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# MANUAL

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PRESBYTERY OF WEST VIRGINIA

FEBRUARY 26, 2019





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1                                   **MANUAL OF THE PRESBYTERY OF WEST VIRGINIA**  
2   **SYNOD OF THE TRINITY**  
3   **PRESBYTERIAN CHURCH (U.S.A.)**  
4

5   **I. PREAMBLE**  
6

7   This Presbytery is the corporate expression of the church consisting of all Presbyterian Church  
8   (U.S.A.) congregations and ministers of the Word and Sacrament within our bounds.  
9

10   As a Presbytery we seek to strengthen, support, and serve our worshiping communities as they  
11   share God’s love through mission, ministry, and relationships.  
12

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

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

29                   **A. MINISTRY**  
30

31           The Presbytery is called to serve those inside the church - members, congregations,  
32           leaders - so that they may grow in faith.  
33

34           THEREFORE, the Presbytery will develop strategies for:

- 35                   • Effective preaching and teaching ministry.
- 36                   • Nurturing educational programs and events.
- 37                   • An on-going program for congregational participation in church development  
38                   and church revitalization.

---

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

- 39 • Special ministries in the area of camping, conferences, youth and young  
40 adults, and college students.  
41 • New church development and support.  
42 • Celebration of the Reformed tradition and the distinctive nature of  
43 Presbyterian interpretation of faith and discipleship.

44  
45 **B. MISSION**

46  
47 The Presbytery is called to serve those in the community - local neighbors and  
48 national/international mission partners - to point towards a new reality in Christ.

49  
50 THEREFORE, the Presbytery will develop strategies for:

- 51 • Providing food to the hungry.  
52 • Lending support to the aging.  
53 • Fostering ownership and participation in local and global mission.  
54 • Responding to the needs of victims of disaster, discrimination, hunger,  
55 ignorance, and poverty.  
56 • Advocating for peace and justice.  
57 • Providing opportunities for ecumenical as well as interfaith dialogue  
58 and mission.

59  
60 **C. RELATIONSHIP BUILDING**

61  
62 The Presbytery is called to build relationships with God and one another.

63  
64 THEREFORE, the Presbytery will develop strategies for:

- 65 • Closer fellowship and greater participation in mission with other.  
66 • Neighboring congregations.  
67 • Appropriate concern for and oversight of congregations, giving Particular  
68 attention to smaller congregations.  
69 • Training and support for volunteers, especially in education and leadership  
70 development.  
71 • Pastoral care for church professionals.  
72 • Resources for development and personal growth.  
73 • Encouragement of individuals to study for ministry.

74  
75 As we seek to accomplish our goals, we recognize that risk is involved and it is essential  
76 for the Presbytery to provide for evaluation and review of all programs and ministries.  
77 Our unity in Christ enables and requires the Presbytery to be open to all persons and to  
78 the varieties of talents and gifts of God's people. The Presbytery will give full expression

79 to the rich diversity within its membership and shall provide for full participation and  
80 access to representation in decision-making and employment practices, which will assure  
81 a greater inclusiveness leading to wholeness in its emerging life. (G-3.0103)  
82

## 83 **II. THE PRESBYTERY**

### 84 **A. Name**

85  
86  
87 The name of this Presbytery shall be Presbytery of West Virginia.  
88

### 89 **B. Boundaries**

90  
91 The Presbytery of West Virginia shall include the Presbyterian Churches (U.S.A.) in all  
92 the counties within the boundaries of the state of West Virginia, except those currently  
93 within the bounds of the presbyteries of Upper Ohio Valley, in the Northern Panhandle,  
94 and Shenandoah, in the Eastern Panhandle. It shall also include the Rome Church in  
95 Ohio.  
96

### 97 **C. Membership**

98  
99 Ministers of the Word and Sacrament and ruling elders shall be enrolled as continuing  
100 members of Presbytery as described in the Book of Order G-3.0301. Ministers of the  
101 Word and Sacrament who are members of other presbyteries and are serving within the  
102 bounds of the Presbytery of West Virginia may be enrolled as corresponding members of  
103 Presbytery for the duration of their service. Ministers of other Christian denominations  
104 serving congregations within this presbytery may be enrolled as temporary members of  
105 presbytery for the duration of their service. Further, each ruling elder elected as an officer  
106 of the Presbytery, General Presbyter, or as a member of the Leadership Team shall be  
107 enrolled as a member of the Presbytery for the term of office, whether or not  
108 commissioned by his or her session.  
109

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

### 115 **D. Responsibilities and Powers**

116  
117 The Presbytery of West Virginia is responsible for the mission and government of the  
118 church throughout its geographical district. It therefore has those powers as prescribed in  
119 the Book of Order.

120 **III. MEETINGS OF PRESBYTERY**

121

122 **A. Voice and Vote**

123

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

129

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

134

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

140

141 **B. Business Meetings**

142

143 The Presbytery shall hold at least four (4) stated meetings each year, and special meetings  
144 if necessary, according to the provision of the *Book of Order* G-3.0304.-Called meetings  
145 of the Presbytery may be held for the purpose of the examination of-a candidate or  
146 candidates for Minister of the Word and Sacrament together with any-business incident to  
147 the examination(s). The Leadership Team may call such a meeting at the request of the  
148 Vocations Committee or the Committee on Ministry.

149

150 If-the Leadership Team determines that there is business of an urgent nature that cannot  
151 wait until the next stated meeting it may call a meeting of the Presbytery to deal with-this  
152 issue. The business to be transacted shall be limited to the items specifically listed in the  
153 call for the meeting.

154

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

158

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

160

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

165

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

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

### 178 **C. Time and Place of Meetings**

179

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

### 184 **D. Open Meetings**

185

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

### 191 **E. Quorum**

192

193 A quorum for a meeting of Presbytery shall be at least 15% of ministers of the Word and  
194 Sacrament and ruling elder commissioners representing at least 15% of the churches.  
195

196 The only exception to this is a meeting called for the sole purpose of conducting the  
197 examination of a candidate or candidates for ordination as minister of the Word and  
198 Sacrament together with any business incident to that examination. In this case the  
199 quorum shall be 10% of the ministers of the Word and Sacrament and ruling elder  
200 commissioners representing 10% of the churches.  
201

### 202 **F. Business and Reports**

203

204 Each committee shall report to meetings of Presbytery as necessary but at least annually.  
205

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

210 The General Presbyter, Stated Clerk and Moderator shall allocate times and placements  
211 of reports on the docket. In preparation of the docket, chairs of committees shall request

212 time on the docket, and indicate who will give the report. The Leadership Team shall  
213 determine any special emphases for the meetings of Presbytery.

214  
215 No new business shall be introduced after Presbytery recesses for lunch (unless by  
216 two-thirds vote Presbytery sets a different deadline for introduction of new business),  
217 and any new business not listed on the docket shall be presented in written form to the  
218 Stated Clerk.

219  
220 **G. Minutes**

221  
222 In lieu of having the minutes read and approved at the end of a stated or special meeting  
223 of Presbytery, the Leadership Team is authorized to review and correct the minutes and  
224 report their review to the next stated meeting of Presbytery.

225  
226  
227 **IV. POLICIES**

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

231 *General Policies:*

- 232 Purpose and Policy for Presbytery of West Virginia
- 233 Sexual Misconduct Prevention Policy
- 234 Events Involving Children, Youth and Persons with Disabilities
- 235 Conflict of Interest
- 236 Dissolution of a Church
- 237 Dismissal of a Church
- 238 Overtures to the General Assembly
- 239 General Assembly Commissioners and Young Adult Advisory
- 240 Delegate Selection Criteria

241 *Policies Regarding Pastors:*

- 242 Leave Policy
- 243 Sabbatical Leave
- 244 Continuing Education and Study Leave
- 245 Dissolution of Pastoral Relationships
- 246 Ethics for Departing Pastoral Leaders
- 247 Seminary Debt Assistance
- 248 Minimum Salary for Ministers of Word and Sacrament and Certified Christian
- 249 Educators
- 250 Interim to Installed Pastor

251 **V. OFFICERS**

252

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

255

256 **A. Moderator**

257

258 **1. Mode of Election**

259

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

268

269 **2. Duties**

270

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

274

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

276

277 **B. Moderator-Elect**

278

279 **1. Mode of Election**

280

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

287

288 **2. Duties**

289

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

294

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

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**C. General Presbyter**

**1. Mode of Election**

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

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

**2. Duties**

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

**D. Stated Clerk**

**1. Mode of Election**

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

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

The Stated Clerk shall be the:

- Continuing ecclesiastical officer of Presbytery.
- Custodian of all ecclesiastical records.
- Custodian of the rolls of Presbytery.
- Parliamentarian for Presbytery.

**2. Duties**

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

339 **E. Recording Clerk**

340

341 **1. Mode of Election**

342

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

346

347 **2. Duties**

348

349 The Recording Clerk shall be responsible to and shall assist the Stated Clerk in the  
350 performance of the Clerk's duties, and may in the absence of the Stated Clerk at  
351 Presbytery meetings, serve in that place.

352

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

355

356 Honorarium and allowances shall be fixed by the Presbytery upon recom-mendation  
357 of the Administration Committee.

358

359 **F. Financial Administrator/Treasurer**

360

361 **1. Mode of Election**

362

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

365

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

370

371 The Financial Administrator/Treasurer shall be the continuing financial officer of the  
372 Presbytery and custodian of all financial records.

373

374 **2. Duties**

375

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

380

381 The Financial Administrator/Treasurer shall be bondable.

382 **VI. LEADERSHIP TEAM**

383

384 The Leadership Team is charged to:

- 385 • Discern a vision for the presbytery based on our core values.
- 386 • Communicate the vision throughout the presbytery.
- 387 • Delegate responsibilities and resources to our committees and staff to implement the
- 388 vision.
- 389 • Assess the work of the presbytery in light of the vision.
- 390 • Revise the vision regularly in light of change.

391

392 **A. Authority**

393

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

397

398 **B. Responsibilities** of the Leadership Team are to:

- 399 • Promote the core values of ministry (service to those inside the church), mission  
400 (service to those in the community) and relationship-building (building connections  
401 with God and one another) through implementation of presbytery’s written policies,  
402 plans, mission statements, and goals.
- 403 • Maintain, revise, and communicate a plan to implement the vision in order that the  
404 churches, committees, and staff of the presbytery may work together for the same  
405 purpose.
- 406 • Receive both ideas and feedback from churches, committees, and staff on their  
407 ministry, mission and their work toward accomplishing the vision.
- 408 • Define, direct, and align the work of committees so that they may better engage the  
409 presbytery in their areas of ministry, mission, and relationship-building,
- 410 • Plan Presbytery meetings in cooperation with the General Presbyter, Stated Clerk,  
411 and Moderator. (This includes setting the theme, facilitating the logistics, and  
412 securing meeting sites, rotating throughout the presbytery.)

413

414 **C. Members**

- 415 • The Presbytery shall elect three classes of four members each, totaling 12 members of  
416 the Leadership Team. The moderator, moderator-elect, and chair of the Leadership  
417 Team, shall be included in this number.
- 418 • The Representation Committee makes nominations, supplemented by those from the  
419 floor of the appropriate Presbytery meeting.
- 420 • Each term is three years and may be renewed once. At least one year must pass after  
421 serving two consecutive terms before serving again.

- 422 • The immediate past Moderator of presbytery chairs the Leadership Team. She/he  
423 votes only in the case of a tie.
- 424 • Two staff members attend the meetings of the Leadership Team, the General  
425 Presbyter and the Stated Clerk. Both have the power of voice but not vote. Ordinarily,  
426 the Stated Clerk shall serve as the secretary.

427  
428 **D. Meetings**

429 The Leadership Team meets at least quarterly in person approximately one month in  
430 advance of four regular meetings of the presbytery, preferably in locations rotating  
431 throughout the presbytery.

432 Ordinarily one meeting per year will be designated by the Team to plan for the coming  
433 year and may, at the discretion of the Team, consist of an overnight retreat.

434 Regular meetings should be supplemented by subgroups as needed on particular issues  
435 facing the Leadership Team. The Leadership Team should meet in ways that best meet  
436 the needs of the team: face-to-face, conference call, or video conference.

437 Staff members and others may be invited to attend particular meetings and conversations,  
438 based on their areas of expertise, and service, and agenda before the Leadership Team.

439  
440 **E. Quorum**

441  
442 The quorum of the Leadership Team shall be a majority of its members.  
443  
444  
445

446 **VII. COMMITTEES AND AFFINITY GROUPS**

447  
448 The standing committees of the Presbytery (see committee descriptions in Appendix D)

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

465 **A. Membership**

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

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

484  
485 **B. Terms**

486  
487 Committee members ordinarily shall serve a term of three years and are eligible for  
488 reelection once; however, no person may serve more than six consecutive years on the  
489 same committee. At least one year must pass after serving two consecutive terms before  
490 serving again. However members of the Permanent Judicial Commission are elected to  
491 six years terms and at least four years must pass before serving again  
492 (D-5.0102 and D-5.0105)

493  
494 **C. Mode of Election**

495  
496 The Leadership Team shall nominate persons for service on the Representation  
497 Committee and a person to serve as Chair of the Representation Committee.

498  
499 The Representation Committee shall nominate persons for service on all other  
500 committees. Members shall be elected in three classes, as nearly equal as possible.  
501 Terms of service shall run concurrently with the calendar year, with service to begin  
502 January 1.

503  
504 Nominations for General Assembly commissioners shall be in accordance with the  
505 Presbytery policy governing selection of commissioners. (See Advisory Handbook on  
506 policies and procedures.)

507  
508 The Permanent Judicial Commission shall elect its own Moderator from its membership.  
509 (D-5.0201)

510

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

516  
517 In the event a committee's Chair becomes unable to serve, the Moderator of Presbytery is  
518 empowered to appoint an Acting Chair to serve until Presbytery can elect a new Chair.

519  
520 The Representation Committee shall nominate people to boards such as Kanawha Valley  
521 Homes and West Virginia Homes, as needed, adhering to the membership and class  
522 requirements of the boards. These boards may recommend names to the Committee on  
523 Representation.

524  
525 The quorum of a committee shall be one-third of its members. The quorum of the  
526 Permanent Judicial Commission is specified in the Book of Order. (D-5.0204) When  
527 the Committee on Ministry and the Vocations Committee acts as a commission of  
528 Presbytery, the quorum shall be a majority of its members.

529  
530 Committees are responsible for conducting orientation of their own members.

531  
532 After a committee member has had two (2) consecutive, unexplained or unexcused  
533 absences, the Committee Chair may contact the member and then request the  
534 Representation Committee to nominate a replacement.

#### 535 536 **D. Electronic Meetings**

537  
538 A blend of traditional meeting and electronic meeting is permissible. Electronic meetings  
539 may be held to conduct business by the committees of the Presbytery, including the  
540 Leadership Team. When considering whether to meet traditionally or by electronic  
541 alternative, consideration should be made regarding the best way to complete the  
542 business at hand and the cost, both financial cost and the cost of time to the members of  
543 the committee and the following:

- 544 1. Electronic meetings are permissible only if every member of the committee can  
545 access the technology that allows participation in the meeting.
- 546 2. Electronic meetings must provide for simultaneous aural communication among  
547 all participants in order to allow for discussion of the issue(s) being considered.  
548 Collaborative technologies such as web-based Zoom and Skype, conference calls,  
549 and interactive video teleconferences fit the necessary requirements for  
550 maintaining the deliberative character of meetings held in accordance with the  
551 most recent edition of Robert's Rules of Order.
- 552 3. Only the chairperson of the committee may call an electronic meeting; this may  
553 be done upon the request of three members.
- 554 4. Ordinarily notice of electronic meeting shall be given by the committee chair or  
555 Presbytery Office at least three days before the meeting and shall include the

556 purpose(s) of the meeting. Instructions on how to participate technologically shall  
557 accompany the call for the meeting.

558 Electronic meetings are similar to traditional meetings in the following ways:

- 559 1. A quorum for an electronic meeting shall be the same as traditional meetings:  
560 one-third of its members. The quorum of the Permanent Judicial Commission is  
561 specified in the Book of Order. When the Committee on Ministry Committee and  
562 the Vocations Committee act as a commission of Presbytery, the quorum shall be  
563 a majority of its members.
- 564 2. Just as in a traditional meeting, electronic meetings shall begin and close with  
565 prayer.
- 566 3. The chair shall give attention to ensuring that all persons are included in the  
567 discussion and have the capability of hearing and participating fully in the  
568 meeting. If necessary the chair shall use a system of roll call discussion and  
569 voting.
- 570 4. Minutes for an electronic meeting shall be the same as minutes of a traditional  
571 meeting.
- 572 5. The same rules regarding participation apply to electronic meetings as in  
573 traditional meetings: the body may but is not obligated to grant the privilege of  
574 the floor to a guest, who may not vote or speak to an issue once debate closes. A  
575 guest in an electronic meeting is someone who is not a member of a committee.
- 576 6. Motions shall be processed in the same manner as a traditional meeting. The  
577 chair shall also give careful consideration to technological issues that might  
578 impact a person's ability to participate fully and give opportunity for adjustments  
579 before business is taken up. Before a vote is taken or consent measured, the chair  
580 will also determine whether any members are no longer present due to a  
581 technological disruption.
- 582 7. When email is used for sharing information and coming to consensus on the  
583 matter, the resulting decision shall be confirmed or rejected by vote at the next  
584 meeting of a committee of the presbytery and recorded in the minutes of the  
585 meeting. Email consensus is only appropriate for actions that may be reconsidered  
586 or rescinded at the next meeting of the committee.

## 587 588 **E. Committees Acting as Commissions**

589  
590 The Committee on Ministry (COM) when acting as a commission has been empowered  
591 to receive and dismiss ministers of the Word and Sacrament as members of this  
592 Presbytery. Additionally the COM will approve:

- 593 • Installation commissions to ordain and install.
- 594 • Terms of call, changes of terms, and other covenants for pastoral service.
- 595 • Requests for Honorable Retirement.
- 596 • Moderators for pastorless churches.

- 597 • Validated ministries.
- 598 • Requests for waivers of rotation of officers.

599  
600 The Vocations Committee when acting as a commission has been empowered to:

- 601 • Receive and dismiss inquirers under care of the Presbytery.
- 602 • Receive and dismiss candidates under care of the Presbytery.
- 603 • Certify candidates as ready to receive a call.

604  
605 All such actions taken by either committee acting as a commission shall be reported to  
606 the next stated meeting of the Presbytery.

## 607 608 **F. Open Meeting Policy**

609  
610 The Presbytery of West Virginia is committed to the principle of openness in regard  
611 to the rights of individuals having access to the committees of the Presbytery. Each  
612 committee shall give public notice of meeting times and places through the  
613 Presbytery website. The committee may extend to any visitors who may wish to  
614 attend the privilege of the floor in order that they may take part in the committee's  
615 discussion of the business for which they are present. Ordinarily, persons making  
616 such presentations are excused from the meeting while the committee deliberates and  
617 takes its action. After being informed of the committee's action, such persons are then  
618 ordinarily excused so that the committee may resume its business.

619  
620 Each committee has the privilege to go into executive session with a majority vote of  
621 the members present, in accordance with Robert's Rules of Order Newly Revised.

622  
623 The minutes and records of each committee are the property of that committee and  
624 the Presbytery of West Virginia. Consent of the current chairperson of the particular  
625 committee and the General Presbyter, or consent of the committee itself, must be  
626 given before material from a committee's records is allowed to be released.

## 627 628 **G. Affinity Groups**

629  
630 Affinity groups are standing groups that work under the direction of a committee for a  
631 long-term project (the Stewardship of Creation Ministry Team and the Clergy Women's  
632 Group, for example).

### 633 634 **1. Recognition and Endorsement**

635  
636 Affinity groups form by providing the appropriate committee under which their work  
637 falls with sufficient information (name of the group, mission statement, project  
638 descriptions, and contact information for members) so that the committee can make a  
639 recommendation at a Presbytery meeting for recognition and endorsement. They shall  
640 make an annual report to the appropriate committee. Their continuing role within the  
641 Presbytery shall be reviewed every three years with a recommendation from the

642 appropriate committee to the Presbytery for recognition and endorsement for another  
643 three years.

644

## 645 **2. Benefits & Responsibilities**

646

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

652

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

657

## 658 **3. The Limits of the Presbytery's Endorsement**

659

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

663

# 664 **VIII. PERSONNEL**

665

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

673

674

## **A. General Presbyter**

675

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

681

682 • The General Presbyter shall be elected using an open search process. The  
683 Representation Committee is responsible for nominating the search committee in  
684 consultation with the Leadership Team and the Administration Committee, which  
685 the Presbytery then elects to service.

686

687 • The Administration Committee will conduct an annual performance review of the  
688 General Presbyter. Two members of the Leadership Team (appointed by its  
689 Chair) shall actively participate in the review. Additional hiring, performance

687 review, and termination information may be found in the Presbytery's Personnel  
688 Handbook.

689

690 **B. Stated Clerk**

691 • As detailed in Section V. of this Manual, the Stated Clerk is the continuing  
692 ecclesiastical officer, custodian of all ecclesiastical records and rolls, and  
693 parliamentarian of the Presbytery.

694 • The Stated Clerk shall be elected by the Presbytery on the recommendation of a  
695 Search Committee appointed by and working under the Administration  
696 Committee. This Search Committee will include voices from Administration as  
697 well as other committees and members of the Presbytery to ensure diversity and  
698 representation in decision-making.

699 • Hiring, performance review, and termination information may be found in the  
700 Presbytery's Personnel Handbook.

701

702 **C. Treasurer**

703 • As detailed in Section V. of this Manual, the Treasurer is the *continuing* financial  
704 officer and custodian of all financial records of the Presbytery.

705 • The Treasurer shall be elected by the Presbytery on the recommendation of a  
706 Search Committee appointed by and working under the Administration  
707 Committee. This Search Committee will include voices from Administration as  
708 well as other committees and members of the Presbytery to ensure diversity and  
709 representation in decision-making.

710 • Hiring, performance review, and termination information may be found in the  
711 Presbytery's Personnel Handbook.

712

713 • Participation and Representation

714

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

717

718 **D. Other Staff**

719

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

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

727  
728 When the Stated Clerk receives notification that the Presbytery is a respondent in a remedial  
729 case, as soon as possible the Stated Clerk shall notify the Moderator of Presbytery, who promptly  
730 shall appoint a Committee of Counsel of three persons as provided for in Section D-6.0300 of the  
731 Book of Order. These actions shall be reported to Presbytery at its next stated meeting.

732  
733 When the Stated Clerk receives an accusation filed in accordance with Section D-10.0100 of the  
734 Book of Order, as soon as possible the Stated Clerk shall notify the Moderator of Presbytery,  
735 who promptly shall appoint an Investigating Committee of three to five persons as provided for  
736 in Section D-10.0201 of the Book of Order. These actions shall be reported to Presbytery at its  
737 next stated meeting.

738  
739 When the Stated Clerk receives a request for an Inquiry for Vindication under Section  
740 D-9.0000 of the Book of Order, the Committee on Ministry shall function as Presbytery’s  
741 “appropriate committee” to ascertain whether it is proper to grant the request. (D-9.0101a)

742  
743 **X. SUSPENSION OF MANUAL**

744  
745 Presbytery may suspend this Manual for a specific purpose by a two-thirds majority vote.

746  
747 **XI. AMENDMENTS TO THIS MANUAL**

748  
749 A majority vote of the presbytery will be necessary to amend this Manual. The proposed  
750 amendment shall be submitted to the Presbytery at the previous stated meeting as information  
751 either as part of the packet or in a written report.

## 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 Presbyter 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.)

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

798 EVALUATION: An annual performance review by the Administration Committee in concert  
799 with the Leadership Team.

800  
801 TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of  
802 Presbytery, upon the written recommendation of the Leadership Team. Fair and adequate  
803 notification shall be given the General Presbyter.

804

805 PERSON DESCRIPTION

806

807 GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

808

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

811

812 GENERAL AND PERSONAL

- 813 1. A personal commitment to and relationship with God.
- 814 2. An ordained elder or minister of the Word and Sacrament of the Presbyterian Church  
815 (U.S.A.).
- 816 3. Approximately fifteen years of experience in the Presbyterian Church (U.S.A.).
- 817 4. A leadership style characterized by servant hood, yet dynamic and creative.
- 818 5. A demonstrated ability to organize his/her time and to exercise discipline in personal life  
819 style to the end that time for family and for personal Christian growth is protected.

820

821 PROFESSIONAL AND PASTORAL SKILLS

- 822 1. Skills in church development and redevelopment, including a special awareness of the  
823 opportunities for ministry existing in the small church.
- 824 2. To advocate, interpret, and help implement best practices from across the Presbyterian  
825 Church (U.S.A.).
- 826 3. An articulate, theologically informed leader who can communicate a vision to others.
- 827 4. A pastoral, sensitive nature, with ability to affirm, appreciate, mediate and reconcile.  
828 Conflict management skills and maintaining appropriate confidentiality are essential.
- 829 5. A skillful administrator who can plan and organize, who can direct and motivate staff,  
830 and who can recognize and utilize talents of volunteers, both lay and clergy.
- 831 6. The ability to understand and appreciate the way theological, sociological, economic  
832 and psychological factors affect the life of the Church.
- 833 7. An ability to relate to persons of diverse points of view, of different ages, genders and  
834 backgrounds.

835 **APPENDIX B**

836 **POSITION DESCRIPTION**

837  
838  
839 **TITLE: STATED CLERK**

Half Time (20 hrs/week)

840  
841 **PURPOSE:** The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.  
842 The Stated Clerk shall work to ensure Presbytery’s adherence to the Book of Order.

843  
844 **ACCOUNTABILITY:** As an officer of the Presbytery, the Stated Clerk shall be accountable to  
845 the Presbytery for the responsibilities assigned by the Book of Order. As a staff member of the  
846 Presbytery, the Stated Clerk shall be accountable to the Leadership Team and supervised by the  
847 General Presbyter.

848  
849 **TERM OF SERVICE:** Five years, eligible for reelection.

850  
851 **RESPONSIBILITIES:**

- 852 1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order  
853 (G-3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session  
854 records; G-3.0109 –judicial and administrative commissions; D- 11.0600 – judicial  
855 process).
- 856 a. The Stated Clerk shall be the custodian of all ecclesiastical records of the Presbytery,  
857 working with the administrative staff to maintain the records and rolls of the  
858 presbytery.
- 859 b. The Stated Clerk shall work with the Committee on Ministry in recording and  
860 reporting changes in pastoral relationships, including the establishment and renewal  
861 of temporary pastoral relationships.
- 862 c. The Stated Clerk shall work with the Committee on Ministry in establishing pastoral  
863 relationships, sharing information with Pastors and Sessions about commissions to  
864 ordain and/or install, notifying members of the commission, and receiving and filing  
865 the minutes of commissions.
- 866 d. The Stated Clerk shall conduct the annual Session records review.
- 867 e. The Stated Clerk shall provide minutes and other records of the Presbytery to the  
868 Synod as required and shall ordinarily participate in the Synod’s review of presbytery  
869 records.
- 870 f. The Stated Clerk shall provide assistance to Sessions in preparing Annual Statistical  
871 Reports and shall prepare and transmit the Presbytery’s report to the Stated Clerk of  
872 the General Assembly.
- 873
- 874 2. The Stated Clerk shall ordinarily serve as the parliamentarian of the Presbytery.
- 875 3. The Stated Clerk shall serve as clerk to the Leadership Team, assisting particularly with  
876 the planning of presbytery meetings.

- 877 4. The Stated Clerk shall serve as staff support for the Trustees of the Presbytery.  
878 5. The Stated Clerk shall provide orientation and support for Commissioners to meetings of  
879 the General Assembly and shall ordinarily attend General Assembly meetings.

880  
881 COMPENSATION: Defined in terms of call, reviewed annually by the Administration  
882 Committee and approved by the Leadership Team and the Presbytery. This position is exempt  
883 from overtime.

884  
885 EVALUATION: An annual performance review by the General Presbyter and reported to the  
886 Administration Committee.

887  
888 TERMINATION: By mutual consent of the Stated Clerk and the Presbytery, or by action of the  
889 Presbytery, upon written recommendation of the Leadership Team. Fair and adequate  
890 notification shall be given to the Stated Clerk.

891  
892 PERSON DESCRIPTION

893  
894 The Stated Clerk, in so far as possible, should have these qualifications, characteristics, and  
895 abilities:

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

## APPENDIX C

### POSITION DESCRIPTION

911  
912  
913  
914  
915 **TITLE: FINANCIAL ADMINISTRATOR/TREASURER** Full Time  
916

917 **PURPOSE:** The financial administrator/treasurer shall serve as the financial officer of the  
918 Presbytery and custodian of all financial records.  
919

920 **ACCOUNTABILITY:** He/She shall be accountable to the Presbytery through its Leadership  
921 Team and the Administration Committee. He/She will be supervised by the General Presbyter.  
922

923 **TERM OF SERVICE:** Indefinite  
924

#### 925 **RESPONSIBILITIES:**

- 926 1. To maintain the general ledger for Presbytery, utilizing Presbytery's computer system.
- 927 2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.
- 928 3. To prepare timely financial reports and budgets as needed, or requested, by the  
929 Presbytery, its Leadership Team and Committees.
- 930 4. To support the Stewardship Committee in its work of developing, implementing and  
931 reviewing the annual Presbytery budget.
- 932 5. To notify congregations and individuals of the status of their financial commitments to  
933 Presbytery and other mission beyond the congregation and to respond to related questions  
934 and concerns from church officers and ministers.
- 935 6. To administer the Presbytery's investments under the direction and oversight of the Stewardship  
936 Committee.
- 937 7. To oversee the churchwide reporting forms required of the Presbytery and its churches.
- 938 8. To provide all financial statements and records to the Stewardship Committee for carrying out its  
939 function as the audit committee of Presbytery, and to submit all requested schedules and other  
940 documents to the independent auditing firm hired by Presbytery.
- 941 9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.
- 942 10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.  
943

944 **EVALUATION:** The Administration Committee will annually evaluate the Financial  
945 Administrator/Treasurer's performance and review terms of call. Conduct a major evaluation  
946 prior to the conclusion of the third year of service. Review and revise the position description as  
947 needed.  
948

949 **COMPENSATION:** Defined in terms of call, reviewed annually by Administration Committee  
950 and approved by the Leadership Team and Presbytery.  
951

952 **TERMINATION:** By mutual consent of the Financial Administrator/Treasurer and the  
953 Presbytery, or by action of the Presbytery, upon recommendation of the Administration

954 Committee. Fair and adequate notification shall be given to the Financial  
955 Administrator/Treasurer.

956

957

PERSON DESCRIPTION

958

959 FINANCIAL ADMINISTRATOR/TREASURER - PRESBYTERY OF WEST VIRGINIA

960

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

963

1. A Christian commitment and spiritual maturity.

964

2. A commitment to stewardship as a matter of faith and spiritual discipline in which  
965 money is a means to do mission and ministry.

966

3. Perceives self as a servant of the Presbytery and exhibits a working style that is both  
967 collegial and consultative.

968

4. Demonstrated competence in total financial management.

969

5. Extensive and detailed working knowledge of computers and computer  
970 management, including demonstrated ability to use general accounting software  
971 and outstanding keyboard skills.

972

6. Demonstrated written and oral communication skills, including ability to use  
973 the telephone.

974

7. Problem-solving skills and the ability to take initiative in enhancing the function of  
975 the office of Financial Administrator/Treasurer.

976

8. The ability to delegate and supervise staff, including voluntary staff and temporary  
977 paid staff.

978

9. Fund accounting and bookkeeping knowledge.

979

10. Bondable.

980 **APPENDIX D**

981 **COMMITTEE DESCRIPTIONS**

982  
983  
984 **Administration Committee**

Membership 6

985  
986 Purpose: In conjunction with the General Presbyter, this committee will ensure that the  
987 Presbytery has the appropriate staff to carry out the mission of the Presbytery in light of  
988 available funding. To oversee staff compensation as well as the office facilities and equipment  
989 so that the staff can carry out their work affectively and faithfully.

990  
991 Objectives: Develop and maintain staffing plans, policies and procedures that implement the  
992 mission of the Presbytery, and provide for the functioning of Presbytery through the support of  
993 staff.

994  
995 Responsible for:

- 996 1. preparing the job description, terms of calls, and performance reviews of the General  
997 Presbyter, the Stated Clerk, Presbytery's Financial Administrator/Treasurer, and any  
998 other staff
- 999 2. conducting the Performance review of the General Presbyter and ensuring that  
1000 performance reviews of all other staff occur
- 1001 3. reviewing the Presbytery office staff organization, job descriptions for staff and  
1002 performance evaluations conducted by the General Presbyter
- 1003 4. conducting an annual meeting with Presbytery staff
- 1004 5. evaluating office space, facilities, equipment, and systems in terms of acquisition,  
1005 utilization and effectiveness
- 1006 6. overseeing the compensation of all Presbytery staff, making recommendations to the  
1007 Stewardship Committee and/or to Presbytery as appropriate; on its own initiative or upon  
1008 recommendation of the General Presbyter, taking action on human resource management  
1009 matters
- 1010 7. maintaining the Presbytery's Personnel Handbook
- 1011 8. making committee members available to sit on hiring committees

1012  
1013 Membership: Two classes of three members each, including both ruling elders and ministers of  
1014 the Word and Sacrament, ruling elders, and laity from throughout the geographic bounds of the  
1015 presbytery.

1016 **Bluestone Committee**

Membership 6

1017

1018 Purpose: To provide for promotion, programming, and facilities which support the life, mission  
1019 and ministry of the Bluestone Camp and Conference Center as a vibrant center for  
1020 Christian discipleship.

1021

1022 Objectives

1023

1. Serve on the Bluestone Conference Center, Inc. Board of Directors.

1024

2. Promote the use of Bluestone across the Presbytery, by groups from other  
1025 presbyteries, and by non-Presbyterian groups.

1026

3. Coordinate and cooperate with the Nurture Committee in order to provide for  
1027 quality, faith nurturing camp, conference and retreat programming.

1028

4. Assure that Bluestone is available, acceptable, and accessible for the delivery of  
1029 quality, faith nurturing camp, conference and retreat programming.

1030

5. Develop and implement a long range facilities plan for Bluestone including  
1031 capital improvements.

1032

6. Propose and manage the Presbytery's approved Bluestone's facility budget.

1033

7. Coordinate with the Friends of Bluestone (FOB) on fund raising and use of FOB funds.

1034

1035 Responsibilities

1036

1. Serve, along with the General Presbyter and Financial Administrator/Treasurer on  
1037 the Bluestone Conference Center, Inc. Board of Directors.

1038

2. Promote the use of Bluestone across the Presbytery, by groups from other presbyteries,  
1039 and by non-Presbyterian groups.

1040

3. Coordinate and cooperate with the Nurture Committee in order to provide for quality,  
1041 faith nurturing camp, conference and retreat programming.

1042

4. Provide guidance, support, and encouragement to the Bluestone Directors recognizing  
1043 that the General Presbyter has supervisory responsibilities.

1044

5. Communicate to the General Presbyter matters needing attention regarding the Center.

1045

6. Provide input to the General Presbyter, as requested, for periodic performance  
1046 reviews of the Bluestone Directors.

1047

7. Oversee the administration of the day-to-day facility's, repair, and enhancement of the  
1048 buildings, grounds, and equipment.

1049

8. Insure that all health, safety and regulatory entities' regulations and licenses are up-to-  
1050 date and in order.

1051

9. Ensure the development, maintenance, and implementation of a comprehensive, long-  
1052 term facilities plan for Bluestone.

1053

10. Ensure the development of and adherence to appropriate facility use policies and  
1054 maintenance manuals. i.e. a Property Management Manual which gives detailed

- 1055 information about the facility maintenance plan, facility operating procedures,  
1056 electrical, plumbing, heating and air-conditioning, specifications of the facilities.
- 1057 11. Ensure safety and accessibility, conduct regular inspections of the buildings,  
1058 grounds, and equipment and communicate findings to the Bluestone Facilities  
1059 Director and General Presbyter.
- 1060 12. Ensure that lease agreements, covenants, purchase agreements and rental contracts are  
1061 successfully negotiated and appropriately fulfilled.
- 1062 13. Advocate for prudent improvements to the buildings and grounds.
- 1063 14. Assist the Bluestone Facilities Director as needed with outside building & utility  
1064 contractors.
- 1065 15. Ensure the proper supervision of the purchase and installation of all new equipment.
- 1066 16. Provide for the use of volunteers and “work days.”
- 1067 17. Evaluate any facility maintenance or vendor contracts annually; ensuring  
1068 Bluestone is receiving adequate and economical services.  
1069
- 1070 Membership: There shall be a mix of ministers of Word and Sacrament, ruling elders, and laity  
1071 from throughout the geographic bounds of the presbytery.

1072 **Committee on Ministry**

Membership 21

1073 Purpose: to provide that the Word of God may be truly preached and heard; to provide that the  
1074 Sacraments may be rightly administered and received; to nurture the covenant community of  
1075 disciples of Christ (G-3.0301).

1076 Objectives

- 1077 1. Coordinate, guide, encourage, support and resource the work of its congregations for  
1078 the most effective witness to the broader community (G-3.0301).
- 1079 2. Serve as pastor and counselor to ministers of Word and Sacrament, ruling elders  
1080 commissioned to particular pastoral service, and certified Christian educators of the  
1081 Presbytery (G-3.0307).
- 1082 3. Facilitate the relations between the Presbytery and its congregations, ministers of  
1083 Word and Sacrament, ruling elders commissioned to particular pastoral service, and  
1084 certified Christian educators (G-3.0307).
- 1085 4. Settle difficulties on behalf of the Presbytery where possible and expedient (G-3.0307).
- 1086 5. Promote the peace and harmony of congregations and inquiring into the sources  
1087 of congregational discord.
- 1088 6. Take jurisdiction over members of dissolved congregations and granting transfers of their  
1089 membership to other congregations.
- 1090 7. Warn and bear witness against error in doctrine and immorality in practice within its  
1091 bounds and serving in judicial matters in accordance with the Rules of Discipline. (G-  
1092 3.0301).
- 1093 8. Grow and nurture new worshipping communities and congregations.

1094  
1095 Responsibilities with churches and new worshipping communities

- 1096 1. Support the creation, development, and growth of churches.
- 1097 2. Initiate and schedule follow up visits with new pastors.
- 1098 3. Recommend minimum compensation standards for pastoral calls and certified  
1099 Christian educators within the Presbytery.
- 1100 4. Assist congregations with mission studies.
- 1101 5. Suggest to other entities of the Presbytery ideas for leadership training for churches  
1102 and church professionals.
- 1103 6. Provide, as needed, training opportunities in the Presbytery for congregations.
- 1104 7. Discuss the dissolution and creation of churches and take these recommendations  
1105 to the whole Presbytery.
- 1106 8. Counsel with a session concerning reported difficulties within a congregation, including:  
1107 a. Advise the session as to appropriate actions to be taken to resolve the  
1108 reported difficulties.  
1109 b. Offer to help as a mediator, and  
1110 c. Act to correct the difficulties if requested to do so by the session or, if the

1111 session is unable or unwilling to do so, following the procedural safeguards of  
1112 the Rules of Discipline (G-3.0303).

1113

1114 Responsibilities with church professionals

- 1115 1. Initiate follow up visits with new pastors.
- 1116 2. Provide preparation program as needed in cooperation with the Vocations Committee;  
1117 and recommend the commissioning of ruling elders to particular pastoral service and  
1118 Authorized Lay Preachers to limited pastoral service.
- 1119 3. Approve those on the Pulpit Supply List.
- 1120 4. Approve validated ministries.
- 1121 5. Recommend minimum compensation standards for pastoral calls and Certified Christian  
1122 Educators within the Presbytery.
- 1123 6. Provide support and encouragement to church professionals including making sure  
1124 church professionals are caring for themselves and families.
- 1125 7. Grant permission to labor within and outside the bounds of Presbytery.

1126

1127 Responsibilities with churches and professionals in transition

- 1128 1. Approve changes of call within the Presbytery.
- 1129 2. Meet with ministers of Word and Sacrament seeking to transfer in from another  
1130 Presbytery, examine them on behalf of the whole presbytery, approve match, terms  
1131 of call, and Presbytery membership.
- 1132 3. Dismiss ministers of Word and Sacrament to receive a call from another Presbytery.
- 1133 4. Approve moderators and liaisons for churches without installed pastors.
- 1134 ~~5.~~ Work with churches in the call process by providing a liaison from its membership.
- 1135 6. Establish and dissolve pastoral relationships.
- 1136 7. Meet with congregations and sessions of churches seeking to dissolve, divide, or  
1137 leave the Presbytery and make recommendations to the Presbytery.
- 1138 8. Examine ministers of Word and Sacrament seeking membership in the Presbytery.  
1139 The examination should include questions in the areas of Christian faith, theology,  
1140 worship and sacraments and polity as well as additional questions from committee  
1141 members.
- 1142 9. Approve ordination/installation commissions for ministers of Word and Sacrament.

1143

1144 Membership: The Committee on Ministry membership will be made up of ministers of Word and  
1145 Sacrament and ruling elders from congregations and ministries within the bounds of the presbytery.  
1146 Care will be given to have an equal distribution of ministers of Word and Sacrament and ruling  
1147 elders with representation on the committee from throughout the geographic bounds of the  
1148 presbytery. Ordinarily, the committee divides itself into teams to complete its work such as Church  
1149 Professional Care, Relationships, Congregational Development, and Transitions. The COM  
1150 ordinarily meets monthly with one retreat each year.

1151 **Committee on Representation**

Membership 6

1152

1153 Purpose:

- 1154 1. advise the Presbytery regarding the implementation of principles of unity and diversity;
- 1155 2. advocate for diversity in leadership and to consult with the Presbytery on the
- 1156 employment of personnel in accordance with principles of unity and diversity
- 1157 (F-1.0403);
- 1158 3. to nominate persons (a) to fill vacancies on the Leadership Team, continuing committees
- 1159 (except the Representation Committee), boards and other bodies that require election by
- 1160 the Presbytery, and (b) to serve as commissioners to higher councils of the church in
- 1161 conformity with the church's commitment to unity in diversity.
- 1162

1163 Objective: Ensure fair and effective representation in the decision making of the Presbytery to

1164 assist the Presbytery in having representation based on race, ethnicity, age, sex, disability,

1165 geography and theological conviction on its committees, its leadership and its staff.

1166

1167 Responsibilities:

- 1168 1. advocate for diversity and representation for nominations in particular categories needing
- 1169 increased representation to ensure that various entities are represented on committees
- 1170 and in the leadership of the Presbytery;
- 1171 2. advise the Presbytery on the employment of personnel representing different racial
- 1172 ethnic, age, sex, disability, geography, and theological convictions, in conformity with
- 1173 the church-wide plan for equal employment opportunity;
- 1174 3. inform Presbytery of its progress toward fair representation based on race, ethnicity, age,
- 1175 sex, disability, geography, and theological conviction;
- 1176 4. nominate persons for various offices and committees in light of the membership needs of
- 1177 each committee.

1178

1179 Membership: three (3) classes of two (2) including ruling elders, ministers of the Word and

1180 Sacrament and laity from throughout the geographic bounds of the presbytery. Members of the

1181 Representation Committee shall be nominated by the Presbytery Leadership Team.

1182 **Mission Committee**

Membership 6

1183

1184 Purpose: Recognizing both the enduring and the current challenges to God's kingdom in  
1185 West Virginia - injustice, poverty, natural disasters and degradation - the committee seeks to  
1186 enable the Presbytery and its congregations to respond to God's call for social righteousness by  
1187 promoting, creating, interpreting, funding and evaluating their mission activities.

1188

1189 Objectives and Responsibilities

1190 1. To interpret, articulate and advocate the Presbytery's missions

1191 • encouraging congregations to situate their efforts in the context of the PC(USA)'s  
1192 local, national and global initiatives,

1193 • recommending Presbytery support of mission ministries within the bounds of the  
1194 Presbytery.

1195 • communicating to Presbytery and congregations the nature of the ministries of  
1196 programs, entities and churches in the Presbytery,

1197 • maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith  
1198 partnerships such as the West Virginia Council on Churches.

1199 2. To coordinate

1200 • Presbyterian ministries within the Presbytery,

1201 • congregations with similar ministries,

1202 • ecumenical and interfaith ministries within the Presbytery,

1203 • campus ministry with the Westminster Foundation.

1204 3. To educate

1205 • providing training and support in the area of mission for pastors, sessions,  
1206 congregations,

1207 • sponsoring and promoting missionary visits throughout the Presbytery.

1208 4. To evaluate and allocate

1209 • assuring that the goals and programs of the ministries funded by the Presbytery are  
1210 being carried out,

1211 • distributing available funds to applicants for hunger, garden and other grants.

1212

1213 Membership: Three classes of members from across the Presbytery to include rulings elders,  
1214 ministers of the Word and Sacrament, and laity from throughout the geographic bounds of the  
1215 presbytery.

1216 **Nurture Committee** Membership 9

1217

1218 Purpose: To provide encouragement, guidance and resources to congregations in the areas of  
1219 spiritual formation, discipleship, and leadership development.

1220

1221 Objectives

1222 1. Encourage the disciplines that deepen the faith and witness of churches and their members  
1223 (e.g. faithful participation in worship, Bible study, prayer, stewardship and commitment)  
1224 so that members of all ages are nurtured in their faith, learning and service.

1225 2. Deepen and enrich people's knowledge, love and service of Jesus Christ that they may  
1226 lead lives of faithful discipleship.

1227 3. Help churches and members to listen for the call of God in their particular places of  
1228 worship and life, and to respond in faithful partnership with Jesus Christ, understanding  
1229 themselves as life-long learners.

1230

1231 Responsible for

1232 1. Assisting congregations in the development of resources for spiritual formation  
1233 and discipleship.

1234 2. Equipping and supporting those called to educational ministries of the church.

1235 3. Providing educational resources for people of all ages

1236 4. Cultivating and planning opportunities for spiritual formation, discipleship and  
1237 leadership development in congregations and within the Presbytery.

1238 5. Overseeing and administering scholarship funds available through the Presbytery for  
1239 undergraduate studies.

1240 6. Supporting, publicizing, and encouraging the use of the Presbytery Resource  
1241 Center in developing and nurturing faith.

1242 7. Providing for worship at Presbytery meetings

1243 8. Overseeing the work of the Leadership Development Coordinating Team, half of the  
1244 members coming from the Nurture Committee and half of the members coming from the  
1245 Committee on Ministry

1246

1247 Membership: Nine (9) from throughout the Presbytery based on interest.

1248 **Permanent Judicial Commission** Membership 9

1249

1250 Purpose: In judicial matters and process, the Presbytery has original jurisdiction in judicial  
1251 matters concerning ministers of the Word and Sacrament and ruling elders commissioned to a  
1252 particular pastoral service serving the congregations of the Presbytery. The PJC is to carry out  
1253 these responsibilities for the PWV.

1254

1255 Objective: To implement powers, duties, responsibilities and membership applicable to this  
1256 Presbytery as specified in the Book of Order D-5.0000.

1257

1258 Responsibilities:

1259 1. The implementation of powers, duties, responsibilities and membership applicable to  
1260 this Presbytery as specified in the Book of Order D-5.0000.

1261 2. Meeting for the purpose of organizing itself by electing its moderator and clerk.

1262

1263 Membership: The Presbytery shall elect a permanent judicial commission with as equal  
1264 representation of ministers of the Word and Sacrament and ruling elders as possible with no more  
1265 than one member from any one church. The term of office will be six (6) years, consisting of  
1266 three (3) staggered classes of three (3) people each.

1267 **Relations Committee** Membership 6  
1268  
1269 Purpose: To foster ever-deepening relationships throughout the Presbytery.  
1270  
1271 Objective: To visit with sessions of the congregations of the presbytery and to develop and  
1272 implement a communications plan  
1273  
1274 Responsibilities:  
1275     • To conduct Triennial Visits with sessions reporting difficulties or challenges faced by the  
1276         congregations to the Committee on Ministry and celebrating events and programs of  
1277         congregation by writing articles for the presbytery newsletter which may also be  
1278         distributed on social media.  
1279  
1280     • To strengthen the ways we get information to and receive information from the churches  
1281         of the presbytery.  
1282  
1283 Membership: Three classes of members from across the Presbytery to include ruling elders,  
1284 ministers of Word and Sacrament, and laity.

1285 **Stewardship Committee**

Membership 6

1286

1287 Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of  
1288 West Virginia so that the mission and ministry of God may thrive in our hands.

1289

1290 Objectives:

1291 1. Encourage and assist congregations of Presbytery in stewardship commitment and growth

1292 2. Provide for the use of Presbytery's financial resources in support of Presbytery mission  
1293 and program.

1294

1295 Responsible for:

1296 1. Providing training and support in the areas of stewardship to pastors, sessions and  
1297 congregations.

1298 2. Emphasizing and promoting special offerings approved by the Presbytery, Synod or  
1299 General Assembly throughout the Presbytery.

1300 3. Developing the annual budget of the Presbytery.

1301 4. Providing for the development and growth of the financial resources of Presbytery.

1302 5. Providing information about budgets and financial resources to the Presbytery, at its  
1303 regular meetings or through communications, as well as to its committees.

1304 6. Providing financial management of all Presbytery funds and investments.

1305 7. Functioning as the Audit Committee to contract for an independent audit of Presbytery's  
1306 financial records.

1307 8. Assuring that donor requests regarding the use of special gifts are fulfilled.

1308

1309 Membership: Six (6) from throughout the Presbytery based on interest, with a mix of ministers of  
1310 the Word and Sacrament, ruling elders, and laity.

1311 **Trustees**

Membership 6

1312

1313 Purpose: To manage the property of the Presbytery of West Virginia on its behalf in order to  
1314 further the mission and ministry God has entrusted into our hands.

1315

1316 Objectives

1317 1. To work on behalf of the Presbytery to manage or dispose of property.

1318 2. To provide good counsel to congregations regarding their property.

1319

1320 Responsibilities

1321 1. Trustees have the following powers as delegated by the Presbytery:  
1322 to receive, hold, encumber, manage, and transfer property, real or personal, for the  
1323 Presbytery;

1324 to insure and care for such property;

1325 to hold and defend title to such property;

1326 all at the direction of the Presbytery and under the provisions of the Constitution of the  
1327 Presbyterian Church (U.S.A.). (G-4.0101)

1328 2. They shall review requests from congregations with respect to congregation's property and  
1329 make appropriate recommendations to Presbytery.

1330 3. They may receive other assignments from the Presbytery.

1331

1332 Membership: Ordinarily at least one (1) member shall be a practicing attorney, and one (1)  
1333 member a licensed real estate agent or broker.

1334 **Vocations Committee**

Membership 6

1335

1336 Purpose: To enter into a covenant relationship with those exploring a call to church vocations  
1337 and to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned Pastor (CP)  
1338 program in the Presbytery.

1339

1340 Objectives:

1341 1. to enter into covenant relationship with those considering and preparing for ordination to  
1342 the office of Minister of the Word and Sacrament, along with the sessions and  
1343 congregations of which they are members

1344 2. to enter into covenant relationship with those considering and preparing for Christian  
1345 service in other ministries in the PCUSA, including, but not limited to, Certified Christian  
1346 Educator, Pastoral Counselor, Missionary, Commissioned Ruling Elder/ Authorized Lay  
1347 Preacher, along with the sessions and congregations of which they are members

1348 3. to identify and encourage those who may be discerning a sense of call to ministry

1349 4. to prepare ruling elders to serve as ALPs or CPs in the Presbytery

1350 5. to provide ongoing oversight and accountability for those who have completed training to  
1351 be ALPs and/CPs in the Presbytery

1352

1353 Responsibilities:

1354 1. With respect to those seeking ordination as Ministers of the Word and Sacrament, the  
1355 committee shall oversee the process of meeting the requirements and timetables specified  
1356 in the Book of Order G-2.06. The committee may also be guided by the handbook on  
1357 preparation for ministry produced and recommended by the PCUSA).

1358 2. With respect to those preparing for other forms of Christian service, the committee shall  
1359 oversee the process of meeting all requirements and timetables specified in Book of  
1360 Order G- 2.1103a or G-2.01101.

1361 3. With respect to those seeking certification as Christian Educators, the committee will  
1362 serve as members of their reference group and carry out other duties in coordination with  
1363 the Presbytery's Educator Certification Advisor.

1364 4. With respect to those preparing to become Commissioned Pastors/ Authorized Lay  
1365 Preachers, the committee shall provide a preparation process, including developing  
1366 courses, recruiting leaders, encouraging participation, screening and evaluating  
1367 applicants, and monitoring their progress throughout the program. The committee shall  
1368 examine those elders seeking to be commissioned in the areas of personal Christian faith,  
1369 motives for seeking such a commission, and the areas of instruction determined by the  
1370 Presbytery.

1371 5. To inform the Committee on Ministry of programs, problems and potentialities of the  
1372 ALP/CP Program.

1373 6. To provide mentors for ALPs defining roles and expectations of mentors.

1374 7. To distribute and receive annual reports from ALPs.

- 1375 8. To keep track of ALPs available to serve within the Presbytery and to recommend for  
1376 Presbytery approval those ALP's willing to celebrate the Sacrament of the Lord's Supper
- 1377 9. To request, receive and review the reports of those ruling elders who have been  
1378 authorized to celebrate the Sacrament of the Lord's Supper within their own  
1379 congregation, to assess the needs for ongoing training, and to recommend for presbytery  
1380 approval annually the names of those ruling elders who are authorized to celebrate the  
1381 Sacrament of the Lord's Supper within their own congregation for the following year.  
1382
- 1383 Membership: The committee is made up of six (6) at large members from across the Presbytery,  
1384 with parity of ministers of the Word and Sacrament and ruling elders, and staffed by the  
1385 Associate for Educational Ministry.