
1210 congregations.

1211 • Sponsoring and promoting missionary visits throughout the Presbytery

1212 4. To evaluate and allocate

1213 • assuring that the goals and programs of the ministries funded by the Presbytery are being
1214 carried out.

1215 • distributing available funds to applicants for hunger, garden and other grants.

1216 **Membership: Three classes of members from across the Presbytery to include rulings**
1217 **elders, ministers of the Word and Sacrament, and laity** from throughout the geographic
1218 bounds of the presbytery.

Nurture

Membership 9

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

- spiritual formation
- discipleship
- leadership development

Objectives:

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

Responsible for:

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

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

Permanent Judicial Commission

Membership 9

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

Objective:

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

Responsibilities:

1. The implementation of powers, duties, responsibilities and membership applicable to this Presbytery as specified in the Book of Order D-5.0000."
2. Meeting for the purpose of organizing itself by electing its moderator and clerk.

Membership:

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

Relations

Membership 6

Purpose: To foster ever-deepening relationships throughout the Presbytery.

Objective: To visit with sessions of the congregations of the presbytery and to develop and implement a communications plan

Responsibilities:

1. To conduct Triennial Visits with sessions reporting difficulties or challenges faced by the congregations to the Committee on Ministry and celebrating events and programs of congregation by writing articles for the presbytery newsletter which may also be distributed on social media
2. To strengthen the ways we get information to and receive information from the churches of the presbytery

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

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.

Stewardship

Membership 6

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

Objectives:

- 1) Encourage and assist congregations of Presbytery in stewardship commitment and growth
2. Provide for the use of Presbytery's financial resources in support of Presbytery mission and program.

Responsible for:

1. Providing training and support in the areas of stewardship to pastors, sessions and congregations.
- 2.Emphasizing and promoting special offerings approved by the Presbytery, Synod or General Assembly throughout the Presbytery.
- 3.Developing the annual budget of the Presbytery.
- 4.Providing for the development and growth of the financial resources of Presbytery.
5. Providing information about budgets and financial resources to the Presbytery, at its regular meetings or through communications, as well as to its committees.
- 6.Providing financial management of all Presbytery funds and investments.
7. Functioning as the Audit Committee to contract for an independent audit of Presbytery's financial records.
- 8.Assuring that donor requests regarding the use of special gifts are fulfilled.

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

Trustees

Membership 6

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.

Vocations

Membership 6

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

Objectives:

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

Responsibilities:

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

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

APPENDIX I –ADDITIONAL COMMITTEE REPORTS

REPORT OF THE BLUESTONE COMMITTEE

Denny Dodson, Committee Chair

INFORMATION:

1. The Fall Getaway retreat, “Fall In Love with Appalachia,” was held October 5-7 at Bluestone.
2. The Bluestone Board of Directors met on site at Bluestone on October 6 for its annual Board meeting, which is required by rule.
3. The Older Youth Retreat, sponsored by the Nurture Committee, will be held November 16-18 at Bluestone.
4. Pete Gant with Friends of Bluestone (FOB) attended the recent Bluestone Committee meeting and was able to discuss the work of FOB and some upcoming fundraisers. The annual golf tournament was held on October 13 at Little Creek Park in South Charleston. The committee has invited Mr. Gant or other FOB members to committee meetings as they are able to attend in order to ensure that, as much as possible, the two groups are working together for the good of Bluestone and all of its programs and facilities.
5. There is a new internet network at the camp, which is a satellite provider. The cost is within budget, and the service thus far has been better.
6. There is a continued need for consistency in maintenance staff, and the committee is looking at the sufficiency of compensation for this role in order to find a qualified candidate.
7. There were major sewer issues this summer during camp, and those issues have been resolved, at least for now.
8. The guttering system and the facia for the chapel needs to be replaced, and the committee hopes to do that with seamless gutters for no more than \$2,500.

REPORT OF THE COMMITTEE ON REPRESENTATION

Gary McGrew, Committee Chair

Members

Gary McGrew, TE, Chair

Terry Cunningham, RE

Mavis Grant-Lilley, RE

Maureen Wright, Stated Clerk, Staff Support

The Committee on Representation makes an annual report to the Presbytery. The purpose of the committee is to advise Presbytery regarding the implementation of principles of unity and diversity. The Committee meets annually, normally by conference call. The Stated Clerk shall attend meetings of the Nominating Committee and report to Committee on Representation.

Snapshot of Committees' Makeup Balance

Ethnic	Poor, but indicative of Presbytery
Gender	Excellent
Clergy and Lay	Good
Younger (under 50 years)	Fair
Disability	Poor
Geographic	Good
Economic	Good
Theological	Good

Comment

Committee on Representation is most appreciative of everything the Nominating Committee is doing to identify people to serve. We recognize the great challenges that face them when striving for representation, especially geographic balance. They are to be commended for their work.

Suggestions for greater diversity

1. Leadership Team is encouraged to remind Committee Chairs to be sensitive to allowing **different voices** on their committees, so that members hear without rancor the contribution of all, even those who may have a dissimilar theological understanding on a controversial issue (presidential politics, sexual orientation, nationalism and just war, racism and ethnic diversity, immigration and xenophobia, sexual assault, etc.).

2. Leadership Team is encouraged to continue to remind all committees to continue to look at **modifications in the frequency of meetings and meeting conditions** (phone, Zoom, Skype) as part of the big picture for recruiting members.
3. Leadership Team is encouraged to continue to remind all committees to practice meeting occasionally at **sites other than Charleston** as part of the big picture for recruiting members.
4. Leadership Team is encouraged to **YouTube Presbytery Worship**, some Presbytery business (presentations on special topics), and some special conference workshops, and also to archive (or at least link) these via Presbytery's webpage.

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