

MINUTES
of the
PRESBYTERY OF WEST VIRGINIA
Presbyterian Church (U.S.A.) -- Synod of the Trinity



PRESBYTERY
of West Virginia

STATED MEETING
KANAWHA UNITED PRESBYTERIAN CHURCH
Charleston, West Virginia
February 16, 2019

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ONE HUNDRED FORTY SECOND STATED MEETING

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Moderator Stephen Hornbeck.

GREETINGS FROM KANAWHA UNITED PRESBYTERIAN CHURCH

Patterson Lyles, pastor of the Kanawha United Presbyterian Church, extended a warm welcome to the Presbytery on behalf of the members and Session of the Church and offered a prayer

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, Glenn M. Coleman, Interim Associate Pastor of First Presbyterian Church, Charleston. The Clerk welcomed the Rev. Dr. J. Herbert Nelson, Stated Clerk of the Presbyterian Church (U.S.A.) and moved that he be seated as a Corresponding Member for the duration of the meeting. The motion was seconded and approved. Ruling Elder Commissioners attending Presbytery for the first time were introduced and welcomed.

STATEMENT OF QUORUM

Stated Clerk Wright declared an official quorum with Commissioners from 45 churches and 36 ministers of Word and Sacrament present. (Attendance record in Appendix A, pages 20-25.)

DOCKET

The Clerk moved the docket be approved as revised. The motion was seconded and approved. (Appendix B, pages 26-27.)

CONSENT AGENDA

Stated Clerk Wright presented the Consent Agenda (items noted with the letters CA) and moved its adoption. The motion was approved.

1. From the Stated Clerk
 - a. That the requests for Excused Absences be approved.
2. From the Mission Committee
 - a. That the offering of today's meeting be designated for the building of a church in the Nyeri Presbytery, Kenya, during the Presbytery's mission trip to Kenya, August 21 through September 2.
3. From the Ministry Committee
 - a. Approval of Honorable Retirements (page 6.)
 - b. Approval of an Ordination Commission (pages 6-7.)
 - c. Approval of Moderators (page 7.)
 - d. Approval of Renewal of Stated Supply Covenants (pages 7-10.)
 - e. Approval of Renewal of Commissioned Pastor Covenants (pages 10-12.)
 - f. Approval of Renewal of Lay Supply Covenants (pages 12-13.)
 - g. Approval of an Authorized Lay Preacher to Administer the Lord's Supper for 2019 (page 13.)
 - h. Approval of Request for Waiver of Rotation of Officers (page 13.)
 - i. Approval of Validated Ministries for 2019 (page 13.)
 - j. Approval of Terms of Call (page 13.)
 - k. Approval of Interim Covenants (pages 13-14.)
4. From the Bluestone Committee
 - a. Approval of the celebration of the Lord's Supper at the Guy's Weekend, April 26-28, 2019; Spring Getaway Retreat, May 3-5, 2019, and Fall Getaway Retreat, October 4-6, 2019, at Bluestone Camp & Conference Center, with a Minister of Word and Sacrament member of Presbytery as officiant.

MODERATORIAL APPOINTMENTS

Moderator Hornbeck appointed as Temporary Clerks: John Bolt, ruling elder, First Presbyterian Church, Morgantown; Wendy Brewster, ruling elder, First Presbyterian Church, Welch; Noha Khoury-Bailey, minister of Word and Sacrament, Validated Ministry, Huntington; John Koerner, minister of Word and Sacrament, First Presbyterian Church, Clarksburg; Jim Robinson, Honorably Retired minister of Word and Sacrament; and Richard Thomas, ruling elder, Beechwood Presbyterian Church.

The Leadership Team members present were appointed to serve as the Committee on Bills and Overtures.

EDUCATIONAL FOCUS

The Moderator acknowledged the General Presbyter who introduced and welcomed J. Herbert

Nelson, Stated Clerk of the Presbyterian Church (USA). The Rev. Dr. Nelson stressed that the Church is not dying but reforming; the Church needs to adapt to the changes in the world. He said this should be cause for excitement not hopelessness; we need to be 'ahead of the game. Dr. Nelson talked about fellowships that have been developed as part of the Worshipping Community initiative, although because of racism and culturalism, not all of these communities have become actual churches. Shared power is the way of the future. When asked about the Presbyterian Church's greatest gift to the ecumenical community, Dr. Nelson said that our greatest gift is Reformed Theology. There was opportunity for questions and answers.

ANNOUNCEMENTS

Nellie Howard, Resource Center Director, provided information on new resources available in the Resource Center and encouraged individuals to make use of the Center.

WORSHIP

Morning worship was led by liturgist, Sallie Daugherty, ruling elder at First Presbyterian Church, Charleston; preacher, the Rev. Dr. J. Herbert Nelson; communion celebrants, Kevin Geurink, minister of Word and Sacrament, First Presbyterian Church, Logan, and Julie Hitsman, minister of Word and Sacrament, Spencer Presbyterian Church. Music was provided by organist, Johan Botes.

PRAYER AND HYMN

Following lunch, the Moderator recognized Derek Hudson and Melody Simpson, ruling elders, Bream Memorial Presbyterian Church, who led the Presbytery in a service of remembrance of ruling elders and minister of Word and Sacrament deceased between January 2 and December 31, 2018. (Necrology, Appendix C, pages 28-29.)

The Moderator announced that \$1,312 was collected during the morning offering; this will go to Presbyterian Disaster Assistance.

REPORT OF THE STATED CLERK

The Moderator recognized the Stated Clerk who presented the following written report and highlighted the item for information.

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

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

ACTION: Impact statement shared with Ed Thompson, General Presbyter, and Rocky

Poole, Treasurer. Resources for offering posted at the Presbytery office.

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

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

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

ACTION: Referred to be included in the minutes of this Presbytery Meeting. (Appendix D, page 30.)

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

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

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

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

RECOMMENDATIONS:

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

INFORMATION:

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

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

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

Class of 2017: Dianne Floyd, George Spransy Jr.

PROCEDURAL MATTERS

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 three minutes per speech. After receiving a second, Presbytery adopted the motion by a two-thirds vote. (Appendix E, page 31.)

CONSIDERATION AND VOTE ON THE AMENDMENTS TO THE CONSTITUTION

Moderator Hornbeck recognized the Stated Clerk who explained the process for voting on the Amendments to the Constitution of the Presbyterian Church (U.S.A.) sent to the Presbyteries by the 223rd General Assembly. After consideration and voting, the ballots were collected and tallied. All of the proposed amendments passed. The detailed results may be found in an appendix. (Appendix F, page 32.)

REPORT OF THE GENERAL PRESBYTER

The Moderator recognized Ed Thompson, General Presbyter who greeted the body and thanked Kanawha United Presbyterian Church for its ministry and hospitality. He shared that this meeting marked the third anniversary of his work as General Presbyter. For the past three years, he has asked the commissioners present to reflect on the baptisms in their churches. He invited those present to reflect, in pairs, on adult baptisms as a sign of congregational vitality and challenged all churches to reach out in their community. Dr. Thompson encouraged all churches to attend the upcoming listening events paired with Session Record Reviews and Treasurer Talks. Presbytery wants to hear from its churches.

REPORT OF THE LEADERSHIP TEAM

The Moderator recognized Amy Wallace Parker, Chair of the Leadership Team, who presented the report.

RECOMMENDATIONS:

1. The second reading of a proposed Manual revision.

That Presbytery approve the revised Manual of Administrative Operations for the Presbytery of West Virginia.

The recommendation was approved. (Appendix G, pages 33-70.)

2. That Bonnie Boyce (Honorable Retired minister of Word and Sacrament) be elected to the Nominating Committee, Class of 2019.

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

3. That Richard Thomas (ruling elder, Beechwood) and David Lee (minister of Word and Sacrament) be elected to the Nominating Committee, Class of 2021.

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

INFORMATION:

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

REPORT OF THE MINISTRY COMMITTEE

The Moderator recognized Shelly Barrick Parsons, Chair of the Ministry Committee who presented the report.

RECOMMENDATIONS:

1. (CA) Approve of the Honorable Retirement of Doug Minnerly effective February 1, 2019.
2. (CA) Approve of the Honorable Retirement of William Gibson McCoy effective December 31, 2018.
3. (CA) Approve the ordination commission for Amanda Kathryn Hill: Steve Hornbeck (Moderator, ruling elder, First Buckhannon), Emily Misfeldt (minister), Shelly Barrick Parsons (minister), Zac Morton (minister), Mavis Grant-Lilley (ruling elder, First

Morgantown), and Charles Mullet (ruling elder, Fleming Memorial). Kerra Becker English, minister member of the Presbytery of the James, was a guest of commission.

4. (CA) Approve Patrick Ryan as moderator of Bates Memorial Presbyterian Church.
5. (CA) Approve Bob Bondurant as moderator of Enslow Park Presbyterian Church.
6. (CA) Approve Bob Wood as moderator of Bradley Presbyterian Church.
7. (CA) Approve John Holland as moderator of First Presbyterian Church, Parkersburg.
8. (CA) Approve Doug Heidt as moderator of Clothier Presbyterian Church.
9. (CA) Approve the renewal of the covenant as Stated Supply Pastor between Bates Memorial Presbyterian Church and Scott Hoppe through December 31, 2019. Terms: 18 hours/week; \$1,048.24 bi-weekly; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$500/year; professional allowance \$500/year. Responsibilities: conduct Sunday worship, special services. Visit hospitalized members and others as needed. Assist the Moderator with Session meetings. Maintain a relationship with Presbytery and the Ministry Committee.
10. (CA) Approve the renewal of the covenant as Stated Supply Pastor between Belle Presbyterian Church and Denny Dodson through January 31, 2020. Terms: 15 hours/week; \$1,415.66/month, of this amount \$1,050.08 is designated as housing allowance, auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Worship on Sunday and special services; provide for Holy Communion at least 5 times a year. Provide pastoral care of congregation including home and hospital visits; funerals, weddings, baptisms; moderate Session meetings, install Elders, conduct children's church, participate in Belle Ministerial Association when possible; guide Session through prayer and wisdom, assist with setting goals for church with the help of the session.
11. (CA) Approve the renewal of the covenant as Stated Supply Pastor between Church of Our Saviour Presbyterian Church and Bruce A. Macbeth through January 31, 2020. Terms: 9 hours/week; \$200/week, of this amount \$4,000/year is designated as housing allowance; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Conduct worship at 11 a.m. each Sunday and special services such as Ash Wednesday, Maundy Thursday and the Community Lenten Service. Conduct weddings, funerals, Baptism, and Communion. Pastoral duties include member, hospital, and prospective member visitation; counseling. Receive new members and provide instruction. Moderate the session. Assist the session by working with Ruling Elders in fulfilling their responsibilities.

12. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Colcord and Gerald Pauley through January 31, 2020. Terms: cash salary: \$100/week; auto expense reimbursement at IRS rate; vacation: 4 weeks (including Sundays); study leave: 2 weeks (including Sundays). Responsibilities: preach and lead week worship, conduct special worship services, conduct weddings and funerals, visitation as time permits. Celebrate the sacrament of communion.
13. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Weston, and Bruce A. Macbeth through January 31, 2020. Terms: 9 hours/week; \$200 per week of which \$4000 per year is designated as housing allowance. Reimbursement for travel at current IRS mileage rate; four weeks vacation; two weeks study leave. Responsibilities: weekly 9 a.m. worship and special worship services including Good Friday, Christmas Eve, & Community Lenten service; visitation of members, hospital, & prospective members; counsel as needed; moderate the session and congregational meetings and assist elders with their responsibilities; conduct weddings, funerals, baptisms, communion; instruct and receive new members.
14. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Fairmont, and D. D. Meighen June 3, 2018 through December 31, 2018. Terms: 4 hours/week; salary: \$600/month; auto expense reimbursement at IRS rate; vacation: 4 weeks (including Sundays); study leave: 2 weeks (including Sundays). Responsibilities: conduct regular Sunday morning worship services and special worship services, also weddings and funerals as needed.
15. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Fairmont, and D. D. Meighen through December 31, 2019. Terms: 4 hours/week; salary: \$2,000/month; auto expense reimbursement at IRS rate; vacation: 4 weeks (including Sundays); study leave: 2 weeks (including Sundays). Responsibilities: conduct regular Sunday morning worship services and weddings as needed; provide pastoral care; maintain office hours one day per week; celebrate communion.
16. (CA) Approve the Stated Supply Covenant renewal between First Presbyterian Church, Welch, and Chuck Hammond through January 31, 2020. Terms: 10 hours/week; \$400 to \$500/month; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Worship each Sunday and special services; administer Lord's Supper, conduct funerals, do home and hospital visitation; assist Session in carrying out the mission of the church.
17. (CA) Approve the Stated Supply Covenant renewal between Frankford Presbyterian Church and Susan Sharp Campbell through January 31, 2020. Terms: 10-12 hours/week; \$10,906/year, paid in monthly installments; of this amount, \$5,453/year is designated as housing allowance; utilities \$844/year paid in monthly installments; auto expense

reimbursement at current IRS rate; pension, medical, death and disability \$4,976.15/year paid in monthly installments to presbytery; SECA offset of \$973 per year paid in monthly installments; workers compensation coverage; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$1,000. In acknowledgement of her work with PWV, Susan may be gone up to 4 additional weeks for retreats and other events. Responsibilities: worship: conduct worship Sundays at 11 a.m., special services. Pastoral duties: attend fellowship events, visit sick and homebound members. Assist the Session: moderate Session meetings, provide officer training as needed, moderate congregational meetings.

18. (CA) Approve the Stated Supply Covenant renewal between Philippi Presbyterian Church and Danny Franke through January 31, 2020. Terms: 10 hours/week; \$135/week; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct worship; pastoral duties as deemed necessary by the session.
19. (CA) Approve the Stated Supply Covenant renewal between Rome Presbyterian Church and Peter Barclay through January 31, 2020. Terms: 10 hours/week; salary \$180/week, of this amount \$120/week is designated as housing allowance; \$20/week for mileage; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$500 per year. Responsibilities: preach and lead weekly worship, conduct special worship services including Christmas Eve, moderate the session; share duties of visitation; keep the church a vital part of the Lord's work.
20. (CA) Approve the Stated Supply Covenant renewal between Salem Presbyterian Church and Benny Eugene Gurley through January 31, 2020. Terms: 9 ½ hours/week; \$1,000 per month, 40% of this amount designated as housing allowance; social security reimbursed; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), reimbursed as needed. Responsibilities: conduct worship at 11 a.m. on Sunday, except 5th Sundays; moderate Session and congregational meetings, attend Presbytery. Assist the Session with Bible study/prayer meeting; pastoral care by home and hospital visits in local hospitals (critical care visits in regional hospitals at discretion of pastor); funerals, weddings; circle picnic and Christmas covered dinner; "Souper" Bowl offering for Ronceverte Food Pantry; provide Elder training as needed; be involved in the community, visit prospective members after two Elders have visited.
21. (CA) Approve the Stated Supply Covenant renewal between St. Marys Presbyterian Church and Kay Larsen through January 31, 2020. Terms: 20 hours/week; \$150/week; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct weekly worship; funerals, home, hospital, and nursing home visitation; assist with communion.

22. (CA) Approve the Stated Supply Covenant renewal between Valley Bend Presbyterian Church and Ann Fretwell through January 31, 2020. Terms: time: 25-30 hours/week; salary: \$150/week; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: 11 a.m. Sunday worship; weddings; funerals; communion; assist the session with spiritual guidance; home, hospital, shut-ins visitation; assist with special services such as revivals, gospel sings, etc.
23. (CA) Approve the Stated Supply Covenant renewal between Winfield Presbyterian Church and David A. Bush through January 31, 2020. Terms: 10 hours/week; Salary \$600/month; auto reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), other items of finance or reimbursement as needed approved by Session. Responsibilities: Conduct weekly worship services and special services as needed. Pastoral duties: visit the sick in hospitals, occasionally visit members and conduct funerals as needed. Assist the Session by moderating meetings, officer training and providing guidance on the Book of Order as needed. Other responsibilities as negotiated by the session.
24. (CA) Approve the renewal of the covenant as Commissioned Pastor between Centerville Presbyterian Church and Nancy Bulla through January 31, 2020. Terms: one Sunday per month; salary – \$125/month; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct worship and administer the Lord's Supper; moderate the Session of the congregation when requested by the moderator; have a voice and vote in meetings of the presbytery. Mentor: Doug Heidt.
25. (CA) Approve the renewal of the covenant as Commissioned Pastor between Eleanor Presbyterian Church and John Yeager through January 31, 2020. Terms: 10 hours/week; cash salary: \$300 per month; housing \$700 reimbursement per month; auto reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: preach 46 Sundays per year; lead Lenten, Advent and VBS studies as requested; home and hospital visits as needed; attend Presbytery meetings; administer the sacraments; moderate the session; officiate at weddings where permitted by state law; lead funeral services; participate in the life of the church; have voice and vote in meetings of presbytery. Mentor: John Holland.
26. (CA) Approve the renewal of the covenant as Commissioned Pastor between Cherrie Sizemore and Elk Hills Presbyterian Church through January 31, 2020. Terms: 30 hours/week, Sunday-Thursday; \$3,730.67/month; auto expense reimbursement at IRS rate up to \$1,000; continuing education/professional expenses: \$1,000; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Sunday worship, help as needed in leading Sunday School classes, lead Bible Studies, visitation of shut-in, the sick. Follow up with visitors and keep membership book current. Participate in LERMA including board meetings. Maintain regular office hours; officiate at

funerals. Administer the Lord's Supper and the Sacrament of Baptism in the congregation to which she is commissioned; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Nancy Didway.

27. (CA) Approve the renewal of the covenant as Commissioned Pastor between Falls View Presbyterian Church and Kari Preslar through January 31, 2020. Terms: Time flexible; \$765 per month; auto expense reimbursement at IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$200. Responsibilities: Worship on Sunday and special services. Assist the Clerk of Session to file reports; conduct funerals; administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; and have a voice and vote in meetings of the presbytery. Mentor: Todd Wright.
28. CA) Approve the renewal of the covenant as Commissioned Pastor between First Presbyterian Church, Hinton and James Irwin through June 30, 2020. Terms: 20 hours per week; \$430 per month; social security withheld; auto expense reimbursement at IRS rate up to \$400; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays), \$200; reimbursement for materials and books as needed. Responsibilities: Worship two Sundays per month and special services. Lead prayer meeting and Bible study; administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which he is commissioned; officiate at marriages where permitted by state law; and have a voice and vote in meetings of the presbytery. Mentor: Cam Harkness.
29. (CA) Approve the renewal of the covenant as Commissioned Pastor between First Presbyterian Church, Oak Hill, and Nancy Martin through January 31, 2020. Terms: 12 hours/week; \$691.75/month; housing allowance: \$4,285.20/year; auto expense reimbursement at IRS rate up to 2,000 miles per year; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Worship including Sundays, Maundy Thursday, Ash Wednesday, Christmas Eve, and funerals. Visit shut-ins, potential members, and members in times of crisis. Provide a monthly report to the session on visits and recommendations. Provide Bible School classes within weekly time expectation and play active role in Vacation Bible School. Take active role in planning and executing congregational developmental activities. Participate in and report on the Fayette County Ministerial meetings. Assist the Session as Bible study leader on Monday mornings and keep office hours on Wednesday mornings. Administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Elizabeth Stone.
30. (CA) Approve the renewal of the covenant as Commissioned Pastor between Spring Creek Presbyterian Church, Renick, and Robert Lynn Randolph through January 31, 2020. Terms:

20 hours per week; \$1,552/month; social security withheld; auto expense reimbursement at IRS rate; match Social Security withheld and pay half the cost of educational materials; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Sunday worship, special services; Bible study; home and hospital visits; organize revivals. Administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which he is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Andrew Rice.

31. (CA) Approve the renewal of the covenant as Commissioned Pastor between Union Presbyterian Church and Nancy Bulla through January 31, 2020. Terms: 20 hours/week; cash salary - \$1,817/month; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays) reimbursement for costs included. Responsibilities: lead worship and preach 4/5 times per month and on Christmas Eve and Maundy Thursday; officiate at funerals. Visit members in hospitals, nursing homes, and private homes; lead outreach evangelism, and attend presbytery meetings. Administer the Lord's Supper; administer the Sacrament of Baptism; moderate the Session of the congregation to which she is commissioned; officiate at marriages where permitted by state law; have a voice and vote in meetings of the presbytery. Mentor: Doug Heidt.
32. (CA) Approve the renewal of the covenant as Lay Pastor between Jay Nunley and Gilbert Presbyterian Church through January 31, 2020. Terms: 18 hours/week; salary: \$1,000/month; reimbursement for travel at current IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays); church will pay a portion of educational expenses/tuition. Responsibilities: conduct worship including special services such as Christmas Eve. Provide limited visitation and maintain office hours. Mentor: Kevin Geurink.
33. (CA) Approve the renewal of the covenant as Lay Pastor between Kesler Memorial Presbyterian Church and James Dempsey through December 31, 2019. Terms: 10 hours/week; \$200/week; reimbursement for travel at current IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct Sunday worship; special services as needed. Pastoral duties include visitation and funerals. Assist Session as advisor and keep the Session aware of Presbytery and General Assembly activities and events. Mentor: Joan Stewart.
34. (CA) Approve the renewal of the covenant as Lay Pastor between Smithers Presbyterian Church and James Dempsey through December 31, 2019. Terms: 15 hours/week; \$175/week; reimbursement for travel at current IRS rate; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: conduct Sunday worship; special services as needed. Pastoral duties include visitations and funerals.

Assist Session by advising and keeping ruling elders informed of Presbytery and General Assembly activities and events. Mentor: Joan Stewart.

35. (CA) Approve the renewal of the covenant as Lay Pastor between South Park Presbyterian Church, Charleston, and Debra Schultz through January 31, 2020. Terms: time: 15 to 20 hours/week; salary: \$1,000/month; travel expense reimbursed at \$100 per month; \$1,000/year to be donated to a charitable organization of Debra's choosing; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays). Responsibilities: Lead worship each Sunday and conduct special worship services – Ash Wednesday, Advent and Lenten Services; provide pastoral care to the congregation and the South Park community, as needed; help create the vision of South Park Presbyterian Church; attend session and presbytery meetings; build relationships with members of the church and members of the community; plan and help with the ministry and outreach programs of the church; help coordinate men's fellowship, women's fellowship, and Bible study as needed; coordinate worship service at Kanawha Place Assisted Living and Nursing Home. Mentor: Todd Wright.
36. (CA) Approve Jim Musgrave Authorized Lay Preacher (ALP) to celebrate the Sacrament of the Lord's Supper (G-3.0301b) in 2019.
37. (CA) Approve the request for the waiver of rotation of officers (G-2.0404) from Rome Presbyterian Church.
38. (CA) Approve the Validated Ministries of the following Ministers of the Word and Sacrament for 2019: Christopher M. Bailey, Marshall Campus Pastor; Shelly Barrick Parsons, West Virginia Campus Pastor/Director of the Harless Center; Robin Blakeman, Organizer of Ohio Valley Environmental Coalition; James Morley, Director of Chaplaincy/Patient Advocacy at United Hospital Center; Dana M. Sutton, Certified Professional Coach – Sutton Coaching; Jean Sutton, Counselor; Edward J. Thompson, General Presbyter; Laura Brekke Wagoner, Davis & Elkins College Benfield-Vick Chaplain and adjunct professor; Kathryn Willoughby Weed, Chaplain Thomas Health System.
39. (CA) Approval of the terms of call: Monte Dean Mitchell and Beckley Presbyterian Church. Terms: cash salary: \$41,000; housing and utility allowance: \$20,000; SECA \$5,465; contribution to 403 (b) \$5,000; auto expense reimbursement at IRS rate, books, supplies, professional expenses: \$3,500; continuing education: \$1,500 per year (may be accumulated up to three years); Board of Pensions coverage; vacation 4 weeks (including Sundays); continuing education 2 weeks (including Sundays); 12 sick leave days per year and two months paid parental leave.
40. (CA) Approve the Interim Minister Covenant between Nancy C. Kahaian and First Presbyterian Church, Charleston. Terms: Cash salary: \$120,000; of this amount \$50,000 to

be designated as housing allowance; candidate declined SECA supplement; travel reimbursement at current IRS rate up to \$2,500; Board of Pensions; four weeks vacation (including 4 Sundays); two weeks study leave (including 2 Sundays); \$2,500.00 reimbursable continuing education/book allowance; reasonable costs associated with relocation to Charleston, WV. Responsibilities: lead worship; provide pastoral care and prayers for the congregation; serve as spiritual and administrative leader of the congregation and staff; support a commitment to discipleship and evangelism in preaching, teaching and personal example; moderate the session. Assist the session by being a member of the worship, finance, stewardship and personnel divisions; facilitate the updating of the session's Standard of Operating Procedure manual; assist the session and planning team to review and update Presby2040 Strategic Plan; seek and implement fresh ways of articulating the identity of the church. Other responsibilities: participate in the stewardship of finances and human resources; facilitate involvement with other religious leaders and congregations.

41. (CA) Approve the Interim Associate Minister Covenant between Glenn M. Coleman and First Presbyterian Church, Charleston. Terms: Cash salary; \$72,000; of this amount, \$35,000 to be designated as housing allowance; SECA: \$5,962; travel reimbursement at current IRS rate; Board of Pensions; \$1,800 reimbursable continuing education/book allowance. Four weeks vacation (including 4 Sundays); two weeks study leave (including 2 Sundays). Responsibilities: lead worship as directed by the Head of Staff or session; congregational care; adult education, act as deacon liaison; participate in confirmation classes with the Leadership Team. Assist the Session; moderate as asked by the Head of Staff; share pastoral concerns and support with prayer. Other responsibilities: participate in Program Leadership meetings and events; other duties as directed by the Head of Staff or session.

Dr. Barrick Parsons made the following recommendation.

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

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

The recommendation was approved.

INFORMATION:

1. Appointed the following liaisons to churches in transition: John Holland to First Presbyterian Church, Parkersburg; Rick Wilson to Enslow Park Presbyterian Church; Dan Calvert to Bradley Presbyterian Church.
2. Planned for the following Healthy Boundary Training Events:
 - March 28 – Bridgeport Presbyterian Church
 - April 24 – Old Stone Presbyterian Church, Lewisburg
 - May 10 – First Presbyterian Church, Huntington
 - May 23 – Presbytery Office, South Charleston
3. Approved the transfer of Paul Romine to Northern Kansas Presbytery.
4. Approved the transfer of George Spransy to New Hope Presbytery.
5. Approved the transfer of Calvin Gentry to Peaks Presbytery.
6. Approved the transfer of Christina Tutterow to Western Carolina Presbytery.
7. Examined and approved Monte Dean Mitchell for membership in the presbytery. He comes to the Presbytery from the Presbytery of the Peaks; his biographical statement and statement of faith are included in the packet. (Appendix H, pages 71-72.)
8. Examined and approved Nancy C. Kahaian for membership in the presbytery. She comes to the Presbytery from the Presbytery of Cincinnati; her biographical statement and statement of faith are included in the packet. (Appendix I, pages 73-74.)
9. Examined and approved Glenn M. Coleman for membership in the presbytery. He comes to the Presbytery from Shenandoah Presbytery; his biographical statement and statement of faith are included in the packet. (Appendix J, pages 75-76.)
10. Received and reviewed the reports of exit interviews with Bill Hudson, Christian Johnson, Chris Perkins, and the Enslow Park Presbyterian Church session.
11. Reviewed the Commissioned Pastor (CP) reports received to date.

REPORT OF THE VOCATIONS COMMITTEE

The Moderator recognized Jim Musgrave, Chair of the Vocations Committee.

RECOMMENDATIONS:

1. That the Presbytery approve Mark Parsons-Justice as a candidate.

2. That the Presbytery waive the time requirements of G-2.0602 for Mr. Parsons-Justice.

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

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

Recommendation number one was approved. Recommendation number two was approved unanimously.

The Moderator and Mr. Musgrave led Presbytery in a time of *Receiving a Candidate Under Care* based on the Book of Common Worship.

INFORMATION:

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

GOOD NEWS FROM THE PEWS

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

REPORT OF THE STEWARDSHIP COMMITTEE

Moderator Hornbeck called Financial Administrator and Treasurer, Rocky Poole, who reported on the fourth quarter of 2018's financial activity. (Appendix K, pages 77-93.)

REPORT OF THE NOMINATING COMMITTEE

The Moderator recognized Pam Johnson, Chair of the Nominating Committee. She presented the following recommendations as a single motion.

RECOMMENDATIONS:

1. For the Leadership Team, Class of 2020: Nancy Kissinger (ruling elder, Beckley).
2. For the Mission Committee, Class of 2021: Melody Simpson (ruling elder, Bream Memorial).
3. For the Nurture Committee, Class of 2021: Laura Brekke Wagoner (minister of Word and Sacrament).
4. For the Relations Committee, Class of 2021: John Koerner (minister of Word and Sacrament).

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

REPORT OF THE NURTURE COMMITTEE

Moderator Hornbeck called on Kari Preslar, Chair of the Nurture Committee. She highlighted activities and events scheduled, as well as important deadlines.

INFORMATION:

1. Youth Council applications will be sent to congregational leaders in early March. One change this year is that a particular church will be able to nominate up to two youth to serve on Youth Council. (In past years, a particular church has been limited to nominating one youth in a given year.) The application deadline is April 30, 2019; applications will be reviewed at the committee meeting in early June.
2. GAME ON is the theme for the Younger Youth Retreat (grades 6-8) held March 1-3 at Cedar Lakes Conference Center. Youth Council youth will be the primary presenters for this retreat.

3. Information on the 2019 Presbyterian Youth Triennium, “Here’s My Heart,” was sent to church leaders in November. The registration deadline and deposit due date for this event is Thursday, March 28. Youth in grades 8-12 are eligible to attend. Participants will travel by bus, which has been reserved.

4. Frances Taylor Gench, Professor of Biblical Interpretation at Union Presbyterian Seminary, will be the presenter for the Educator, Clergy, CRE (CP), ALP Retreat to be held February 18-19 at John XXIII Pastoral Center in Charleston.

5. Brian McLaren, author, speaker, and public theologian, will be the keynote presenter on the topic “Being Church in a Time of Division” for the Festival of Faith on Saturday, April 6, at First Presbyterian Church, Charleston. Registration information has been sent to the presbytery’s email list and shared with neighboring presbyteries and other denominations in West Virginia. In addition to the keynote, there will be a variety of workshops throughout the day.

6. Expanding Your Ministry Toolbox courses will now fall under this committee. These courses will continue to be planned by members of both the Nurture Committee and Committee on Ministry. Look for courses in 2019 on the website and in meeting packet flyers. You will find flyers for the next two Toolbox Courses – Understanding Addiction and Recovery 101 on Friday, March 15 and Team Building with the Enneagram and Communication in Leadership on Tuesday, April 30, in the flyer packet for this meeting.

7. Soul Shop: Ministering to Suicidal Desperation will be held Thursday, October 24. This workshop for church leaders is to develop soul-safe communities by equipping members to address suicidal desperation. More information will be available in the spring.

8. The committee reviewed the list of Riner loans. Letters will be sent out in the near future to past recipients asking for repayment or status as a student. Rocky Poole reported on who had accepted loans and grants approved last year. Information and applications for loans and grants for secondary education will be sent to congregational leaders in early March. The deadline for applying and/or sending a letter requesting renewal is April 30, 2019.

REPORT OF THE MISSION COMMITTEE

The Moderator recognized Robert McCutcheon, Chair of the Mission Committee.

RECOMMENDATION:

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

INFORMATION:

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

NEW BUSINESS


There was no new business.

The Moderator reminded the Presbytery to review the reports of the Administration and Bluestone Committees. (Appendix L, pages 94-95.)

ADJOURNMENT

Presbytery was adjourned with a benediction at 3:35 p.m. by the Moderator.

Mavis Grant-Lilley
Recording Clerk


Maureen Wright
Stated Clerk

Stephen Hornbeck
Moderator

APPENDIX A – ATTENDANCE

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

OFFICERS OF PRESBYTERY: Stephen Hornbeck, Moderator; Maureen Wright, Stated Clerk; Rockland Poole, Treasurer; Mavis Grant Lilley, Recording Clerk.

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

COMMISSIONED PASTORS: Bill Brown, Pat Collier, Bill Dunfee, Tom Hastie, Barbara Hopta, Jim Musgrave, Kari Preslar, Cherrie Sizemore, John Yeager.

CORRESPONDING MEMBERS: David Bush (Coastal Carolina Presbytery), J. Herbert Nelson (National Capital Presbytery).

MEMBERS OF PRESBYTERY COMMITTEES: Pam Johnson, Bob McCutcheon, Susan Perry, Nancy Smallenberger.

STAFF: Nellie Howard, Mark Miller, Amy Robinson, Sarah Specht.

MINISTERS OF ANOTHER DENOMINATION SERVING THE PRESBYTERY: Peter Barclay, Kay Larson.

AUTHORIZED LAY PREACHER: Rick Accord.

LAY SUPPLY PASTOR: Jay Nunley.

VISITORS (who registered): Rodrigo Almeida, Tom Altizer, Barbara Conrad, Donna Cowley, Betsy Dye, Matt Evans, Jack Ferrell, Katherine George, Michael George, Molly Hall, James Hill, Steve Hopta, Albert Mays, Frankie McCain, Barrett Parsons-Justice, Mark Parsons-Justice, Roger Perry, Michelly Sandoval, Melody Simpson, Deborah Yeager.

ATTENDANCE OF MINISTERS

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

Name of Minister	5/17/18	8/18/18	12/12/18	2/16/19
Accord, Barbara A.	P	P	AE	P
Alford, Ralph Judson, II	AE	AE	AE	AE
Atkins, Ken	AE	AE	AE	AE
Bailey, Christopher	P	A	A	P
Baldwin, Stephen	A	A	A	A
Bell, Sharon	P	A	A	A
Blakeman, Robin	P	A	E	P
Bondurant, Robert K.	AE	AE	AE	AE
Bower, David	AE	P	AE	AE
Boyce, Bonnie	AE	AE	AE	AE
Brekke-Wagoner, Laura	P	A	E	A
Buckalew, Ronald W.	AE	AE	AE	AE
Butler, Claire	P	E	P	P
Calebaugh, Kenneth B.	P	AE	AE	AE
Campbell-Malake, Elizabeth	P	E	P	E
Campbell, Susan Sharp	P	P	P	E
Cardot, Guy Richard	A	P	P	A

Name of Minister	5/17/18	8/18/18	12/12/18	2/16/19
Carroll, R. Leon, Jr.	AE	AE	AE	AE
Carter, Robert	*	*	P	AE
Case, Walter A.	AE	AE	AE	AE
Clark, Thomas F.	AE	AE	AE	AE
Colman, Glenn M.	*	*	*	P
Didway, Nancy	P	E	A	A
Deaderick, David S.	AE	AE	AE	AE
Debnam, Robert W.	AE	AE	AE	AE
Dodson, E. Denison	P	E	E	A
Dreyer, Charles B.	AE	AE	AE	AE
Ducheneau, Mike	A	A	A	A
Ellis, Larryetta	P	P	P	P
Gamble, Larry	A	A	A	A
Gearing, Sharon	P	A	P	A
Geurink, Kevin	E	P	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	P	E	P	E
Harkness, Cameron	AE	AE	AE	AE
Harrah, Jerry D.	AE	AE	AE	AE
Heidt, Paul Douglas	AE	AE	AE	AE
Hill, Amanda K.	*	*	*	P
Hitsman, Julie	P	A	P	P
Holland, John	P	A	P	P
Hollis, Virginia Kay	AE	AE	AE	AE
Howe, Lanny	AE	AE	AE	AE
Hudson, William Long	P	P	P	A
Jenkins, Doug	P	E	P	P
Jenkins, Janet	AE	AE	AE	AE
Johnson, Rick	P	E	E	P
Johnston, Thomas M., Jr.	AE	AE	P	AE
Key, Kyle	P	E	E	P
Khoury Bailey, Noha	*	P	E	P
Kilbert, Chris	P	P	P	P
Kinney, Karen R.	P	P	P	P
Koerner, Charla Waters	P	P	P	P
Koerner, John F.	E	P	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	E	E
Lyles, W. Patterson	P	E	P	P
McChesney, Charles S.	AE	AE	AE	AE
McCoy, William	P	A	A	AE
McGrew, Gary S.	AE	AE	AE	AE
McGuire, Richard W.	A	A	E	AE
McMorran, William G., Jr.	AE	AE	AE	AE

Name of Minister	5/17/18	8/18/18	12/12/18	2/16/19
Mihm, Rebecca	P	P	P	P
Minnerly, Douglas A.	P	P	P	P
Misfeldt, Emily	*	*	P	E
Mitchell, Monte Dean	*	*	*	E
Mobayed, Richard S.	AE	AE	AE	AE
Mohrman, James A.	AE	AE	AE	AE
Monschke, Alice	AE	AE	AE	AE
Morgan, Norman K.	AE	AE	AE	AE
Morley, James E.	A	P	E	A
Morton, Zachary M.	*	P	P	P
Newman, Robert G.	P	P	AE	P
Parker, Amy S.W.	P	P	P	P
Parsons, Shelly Barrick	E	P	A	P
Pendleton, P. Douglas, Jr.	A	A	A	A
Perkins, Chris	A	A	A	AE
Purcell, Boyd C.	AE	AE	AE	AE
Ray, Robin	P	P	A	P
Rice, Andrew "Andy"	P	A	P	A
Richards, David P.	P	AE	P	P
Riley, John A.	AE	AE	AE	AE
Ringe, Charles	AE	AE	AE	AE
Robertson, M. Bruce	AE	AE	AE	AE
Robinson, James E.	P	AE	P	P
Ryan, Patrick "Pat"	A	A	A	A
Seely, Mike	A	P	P	P
Seibel, Frank L. "Skip"	A	P	A	P
Shaffer, David	AE	AE	AE	AE
Shogren, Donna Lee	AE	AE	AE	AE
Snyder, Richard J. Daly	AE	AE	AE	AE
Sonnenday, John	AE	AE	AE	AE
Spencer, Donald L.	AE	AE	AE	AE
Spring, Charles M.	AE	AE	AE	AE
Stevens, Bruce	AE	AE	AE	AE
Stewart, Joan W.	P	E	P	E
Stone, Elizabeth	P	E	E	E
Stone, Greg	A	A	A	A
Straight, Anna Pinckney	P	P	P	P
Sutton, Dana W.	P	A	A	A
Sutton, Jean C.	A	A	A	A
Taylor, J. Dexter	AE	AE	P	AE
Thompson, Edward J.	P	P	P	P
Vial, Peter	P	E	P	P
Walker, Gary C.	AE	AE	AE	AE
Walther, James A., Jr.	P	P	E	P
Washburn, Francis T.	AE	AE	AE	AE
Willoughby Weed, Kathryn A.	A	E	E	A
Wilson, Richard B.	P	E	P	AE
Wood, Robert M.	P	E	P	E
Woodard, Sara G. (Sally)	AE	P	AE	AE
Wright, Todd	P	P	P	P
Youngblood, Lucy	A	A	A	A

ATTENDANCE OF CHURCHES

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

Name of Church	5/17/18	8/18/18	12/12/18	2/16/19
Alderson	N	N	N	E
Alexander Memorial, Stony Bottom	E	N	E	N
Anderson Memorial, Welch	N	N	N	N
Bates Memorial, Huntington	Sandra Herrold	N	Sandra Herrold	Spencer Conley
Baxter, Dunmore	N	N	N	N
Beckley	Dan Calvert	Bill Hartling	Bill Hartling	Drema Davis
Beechwood, Parkersburg	N	N	N	Richard Thomas
Belington	N	E	N	E
Belle	Eleanor Stanley	E	Eleanor Stanley	Eleanor Stanley
Bethlehem, Shinnston,	N	N	N	N
Beulah Humble, Elizabeth	E	N	N	N
Beverly	E	E	E	N
Beverly Hills, Huntington	N	E	N	E
Bradley	E	E	E	N
Bramwell	N	N	N	N
Bream Memorial, Charleston	Derek Hudson	N	Barbara Chalfant	Derek Hudson
Bridgeport	N	Eric Winan	N	Joe Timms
Buffalo	N	N	N	N
Canyon Community, Morgantown	N	N	N	N
Centerville, Greenville	Charlotte Wilson	E	N	N
Church of our Saviour, Clarksburg	E	N	N	N
Church of the Covenant, Grafton	E	E	E	N
Clear Creek	N	N	N	N
Clifton, Maxwelton	James Miller	James Miller	N	James Miller
Clothier	N	N	N	N
Comfort	N	N	N	Roger Eskins
Community, Arthurdale	E	Mike George	Vicky Mays	Vicky Mays
Davis Memorial, Elkins	Tina Vial	Dana Marzolf	Nate Garver-Daniels	N
Davis Memorial, Gassaway	Russell Stewart	Beverly Keener	N	N
Dupont City, Belle	N	N	N	N
Edgewood, Lewisburg	Julian Arbuckle	N	Julian Arbuckle	N
Eleanor	N	Vanessa Higginbotham	N	N
Elk Hills, Charleston	Debbie Schwirian	N	N	Jean Naylor
Enslow Park, Huntington,	N	N	N	N
Falls View, Charlton Heights	N	N	N	N
Fayetteville	Nancy Tissue	E	Nancy Tissue	Helen Case
First, Bluefield	N	E	N	N
First, Buckhannon	Steve Hornbeck	Steve Hornbeck	Steve Hornbeck	Steve Hornbeck
First, Charleston	Frankie McCain	Frankie McCain	Frankie McCain	Sallie Daugherty
	N	N	N	N
First, Clarksburg	Suzi Heger	Suzi Heger	Bryon Delawder	Byron Delawder
First, Colcord	N	N	N	N
First, Dunbar	N	E	Sue Cunningham	David White

Name of Church	5/17/18	8/18/18	12/12/18	2/16/19
First, Fairmont	N	N	N	N
First, Hinton	N	N	E	N
First, Huntington	N	N	N	Jean McClelland
First, Kenova	N	N	N	N
First, Kingwood	N	N	N	N
First, Logan	Sydney Brown	Roger Perry	Jay Nunley	Mary Borst
First, Mannington	N	N	N	N
First, Morgantown	N	John Bolt	Mavis Grant-Lilley	John Bolt
First, Nitro	Ed Hamilton	E	E	Lynn Kibler
First, Oak Hill	N	Kathy Moss	Kathy Moss	Kathy Moss
First, Parkersburg	David Kaufman	N	N	N
First, Ravenswood	N	E	N	N
First, Ripley	N	E	N	N
First, St. Albans	Adam Greathouse	E	Kathryn Maddy	Adam Greathouse
First, South Charleston	Bill Kimmons	E	Bill Kimmons	Joe Fuller
First, Thomas	N	N	E	N
First, Welch	Vesta Larkin	E	E	Wendy Brewster
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	Jeff Howard	Medina Poole	Nelle Howard	Medina Poole
Fleming Memorial, Fairmont	N	Rab Snider	N	Charles Mullett
Frankford	Linda Boone	Linda Boone	E	Linda Boone
Gilbert	Debra Burgess	N	E	N
Glenville	Susan Lilly	Susan Lilly	N	Susan Lilly
Grace Covenant, Charleston	N	N	E	N
Green Bank, Liberty	N	N	N	N
Harman	N	N	N	N
Highlawn, Huntington,	Patty Meadows	Gary Baldwin	Howard Aulick	Larry Lapelle
Highlawn, St. Albans	Carolyn Smithers	N	N	N
Hughes River, Cairo	N	N	N	N
Kanawha United, Charleston	Kathie Giltinan	N	Lisa Smith	Kathie Giltinan
Keller, Pence Springs	N	N	N	N
Kesler Memorial, Hico	N	N	N	N
Kuhn Memorial, Barboursville	E	N	N	N
Lakeview, Lakebottom	N	N	N	N
Marlinton	E	E	N	E
Marsh Fork, Dry Creek	N	N	N	Terry Layton
Mill Creek	N	N	N	N
Milton	N	N	N	N
Mingo	N	N	N	N
Mount Hope	N	N	N	N
Oak Grove, Hillsboro	N	N	Sue Hollandsworth	E
Old Stone, Lewisburg	Larry Jones	Carol Bland	Nancy Smallenberger	Townley Hamilton

Name of Church	5/17/18	8/18/18	12/12/18	2/16/19
Parsons	N	N	N	N
Philippi	N	Suzann Murphy	E	E
Pickens	N	N	N	N
Pineville	N	N	N	N
Point Pleasant	Carl Matheny	N	Elaine Matheny	Carl Matheny
Red Sulphur Springs, Ballard	N	N	N	N
Richwood	N	N	N	N
Riverlawn, St. Albans	Parry Johnson	Joe Lothes	Parry Johnson	Jane Lothes
Rock Forge, Morgantown	N	Colletta Messenger	N	N
Rock Lake, South Charleston	E	Ken Schmidt	John Haynes	John Haynes
Rome, Proctorville	N	N	N	N
Ronceverte	Allan Clower	N	Cyndi Taylor	Allan Clower
Ruffner Memorial, Charleston	N	N	N	N
St. Andrew, Pinch	E	N	N	N
St. Marys	N	N	N	N
Salem, Ronceverte	N	N	N	N
Second, Huntington	N	E	E	Stacy Wehrle
Slatyfork, Big Spring	N	N	N	N
Smithers	N	E	E	N
South Park, Charleston	Jim Sothen	N	E	N
Spencer	Brenda Wilson	Norma Randall-Myers	Mary Quick	Brenda Wilson
Spring Creek, Renick	N	E	N	E
Spring Valley, Huntington	N	N	N	N
Sugar Grove, Morgantown	N	N	N	E
Summerlee	N	N	N	N
Summersville	Lauren Jarroll	E	Lauren Jarroll	N
Teays Valley, Scott Depot	Diane Harrah	E	Bruce Davis	Diane Harrah
Trinity, Shady Spring	E	E	E	E
Tygarts Valley, Huttonsville	N	N	N	N
Union	N	N	N	E
Upperglade	Judy Woods	Jim Gamble	Jim Gamble	Jim Gamble
Valley Bend, Beverly	E	E	N	E
Village Chapel, Charleston	Chuck Stump	Jim Smith	Barbara Smith	Sarah Stump
Waverly – Bethel, Waverly	Mark Skidmore	Dawn Hammat	Dick Hammat	Mark Skidmore
Westminster, Charleston	N	N	N	N
Westminster, Vienna	N	N	N	N
Whittico Memorial, Keystone	N	N	N	N
Winfield	David Gladkosky	John Hannon	N	John Hannan
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 Stephen Hornbeck, Moderator

Greetings from Kanawha United Presbyterian Church Patterson Lyles

Business of the Presbytery

- Welcome of new Teaching Elder Maureen Wright, Stated Clerk
- Seating of new Corresponding Members
- Introduction Visiting Teaching Elders
- Recognition of Ruling Elders attending Presbytery for the first time
- Statement of Quorum
- Approval of Docket
- Consent Agenda Moderator
 - o A consent agenda groups together routine items and resolutions under one agenda item. Items included in the consent agenda will not be open for discussion and all are approved in one vote. Opportunity will be given prior to the vote for members to remove items from the consent agenda. Items that are removed will be added to the regular agenda for separate discussion.
- Appointment of Temporary Clerks
- Appointment of Standing Committees
 - o Committee on Bills and Overtures
 - Leadership Team members present

*10:15 Education Focus *A Conversation with the Clerk*
J. Herbert Nelson, II, Stated Clerk
Presbyterian Church (USA)

11: 25 Announcement: Resource Center

*11:30 Morning Worship

*12:30 Recess for Lunch

*1:30 Prayer & Hymn
Moderator

Report of the Stated Clerk Stated Clerk

- Presentation of Procedural Matters
- Vote on the Amendments to the Constitution

Report of the General Presbyter Ed

Thompson

Report of the Leadership Team
Wallace Parker

Amy

Report of the Ministry Committee
Parsons

Shelly Barrick

Report of the Vocations Committee

Jim Musgrave

“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 Stewardship Committee
- Financial Reports

Rocky Poole

Report of the Nominating Committee

Pam Johnson

Report of the Nurture Committee

Kari Preslar

Report of the Mission Committee
McCutcheon

Bob

New Business

Completion of Feedback Forms

4:00

Anticipated Time of Adjournment with Charge and Benediction by the Moderator

Printed Reports for Information Only: Administration Committee, Bluestone
Committee

Additional 2019 Stated Meetings:

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 – NECROLOGY

SAINTS WHO HAVE JOINED THE CHURCH TRIUMPHANT

Elders deceased between January 1 and December 31, 2018

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

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

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

APPENDIX D

MINUTES OF THE ADMINISTRATIVE COMMISSION TO INSTALL CASEY LIENEMAN AS PASTOR OF THE CHURCH OF THE COVENANT GRAFTON, WEST VIRGINIA

The commission, appointed by the Presbytery of West Virginia to install Casey Lieneman, as the designated pastor of the Church of the Covenant, Grafton, West Virginia, met at the church on Sunday, December 2, 2018 at 10:30 a.m. The following members of the commission were present:

Ministers: Shelly Barrick Parsons, Edward J. Thompson;
Elders: Steve Hornbeck, Sandra Kennedy, and Susan Perry.

The commission was called to order by the chair, Steve Hornbeck, who opened with prayer. The commission was organized and Edward J. Thompson was elected clerk. The order of service for the installation was approved. The minutes of the commission as written by the clerk were approved. The commission then joined the congregation in the sanctuary of the church where a service of worship was conducted.

The sermon "Signs of Life" on the text Luke 21: 25-36 was preached by Edward J. Thompson. The constitutional questions were propounded to the minister by Steve Hornbeck and to the congregation by Sandra Kennedy. All were answered in the affirmative. The prayer of installation was offered by Steve Hornbeck. The chairperson, Steve Hornbeck, declared that Casey Lieneman was duly elected and installed as the designated pastor of the Church of the Covenant, Grafton, West Virginia. A charge was then delivered to the pastor by Shelly Barrick Parsons, and to the congregation by Susan Perry. The service was closed the benediction being pronounced by the newly installed designated pastor, Casey Lieneman.

The commission adjourned with the benediction.

Edward J. Thompson
Clerk of the Commission

APPENDIX E – PROCEDURAL MATTERS

A. 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 F – REPORT OF VOTES ON THE AMENDMENTS TO THE
CONSTITUTION**

AMENDMENT	YES	NO
18-A Election of Ruling Elders and Deacons: On Amending G-2.0401 (Item 06-11)	78	3
18-B 1 Renunciation of Jurisdiction: On Amending G-2.0509 (Item 06-09)	78	3
18-B 2 Renunciation of Jurisdiction: On Amending D-10.0401d (Item 06-09)	80	1
18-C Officers: On Amending G-3.0104 (Item 06-16)	50	29
18-D Membership of Presbytery: On Amending G-3.0306 (Item 06-05)	77	3
18-E Pastor, Counselor, and Advisor to its Pastors and Congregations: On Amending G-3.0307 (Item 06-02)	80	1
18-F Welcoming to the Table: On Amending W-4.0202 (Item 14-03)	79	2
18-G Disciplinary Offense: On Amending D-2.0203b (Item 06-04)	77	4
18-H 1 Time Limit: On Amending D-10.0401b (Item 06-24)	75	6
18-H 2 Time Limit: On Amending D-10.0401c(1) (Item 06-24)	81	0

APPENDIX G

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.
- Nurturing educational programs and events.
- An on-going program for congregational participation in church development and church revitalization.

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.

- 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

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 85 **A. Name**

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.

III. MEETINGS OF PRESBYTERY

A. Voice and Vote

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

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

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

B. 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)

C. Time and Place of Meetings

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

D. Open Meetings

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

E. Quorum

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

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

F. Business and Reports

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

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

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

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

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

G. 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

General Policies:

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

Policies Regarding Pastors:

- Leave Policy
- Sabbatical Leave
- Continuing Education and Study Leave
- Dissolution of Pastoral Relationships
- Ethics for Departing Pastoral Leaders
- Seminary Debt Assistance
- Minimum Salary for Ministers of Word and Sacrament and Certified Christian Educators
- 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.

297 **C. General Presbyter**

298
299 **1. Mode of Election**

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

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

308
309 **2. Duties**

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

314
315 **D. Stated Clerk**

316
317 **1. Mode of Election**

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

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

326
327 The Stated Clerk shall be the:

- 328
 - Continuing ecclesiastical officer of Presbytery.
 - 329 • Custodian of all ecclesiastical records.
 - 330 • Custodian of the rolls of Presbytery.
 - 331 • Parliamentarian for Presbytery.

332
333 **2. Duties**

334
335 The Stated Clerk shall perform the duties of office as specified in the Book of Order,
336 G-3.0104 and G-3.0305 and those other obligatory duties contained in the Book of
337 Order. The Stated Clerk will be responsible for the preservation of the history of the
338 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.

VI. LEADERSHIP TEAM

The Leadership Team is charged to:

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

A. Authority

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

B. Responsibilities of the Leadership Team are to:

- Promote the core values of ministry (service to those inside the church), mission (service to those in the community) and relationship-building (building connections with God and one another) through implementation of presbytery's written policies, plans, mission statements, and goals.
- 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.
- Receive both ideas and feedback from churches, committees, and staff on their ministry, mission and their work toward accomplishing the vision.
- 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,
- 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.)

C. Members

- 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.
- The Representation Committee makes nominations, supplemented by those from the floor of the appropriate Presbytery meeting.
- Each term is three years and may be renewed once. At least one year must pass after serving two consecutive terms before serving again.

- The immediate past Moderator of presbytery chairs the Leadership Team. She/he votes only in the case of a tie.
- 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.

D. Meetings

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.

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.

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.

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.

E. 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 (see committee descriptions in Appendix D)

	Page
Administration	25
Bluestone.....	26
Committee on Ministry	28
Committee on Representation.....	30
Mission.....	31
Nurture	32
Permanent Judicial Commission.....	33
Relations	34
Stewardship.....	35
Trustees	36
Vocations	37

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.

A. 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.

B. 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)

C. 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 Vocations Committee acts as a commission of Presbytery, the quorum shall be a majority of its members.

Committees are responsible for conducting orientation of their own members.

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

D. Electronic Meetings

A blend of traditional meeting and electronic meeting is permissible. 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 and the following:

1. Electronic meetings are permissible only if every member of the committee can access the technology that allows participation in the meeting.
2. 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.
3. Only the chairperson of the committee may call an electronic meeting; this may be done upon the request of three members.
4. 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.

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

1. 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.
2. Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
3. 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.
4. Minutes for an electronic meeting shall be the same as minutes of a traditional meeting.
5. 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.
6. 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.
7. 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.

E. Committees Acting as Commissions

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

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

- Validated ministries.
- Requests for waivers of rotation of officers.

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

- Receive and dismiss inquirers under care of the Presbytery.
- Receive and dismiss candidates under care of the Presbytery.
- 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.

F. Open Meeting Policy

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.

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.

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.

G. 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).

1. Recognition and Endorsement

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

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

2. Benefits & Responsibilities

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

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

3. The Limits of the Presbytery's Endorsement

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

VIII. PERSONNEL

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

A. General Presbyter

- The General Presbyter shall coordinate ministry, mission, and relationship-building, as these are the core values of the Presbytery of West Virginia. The General Presbyter shall be the administrator of the Presbytery, accountable to Presbytery through the Leadership Team for the implementation of decisions and matters of strategy, program and resources.
- The General Presbyter shall be elected using an open search process. The Representation Committee is responsible for nominating the search committee in consultation with the Leadership Team and the Administration Committee, which the Presbytery then elects to service.
- 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.

B. Stated Clerk

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

C. Treasurer

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

D. 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.

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.

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

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

PERSON DESCRIPTION

GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

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

GENERAL AND PERSONAL

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

PROFESSIONAL AND PASTORAL SKILLS

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

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

TITLE: FINANCIAL ADMINISTRATOR/TREASURER

Full Time

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

ACCOUNTABILITY: He/She shall be accountable to the Presbytery through its Leadership Team and the Administration Committee. 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 annually evaluate the Financial Administrator/Treasurer's performance and review terms of call. Conduct a major evaluation prior to the conclusion of the third year of service. Review and revise the position description as needed.

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

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

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

PERSON DESCRIPTION

FINANCIAL ADMINISTRATOR/TREASURER - PRESBYTERY OF WEST VIRGINIA

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

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

APPENDIX D

COMMITTEE DESCRIPTIONS

Administration Committee

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: Develop and maintain staffing plans, policies and procedures that implement the mission of the Presbytery, and 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. conducting the Performance review of the General Presbyter and ensuring 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. overseeing 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. maintaining the 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 Committee

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. Serve 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. Assure that Bluestone is available, acceptable, and accessible for the delivery of quality, faith nurturing camp, conference and retreat programming.
5. Develop and implement a long range facilities plan for Bluestone including capital improvements.
6. Propose and manage the Presbytery's approved Bluestone's facility budget.
7. 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

- 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.

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 with churches and new worshipping communities

1. Support the creation, development, and growth of churches.
2. Initiate and schedule follow up visits with new pastors.
3. Recommend minimum compensation standards for pastoral calls and certified Christian educators within the Presbytery.
4. Assist congregations with mission studies.
5. Suggest to other entities of the Presbytery ideas for leadership training for churches and church professionals.
6. Provide, as needed, training opportunities in the Presbytery for congregations.
7. Discuss the dissolution and creation of churches and take these recommendations to the whole Presbytery.
8. Counsel with a session concerning reported difficulties within a congregation, including:
 - a. Advise the session as to appropriate actions to be taken to resolve the reported difficulties.
 - b. Offer to help as a mediator, and
 - 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.

Committee on 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.

Mission Committee

Membership 6

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

Objectives and Responsibilities

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

- encouraging congregations to situate their efforts in the context of the PC(USA)'s local, national and global initiatives,
- recommending Presbytery support of mission ministries within the bounds of the Presbytery.
- communicating to Presbytery and congregations the nature of the ministries of programs, entities and churches in the Presbytery,
- maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith partnerships such as the West Virginia Council on Churches.

2. To coordinate

- Presbyterian ministries within the Presbytery,
- congregations with similar ministries,
- ecumenical and interfaith ministries within the Presbytery,
- campus ministry with the Westminster Foundation.

3. To educate

- providing training and support in the area of mission for pastors, sessions, congregations,
- sponsoring and promoting missionary visits throughout the Presbytery.

4. To evaluate and allocate

- assuring that the goals and programs of the ministries funded by the Presbytery are being carried out,
- distributing available funds to applicants for hunger, garden and other grants.

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

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: 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 Committee

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:

- 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.
- 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.

Stewardship Committee

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: Six (6) 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 Committee

Membership 6

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

Objectives:

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

Responsibilities:

1. With respect to those seeking ordination as 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 Pastors/ Authorized Lay Preachers, the committee shall provide a preparation process, including developing courses, recruiting leaders, encouraging participation, screening and evaluating applicants, and monitoring their progress throughout the program. The committee shall examine those elders seeking to be commissioned in the areas of personal Christian faith, motives for seeking such a commission, and the areas of instruction determined by the Presbytery.
5. To inform the Committee on Ministry of programs, problems and potentialities of the ALP/CP Program.
6. To provide mentors for ALPs defining roles and expectations of mentors.
7. To distribute and receive annual reports from ALPs.

- 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.

APPENDIX H – BIOGRAPHICAL STATEMENT & STATEMENT OF FAITH: MONTE DEAN MITCHELL

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

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

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

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

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

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

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

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

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

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

I believe in the statements of the Apostles' Creed. I embrace Scripture as God's revelation through the inspiration of the Holy Spirit, and commit myself to diligent study as I honestly try to interpret this God-breathed gift as the continuing revelation of God's love for humanity. I believe we are engaged in this world in a great struggle with sin and evil. I believe the outcome is known, because Jesus has triumphed over sin, death and the grave, but we should remain vigilant and rely on God as our protection, strength and hope. I believe in the resurrection of the body. I believe in eternal life.

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

APPENDIX I

BIOGRAPHICAL STATEMENT & STATEMENT OF FAITH: NANCY C. KAHAIAN

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

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

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

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

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

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

God creates. It is out of God’s infinite love and creative power that the world came to be. In every birth, in every place, on every day, the signature of the Holy Creator can be witnessed. At the heart of the universe there is a loving God who desires to be

known by us; desires to be loved by us; desires to have a covenant relationship with us.

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

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

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

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

APPENDIX J

BIOGRAPHICAL STATEMENT & STATEMENT OF FAITH: GLENN M. COLEMAN

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

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

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

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

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

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

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

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

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

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

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

APPENDIX K – FINANCIAL REPORTS
PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD December 2018

COMPOSITE BY COMMITTEE

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

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD December 2018

	YTD 12/31/18	Budget	%	Restricted Fund Support
<u>ADMINISTRATION</u>				
OFFICE EXPENSES				
Postage	1,183.61			59,000 Mission Dev. Fund
Supplies	5,886.36			12,000 Funds of PWV
Publications & Subscriptions	523.90			
Presbytery Directory	611.50			
Telephone	3,531.23			
Utilities	6,831.79			
Cleaning/Bldg Maintenance	3,579.26			
Equipment	0.00			
Equipment Maintenance	4,846.37			
Staff Expenses	3,941.42			
Insurance - Property	12,335.25			
Bad Debt Expense	0.00			
Web Site Maintenance	1,730.98			
Internet Service	1,715.31			
Bank service fees	1,057.74			
Miscellaneous	0.00			
TOTAL OFFICE EXPENSE	47,774.72	68,550	69.7%	
SALARY & PERSONNEL EXPENSE				
All Salaries (including housing & utilities)	355,346.01	355,600	99.9%	78,800 \$46.3K Small Church, \$25K MDF
Pension Expense	41,846.77	41,900	99.9%	\$7.5K Funds of PWV
Medical Insurance Expense	132,382.80	145,800	90.8%	
Payroll Taxes	18,839.92	19,600	96.1%	
Workers' Compensation	783.00	1,450	54.0%	
Continuing Education & Professional Expense	11,578.88	12,600	91.9%	
Travel Expense	21,172.63	25,000	84.7%	
TOTAL SALARY & PERSONNEL EXPENSE	581,950.01	601,950	96.7%	
COMMITTEE EXPENSE				
Consultant Fees	0.00	500	0.0%	
Staff Development	0.00	1,000	0.0%	
Committee Meetings	626.86	1,000	62.7%	
TOTAL COMMITTEE EXPENSE	626.86	2,500	25.1%	
	\$ 630,351.59	\$ 673,000	93.7%	
<u>BLUESTONE</u>				
CIT Support	4,500.00	4,500	100.0%	4,500 Rachel McClintic Fund
Committee Meetings	99.16	1,500	6.6%	
	\$ 4,599.16	\$ 6,000	76.7%	
<u>LEADERSHIP TEAM</u>				
GOVERNING BODY EXPENSE				
Presbytery Meetings	1,276.60	2,000	63.8%	
Moderator Expenses	769.01	1,000	76.9%	
General Assembly	3,481.66	4,000	87.0%	4,000 Mission Dev. Fund
Denomination Resources	(360.57)			
Leadership Development Program	2,093.81	4,000	52.3%	4,000 Small Church Fund
Legal Consultation	0.00	8,000	0.0%	
Leadership Team	2,298.03	3,500	65.7%	
	\$ 9,558.54	\$ 22,500	42.5%	

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD December 2018

	YTD 12/31/18	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	1,500.00	1,500	100.0%	
Professional Development	1,795.00	3,500	51.3%	3,500 Small Church Fund
Church Professional Orientation	48.00	1,000	4.8%	
COM Resources	113.64	500	22.7%	
Congregational Care Travel	695.52	500	139.1%	
Memorials	250.00	500	50.0%	500 Funds of PWV - COM Disc.
Miscellaneous	42.77	500	8.6%	
Emergency Church Assistance	0.00	2,000	0.0%	2,000 Small Church Fund
Committee Meetings	5,084.71	6,000	84.7%	
	\$ 9,529.64	\$ 21,500	44.3%	
<u>MISSIONS</u>				
SOCIAL & ECUMENICAL MINISTRIES				
INSTITUTIONAL PARTNERSHIPS				
Davis & Elkins College	1,250.00	1,250	100.0%	
Davis-Stuart	1,250.00	1,250	100.0%	
Covenant House, Inc	3,000.00	3,000	100.0%	
Westminster Foundation	1,250.00	1,250	100.0%	
CEPAD	2,000.00	2,000	100.0%	
MISSIONS PARTNERSHIPS				
Kenya Partnership	250.00	2,000	12.5%	1,500 Kenya Partnership
The Shack NH Support	15,000.00	15,000	100.0%	15,000 Mission Dev. Fund
Tyrand Coop. Ministry Support	2,500.00	2,500	100.0%	2,500 Midland Memorial
WVMAW	15,000.00	15,000	100.0%	15,000 Mission Dev. Fund
MISSIONS GRANTS				
		12,000		
Davis Mem. Elkins Afterschool	1,500.00	1,500	100.0%	
NCR Resident Assistance	2,145.00	3,000	71.5%	
Beechwood PC-Sanctuary House	3,000.00	3,000	100.0%	
Rock Lake PC-Community Life Ctr	2,000.00	2,000	100.0%	
Tyrand Coop. Ministry	2,000.00	2,000	100.0%	
International Peacemaker visit	353.47			
Committee Meetings	1,247.21	1,000	124.7%	
	\$ 53,745.68	\$ 56,250	95.5%	
<u>NOMINATING</u>				
Nominating Committee	100.47	300	33.5%	
<u>NURTURE</u>				
CHRISTIAN NURTURE & WORSHIP				
Resource Ctr Acquisitions	1,592.74	1,800	88.5%	
Resource Ctr. - Supplies/Equip.	186.63	400	46.7%	
Resource Ctr. - Subscriptions	105.93			
Resource Ctr. - Catalog Program	795.00	800	99.4%	
Video License	233.36	250	93.3%	
Festival of Faith	(0.44)	700	-0.1%	
Church Educators Support	140.69	400	35.2%	
Educator/Clergy/CRE Retreat	1,082.77	1,000	108.3%	
Younger Youth Retreat	31.72	1,000	3.2%	1,000 Rachel McClintic Fund
Older Elementary Event	0.00	0	0.0%	
Older Youth Retreat	2,362.33	1,600	147.6%	1,600 Rachel McClintic Fund
HS Youth Conf. Mission Trip	5,807.11	6,000	96.8%	6,000 Rachel McClintic Fund
Youth Council	449.92	400	112.5%	400 Rachel McClintic Fund

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD December 2018

	YTD 12/31/18	Budget	%
Adult Spiritual Development	1,808.29	1,500	120.6%
Scholarships	0.00	2,000	0.0%
Presbytery Worship	0.00	300	0.0%
Miscellaneous	200.00	200	100.0%
APCE Membership	0.00	200	0.0%
Committee Meetings	305.26	600	50.9%
	\$ 15,101.31	\$ 19,150	78.9%

PJC

Permanent Judicial Commission	56.84	300	18.9%
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PRESBYTERIAN WOMEN

Presbyterian Women Support	6,000.00	6,000	100.0%
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RELATIONS

Cluster Shepherds	0.00	2,000	0.0%
Relations Committee Expenses	360.80	1,000	36.1%
	\$ 360.80	\$ 3,000	12.0%

REPRESENTATION

Committee on Representation	0.00	100	0.0%
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STEWARDSHIP

FINANCE & DEVELOPMENT

Transition Expenses	0.00	0	0.0%
Outside CPA Costs	11,150.00	11,000	101.4%
Committee Meetings	103.93	1,000	10.4%
	\$ 11,253.93	\$ 12,000	93.8%

TRUSTEES

Trustees	30.75	2,000	1.5%
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VOCATIONS

PREPARATION FOR MINISTRY

Care of Candidates	729.81	500	146.0%
Career Counseling	0.00	500	0.0%
Scholarships	3,076.64	5,000	61.5%
Conferences	0.00	900	0.0%
ALP/CLP Preparation Program	(62.24)	3,000	-2.1%
Committee Meetings	789.58	1,000	79.0%
	\$ 4,533.79	\$ 10,900	41.6%

5,000 Bush Fund

3,000 Small Church Fund

TOTAL	\$ 745,222.50	\$ 833,000	89.5%
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REVENUE IN SUPPORT of BUDGET	YTD 12/31/18	Budget
Shared Mission (net of GA & Synod support)	288,338	360,000
Per Capita (net of GA & Synod support)	148,767	172,679
Previous Year Shared Mission & Per Capita	4,873	12,221
Outside Funding (Presby. Housing & PHP)	46,000	46,300
Interest & Gifts	14,981	15,000
Restricted Fund Support	182,361	226,800
TOTAL	\$ 685,319	\$ 833,000

Presbytery of West Virginia Statement of Financial Position

As of December 31, 2018

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

Presbytery of West Virginia
Statement of Financial Position
As of December 31, 2018

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

Presbytery of West Virginia
Statement of Financial Position
As of December 31, 2018

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

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

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

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

2019 BENEVOLENCE PLEDGING & PER CAPITA REPORT

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

2019 BENEVOLENCE PLEDGING & PER CAPITA REPORT

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

2019 BENEVOLENCE PLEDGING & PER CAPITA REPORT

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

churches pledged

2019 BENEVOLENCE PLEDGE

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

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

BLUESTONE CONFERENCE CENTER, INC

FINANCIAL REPORT as of DECEMBER 31, 2018

INCOME STATEMENT

INCOME	12/31/18	Budget	%
Grant Subsidy - McClintic Fund	\$ 4,500.00	\$ 4,500	100.0%
Retreats - Bluestone Events	10,560.00	9,500	111.2%
Retreats - Presbyterian	11,485.00	12,000	95.7%
Retreats - Presbyterian Affiliate	2,540.00	3,000	84.7%
Retreats - Non - Presbyterian	61,702.90	47,500	129.9%
Summer Camp Registrations	71,129.50	74,500	95.5%
Donations	11,583.00	15,000	77.2%
Friends of Bluestone	27,500.00	40,000	68.8%
Interest	0.99	-	-
Miscellaneous	35.30	-	-
TOTAL INCOME	\$ 201,036.69	\$ 206,000	97.6%
EXPENSES			
Salaries & Personnel	\$ 58,004.97	\$ 61,700	94.0%
Office & Administration	16,782.86	18,550	90.5%
Bluestone Events	660.57	1,200	55.0%
Plant & Operation	83,870.03	88,050	95.3%
Summer Staff & Salary	22,828.18	28,000	81.5%
Summer Program	1,919.23	2,000	96.0%
Summer Camp Trips	7,373.11	6,500	113.4%
TOTAL EXPENSE	\$ 191,438.95	\$ 206,000	92.9%
NET GAIN/(LOSS)	\$ 9,597.74	(excl. store acct. & depr. exp.)	

***NOTE* - 2018 Presbytery Support**

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

BALANCE SHEET

	12/31/18	12/31/17
ASSETS		
Current Assets	\$ 14,129.70	\$ 14,583
Property & Equip. (net of depr.)	154,775.87	154,776
TOTAL ASSETS	\$ 168,905.57	\$ 169,359
LIABILITIES		
Current Liabilities	\$ 1,497.68	\$ 1,861
Long Term Debt	63,615.17	73,091
TOTAL LIABILITIES	\$ 65,112.85	\$ 74,953
EQUITY		
	\$ 103,792.72	\$ 94,406
TOTAL LIABILITIES & EQUITY	\$ 168,905.57	\$ 169,359

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

	<u>YTD 12/31/18</u>
Income	
4000 · Donations - Churches	7,722.25
4001 · Donations - Individuals	17,432.00
4005 · Donations - Restricted	1,000.00
4006 · Donations	503.30
4008 · Fundraiser - Other	11,032.75
4100 · Interest Earned	1.31
Total Income	<u>\$ 37,691.61</u>
Expense	
5000 · Operating Expenses	
5001 · Distributions to Presbytery	
5002 · Camp - Major Improvements	27,500.00
5030 · Camp-General Operating Expense	0.00
Total 5001 · Distributions to Presbytery	<u>27,500.00</u>
5500 · Direct Expenses	
5506 · Supplies	485.00
6000 · Admin Supplies	131.47
6001 · Thriva/PayPal Discount Fees	178.03
6005 · Postage	111.04
6006 · PO Box Rental	120.00
6020 · Fundraising Expenses	1,755.05
6050 · Licenses and Fees	116.00
Total 5500 · Direct Expenses	<u>2,896.59</u>
Total 5000 · Operating Expenses	<u>30,396.59</u>
5520 · Travel (Mileage)	216.00
Total Expense	<u>\$ 30,612.59</u>
Net Income	<u><u>\$ 7,079.02</u></u>

Friends of Bluestone, Inc.
Balance Sheet
As of December 31, 2018

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

APPENDIX L – ADDITIONAL COMMITTEE REPORTS

REPORT OF THE ADMINISTRATION COMMITTEE

George Lilley, Committee Chair

INFORMATION:

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

REPORT OF THE BLUESTONE COMMITTEE

Denny Dodson, Committee Chair

RECOMMENDATION:

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

INFORMATION:

1. The Spring Getaway Retreat is set for the first full weekend in May, which is May 3-5, at Bluestone.
2. Bluestone continues to have a need for consistency in maintenance staff, and the Facilities Director has been given the go ahead to increase the pay commensurate to experience.
3. The guttering system and the fascia for the chapel still needs to be replaced, and the hope is to do that with seamless gutters at a cost of no more than \$2,500.

4. The committee voted to accept the budget of \$216,000.
5. In addition to the above budget, the Presbytery will contribute \$138,676 for 2019 to cover the Program Director and Facilities Director salaries and expenses, employer taxes, property insurance, and support from the Rachel McClintic fund for the Counselor in Training (CIT) program.
6. The committee is looking into a project to replace the flooring in the chapel, which has long been in need of repair. Consideration is being given to simply removing the present tile flooring and making use of the solid concrete floor.

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