
MANUAL

PRESBYTERY OF WEST VIRGINIA

FEBRUARY 20, 2021



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

5 **I. PREAMBLE**
6

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

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

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

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

29 **A. MINISTRY**
30

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

34 THEREFORE, the Presbytery will develop strategies for:

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

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.

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

44
45 **B. MISSION**

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

49
50 THEREFORE, the Presbytery will develop strategies for:

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

59
60 **C. RELATIONSHIP BUILDING**

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

63
64 THEREFORE, the Presbytery will develop strategies for:

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

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

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

83 **II. THE PRESBYTERY**

84 **A. Name**

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

89 **B. Boundaries**

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

97 **C. Membership**

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

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

115 **D. Responsibilities and Powers**

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

120 **III. MEETINGS OF PRESBYTERY**

121

122 **A. Voice and Vote**

123

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

129

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

134

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

140

141 **B. Business Meetings**

142

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

149

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

154

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

158

159 Presbytery may meet electronically. A blend of traditional meeting and electronic
160 meeting is permissible. When considering whether to meet traditionally or electronically,
161 consideration should be made regarding the best way to complete the business at hand,
162 safety of Presbyters, and the cost, both financial cost and the cost of time to the members
163 of the Presbytery and the following:

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1. Electronic meetings must provide for simultaneous aural communication in order to allow for discussion of the issue(s) being considered. Collaborative technologies such as web-based Zoom, Go To Meeting, and other interactive video teleconferences, as long as they allow access by telephone, 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.
 2. The Leadership Team shall determine whether an electronic meeting best serves the needs of Presbytery.
 3. Ordinarily notice of electronic meetings shall be given at least one month before a Stated Meeting and in the announcement for a called meeting. The platform to be used for the meeting shall accompany the call for the meeting. Instructions on how to participate technologically shall be given to registrants at least three days prior to the meeting.

179 Electronic meetings are similar to traditional meetings in the following ways:
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1. A quorum for an electronic meeting shall be the same as traditional meetings.
 2. Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
 3. The same rules regarding participation apply to electronic meetings as in traditional meetings.
 4. Motions shall be processed in the same manner as a traditional meeting.
 5. The Moderator in consultation with the Stated Clerk shall determine the appropriate method of voting for each motion under consideration taking into account those participating on the telephone.
 6. Minutes for an electronic meeting shall be the same as minutes of a traditional meeting.

193 In the event of catastrophic weather conditions, any three of the following leaders:
194 Moderator of Presbytery, Chair of the Leadership Team, Stated Clerk, and General
195 Presbyter are authorized to postpone and reschedule meetings of Presbytery,
196 communicating such decisions to all churches as quickly as possible.
197

198 In matters of the sale or purchase of property and approval of loans up to \$100,000 which
199 cannot wait until the next scheduled meeting of Presbytery, decisions may be made by
200 any three of the following leaders: Moderator of Presbytery, Chair of the Leadership
201 Team, Stated Clerk, and General Presbyter with the advice of the Trustees with all such
202 decisions to be reported to the
203 next stated meeting of Presbytery by the Trustees.
204

205 In matters of communion approval, which cannot wait until the next scheduled meeting
206 of Presbytery or Leadership Team, any three of the following leaders: Moderator of
207 Presbytery, Chair of Leadership Team, Stated Clerk, and General Presbyter are
208 authorized to approve the celebration of the Lord’s Supper for gatherings under its
209 jurisdiction. (G-3.0301b)
210

211 The Leadership Team shall have the authority to appoint Administrative Commissions to
212 address in a timely manner the dissolution of a congregation, and inquire into reports of
213 churches affected with disorder or experiencing difficulty. Such action shall be reported
214 to the next stated meeting of the Presbytery.

215 **C. Time and Place of Meetings**

216 Meetings shall rotate throughout the bounds of Presbytery. With recommendation from
217 the Leadership Team, Presbytery shall establish the dates and places for its meetings in
218 the next calendar year no later than its August Stated Meeting.
219

220 **D. Open Meetings**

221 Meetings of the Presbytery are open to any visitors who may wish to attend. Presbytery
222 may choose to go into executive session with a majority vote of the ministers of Word
223 and Sacrament and ruling elder commissioners present, in accordance with *Robert's*
224 *Rules of Order Newly Revised*.
225

226 **E. Quorum**

227 A quorum for a meeting of Presbytery shall be at least 15% of ministers of the Word and
228 Sacrament and ruling elder commissioners representing at least 15% of the churches.
229

230 The only exception to this is a meeting called for the sole purpose of conducting the
231 examination of a candidate or candidates for ordination as minister of the Word and
232 Sacrament together with any business incident to that examination. In this case the
233 quorum shall be 10% of the ministers of the Word and Sacrament and ruling elder
234 commissioners representing 10% of the churches.
235

236 **F. Business and Reports**

237 Each committee shall report to meetings of Presbytery as necessary but at least annually.
238

239 Each committee reporting to Presbytery shall provide a written copy of its report.
240 Ordinarily a packet of printed reports shall be distributed electronically no later than ten
241 days in advance of the Presbytery meeting.
242

243 The General Presbyter, Stated Clerk and Moderator shall allocate times and placements
244 of reports on the docket. In preparation of the docket, chairs of committees shall request
245 time on the docket, and indicate who will give the report. The Leadership Team shall
246 determine any special emphases for the meetings of Presbytery.
247

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

289 **V. OFFICERS**

290

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

293

294 **A. Moderator**

295

296 **1. Mode of Election**

297

298 Ordinarily the Moderator-elect who was elected at a previous Stated Meeting will
299 become the Moderator for the next year. If the candidate is a Minister of the Word
300 and Sacrament, the following candidate shall be a ruling elder. If the candidate is a
301 ruling elder, the following candidate shall be a Minister of the Word and Sacrament.
302 The Moderator shall serve a term of two (2) years as Moderator and is not eligible for
303 reelection. Ordinarily the Moderator shall be installed at the last Stated Meeting of the
304 year, and will take office immediately. Consideration shall be given when nominating
305 persons to serve as Moderator to assure appropriate gender, race, and geographic
306 diversity.

307

308 **2. Duties**

309

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

313

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

315

316 In the event that a moderator is unable to complete their term for whatever reason, the
317 moderator-elect shall become the moderator. If there is no moderator-elect in place,
318 the last previous moderator willing to do so, shall assume that position until such time
319 as the Committee on Representation can nominate a person to serve as Moderator for
320 the remainder of that term. Ordinarily the election and installation of the new
321 moderator shall take place at the next stated meeting of the presbytery.

322

323 **B. Moderator-Elect**

324

325 **1. Mode of Election**

326

327 Upon nomination by the Presbytery's Committee on Representation and election by
328 the Presbytery, the Moderator Elect shall ordinarily be elected to serve for three years
329 in the following roles: Moderator-Elect, one year, and Moderator, two years. The
330 formula for electing the Moderator shall govern the selection of the Moderator Elect
331 candidate. Ordinarily, the Moderator-Elect shall be installed at the last Stated
332 Meeting of a year, and will take office immediately. Consideration shall be given
333 when nominating persons to serve as Moderator Elect to assure appropriate gender,
334 race, and geographic diversity.

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2. Duties

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

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

C. General Presbyter

1. Mode of Election

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

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

2. Duties

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

D. Stated Clerk

1. Mode of Election

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

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

The Stated Clerk shall be the:

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

- Parliamentarian for Presbytery.

2. Duties

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

E. Recording Clerk

1. Mode of Election

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

2. Duties

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

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

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

F. Financial Administrator/Treasurer

1. Mode of Election

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

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

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

2. Duties

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

430
431 The Financial Administrator/Treasurer shall be bondable.

432
433 **VI. LEADERSHIP TEAM**

434
435 The Leadership Team is charged to:

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

442
443 **A. Authority**

444
445 The Leadership Team is the governing council of the Presbytery to which all presbytery
446 committees and entities are accountable. They act in the best interest of the Presbytery on
447 matters not specifically reserved for the full body, committees, or staff.

448
449 **B. Responsibilities** of the Leadership Team are to:

- 450 • Promote the core values of ministry (service to those inside the church), mission
451 (service to those in the community) and relationship-building (building connections
452 with God and one another) through implementation of presbytery’s written policies,
453 plans, mission statements, and goals.
- 454 • Maintain, revise, and communicate a plan to implement the vision in order that the
455 churches, committees, and staff of the presbytery may work together for the same
456 purpose.
- 457 • Receive both ideas and feedback from churches, committees, and staff on their
458 ministry, mission and their work toward accomplishing the vision.
- 459 • Define, direct, and align the work of committees so that they may better engage the
460 presbytery in their areas of ministry, mission, and relationship-building,
- 461 • Plan Presbytery meetings in cooperation with the General Presbyter, Stated Clerk,
462 and Moderator. (This includes setting the theme, facilitating the logistics, and
463 securing meeting sites, rotating throughout the presbytery.

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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 Committee on Representation shall nominate a person to serve as Chair of Leadership Team. Ordinarily the chair is an active member of the team; care should be taken to assure service by both ruling elders and ministers of Word and Sacrament. The Leadership Team Chair shall be elected annually, with eligibility for re-election. The Leadership Team Chair shall not serve more than three consecutive years.
- 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	26
Bluestone.....	27

509	Committee on Ministry.....	29
510	Committee on Representation.....	31
511	Mission.....	32
512	Nurture	33
513	Permanent Judicial Commission.....	34
514	Relations	35
515	Stewardship.....	36
516	Trustees.....	37
517	Vocations	38

518
519 Upon recommendation of the committee or upon the initiation of the Leadership Team
520 committee descriptions may be amended by two-thirds vote of the Leadership Team and reported
521 to the Presbytery at its next stated meeting.

522

523 **A. Membership**

524

525 All provisions of the *Book of Order* and of this manual pertaining to membership on
526 specific committees shall apply. The size of committees shall be determined by the
527 Leadership Team. When there are not constitutional or Manual provisions which require
528 otherwise, ordinarily Presbytery shall seek to elect persons to committees to provide for
529 parity of ministers of the Word and Sacrament and ruling elders/laypersons. (G-3.0109)
530 Ordinarily no more than one-half of the membership of any committee should be
531 ministers of the Word and Sacrament. The Committee on Ministry, the Vocations
532 Committee, and the Permanent Judicial Commission shall be composed of only ruling
533 elders and ministers of the Word and Sacrament. (G-3.0109) Membership on committees
534 shall be distributed among the various regions of the Presbytery to the degree practical.

535

536 Committees may co-opt people to serve in their assigned area of responsibility.
537 These people will have no vote on the committees asking them to serve. They will not be
538 part of a quorum of the appointing committees. Committees may establish
539 sub-groups, but the committee is ultimately responsible for the sub-group’s work. There
540 shall be an annual review by the committee regarding continuation of
541 sub-groups or co-opted members.

542

543 **B. Terms**

544

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

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552

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555 **C. Mode of Election**

556

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

559

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

564

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

568

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

571

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

577

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

580

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

585

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

590

591 Committees are responsible for conducting orientation of their own members.

592

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

596

597 **D. Electronic Meetings**

598

599 A blend of traditional meeting and electronic meeting is permissible. Electronic meetings
600 may be held to conduct business by the committees of the Presbytery, including the

601 Leadership Team. When considering whether to meet traditionally or by electronic
602 alternative, consideration should be made regarding the best way to complete the
603 business at hand and the cost, both financial cost and the cost of time to the members of
604 the committee and the following:

- 605 1. Electronic meetings are permissible only if every member of the committee can
606 access the technology that allows participation in the meeting.
- 607 2. Electronic meetings must provide for simultaneous aural communication among
608 all participants in order to allow for discussion of the issue(s) being considered.
609 Collaborative technologies such as web-based Zoom and Skype, conference calls,
610 and interactive video teleconferences fit the necessary requirements for
611 maintaining the deliberative character of meetings held in accordance with the
612 most recent edition of Robert's Rules of Order.
- 613 3. Only the chairperson of the committee may call an electronic meeting; this may
614 be done upon the request of three members.
- 615 4. Ordinarily notice of electronic meeting shall be given by the committee chair or
616 Presbytery Office at least three days before the meeting and shall include the
617 purpose(s) of the meeting. Instructions on how to participate technologically shall
618 accompany the call for the meeting.

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

- 620 1. A quorum for an electronic meeting shall be the same as traditional meetings:
621 one-third of its members. The quorum of the Permanent Judicial Commission is
622 specified in the Book of Order. When the Committee on Ministry Committee and
623 the Vocations Committee act as a commission of Presbytery, the quorum shall be
624 a majority of its members.
- 625 2. Just as in a traditional meeting, electronic meetings shall begin and close with
626 prayer.
- 627 3. The chair shall give attention to ensuring that all persons are included in the
628 discussion and have the capability of hearing and participating fully in the
629 meeting. If necessary the chair shall use a system of roll call discussion and
630 voting.
- 631 4. Minutes for an electronic meeting shall be the same as minutes of a traditional
632 meeting.
- 633 5. The same rules regarding participation apply to electronic meetings as in
634 traditional meetings: the body may but is not obligated to grant the privilege of
635 the floor to a guest, who may not vote or speak to an issue once debate closes. A
636 guest in an electronic meeting is someone who is not a member of a committee.
- 637 6. Motions shall be processed in the same manner as a traditional meeting. The
638 chair shall also give careful consideration to technological issues that might
639 impact a person's ability to participate fully and give opportunity for adjustments
640 before business is taken up. Before a vote is taken or consent measured, the chair
641 will also determine whether any members are no longer present due to a
642 technological disruption.

643 7. When email is used for sharing information and coming to consensus on the
644 matter, the resulting decision shall be confirmed or rejected by vote at the next
645 meeting of a committee of the presbytery and recorded in the minutes of the
646 meeting. Email consensus is only appropriate for actions that may be reconsidered
647 or rescinded at the next meeting of the committee.
648

649 **E. Committees Acting as Commissions**

650
651 The Committee on Ministry (COM) when acting as a commission has been empowered
652 to receive and dismiss ministers of the Word and Sacrament as members of this
653 Presbytery. Additionally the COM will approve:

- 654 • Installation commissions to ordain and install.
- 655 • Terms of call, changes of terms, and other covenants for pastoral service.
- 656 • Requests for Honorable Retirement.
- 657 • Moderators for pastorless churches.
- 658 • Validated ministries.
- 659 • Requests for waivers of rotation of officers.

660
661 The Vocations Committee when acting as a commission has been empowered to:

- 662 • Receive and dismiss inquirers under care of the Presbytery.
- 663 • Receive and dismiss candidates under care of the Presbytery.
- 664 • Certify candidates as ready to receive a call.

665
666 All such actions taken by either committee acting as a commission shall be reported to
667 the next stated meeting of the Presbytery.
668

669 **F. Open Meeting Policy**

670
671 The Presbytery of West Virginia is committed to the principle of openness in regard
672 to the rights of individuals having access to the committees of the Presbytery. Each
673 committee shall give public notice of meeting times and places through the
674 Presbytery website. The committee may extend to any visitors who may wish to
675 attend the privilege of the floor in order that they may take part in the committee's
676 discussion of the business for which they are present. Ordinarily, persons making
677 such presentations are excused from the meeting while the committee deliberates and
678 takes its action. After being informed of the committee's action, such persons are then
679 ordinarily excused so that the committee may resume its business.
680

681 Each committee has the privilege to go into executive session with a majority vote of
682 the members present, in accordance with Robert's Rules of Order Newly Revised.
683

684 The minutes and records of each committee are the property of that committee and
685 the Presbytery of West Virginia. Consent of the current chairperson of the particular
686 committee and the General Presbyter, or consent of the committee itself, must be
687 given before material from a committee’s records is allowed to be released.
688

689 **G. Affinity Groups**

690
691 Affinity groups are standing groups that work under the direction of a committee for a
692 long-term project (the Stewardship of Creation Ministry Team and the Clergy Women’s
693 Group, for example).
694

695 **1. Recognition and Endorsement**

696
697 Affinity groups form by providing the appropriate committee under which their work
698 falls with sufficient information (name of the group, mission statement, project
699 descriptions, and contact information for members) so that the committee can make a
700 recommendation at a Presbytery meeting for recognition and endorsement. They shall
701 make an annual report to the appropriate committee. Their continuing role within the
702 Presbytery shall be reviewed every three years with a recommendation from the
703 appropriate committee to the Presbytery for recognition and endorsement for another
704 three years.
705

706 **2. Benefits & Responsibilities**

707
708 Affinity groups further the core values of the Presbytery in specific and widespread
709 ways. They benefit by being allowed to use Presbytery communications (as space
710 allows) and to request table display space at events or time on the Presbytery agenda
711 through their committee of oversight. This allows the group to expand their impact
712 and access to carry out mission and ministry.
713

714 In return, affinity groups and their members would be expected to sign a
715 memorandum of understanding acknowledging that they may not act counter to the
716 policies of the Presbytery or misuse the endorsement to claim greater authority than
717 appropriate.
718

719 **3. The Limits of the Presbytery’s Endorsement**

720
721 The Presbytery’s endorsement does not mean that Affinity groups have access to
722 Presbytery funds or a claim on the staff’s time. It does not permit the group to claim
723 to speak on behalf of the whole Presbytery.
724

725 **VIII. PERSONNEL**

726
727 As outlined in G-3.0110, the Presbytery may employ staff members to meet the ministry and
728 mission needs of the church. The General Presbyter, Stated Clerk, and Treasurer are elected by
729 the Presbytery while other staff members are appointed by the General Presbyter as head of staff

730 (see the Presbytery’s Personnel Handbook for further details). Those officers employed by the
731 Presbytery as interim staff may be considered for permanent positions when to do so is in
732 keeping with its mission strategy and is approved by a three-quarter vote of the Presbytery. In
733 every case, an open search shall be conducted.

734
735

A. General Presbyter

- 736 • The General Presbyter shall coordinate ministry, mission, and relationship-
737 building, as these are the core values of the Presbytery of West Virginia. The
738 General Presbyter shall be the administrator of the Presbytery, accountable to
739 Presbytery through the Leadership Team for the implementation of decisions and
740 matters of strategy, program and resources.
- 741 • The General Presbyter shall be elected using an open search process. The
742 Representation Committee is responsible for nominating the search committee in
743 consultation with the Leadership Team and the Administration Committee, which
744 the Presbytery then elects to service.
- 745 • The Administration Committee will conduct an annual performance review of the
746 General Presbyter. Two members of the Leadership Team (appointed by its
747 Chair) shall actively participate in the review. Additional hiring, performance
748 review, and termination information may be found in the Presbytery’s Personnel
749 Handbook.

750
751

B. Stated Clerk

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

762
763

C. Treasurer

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

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- 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.

IX. INITIATION OF PRELIMINARY PROCEDURES IN JUDICIAL PROCESS

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

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

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

X. SUSPENSION OF MANUAL

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

XI. AMENDMENTS TO THIS MANUAL

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

APPENDIX A

POSITION DESCRIPTION

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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.

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

862
863 TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of
864 Presbytery, upon the written recommendation of the Leadership Team. Fair and adequate
865 notification shall be given the General Presbyter.

866 PERSON DESCRIPTION

867 868 869 GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

870
871 The General Presbyter, insofar as is possible, should have these qualifications, characteristics,
872 and abilities:

873 874 GENERAL AND PERSONAL

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

882 883 PROFESSIONAL AND PASTORAL SKILLS

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

897 **APPENDIX B**

898 **POSITION DESCRIPTION**

900
901 **TITLE: STATED CLERK**

Half Time (20 hrs/week)

902
903 **PURPOSE:** The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.
904 The Stated Clerk shall work to ensure Presbytery's adherence to the Book of Order.

905
906 **ACCOUNTABILITY:** As an officer of the Presbytery, the Stated Clerk shall be accountable to
907 the Presbytery for the responsibilities assigned by the Book of Order. As a staff member of the
908 Presbytery, the Stated Clerk shall be accountable to the Leadership Team and supervised by the
909 General Presbyter.

910
911 **TERM OF SERVICE:** Five years, eligible for reelection.

912
913 **RESPONSIBILITIES:**

- 914 1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order
915 (G-3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session
916 records; G-3.0109 –judicial and administrative commissions; D- 11.0600 – judicial
917 process).
- 918 a. The Stated Clerk shall be the custodian of all ecclesiastical records of the Presbytery,
919 working with the administrative staff to maintain the records and rolls of the
920 presbytery.
- 921 b. The Stated Clerk shall work with the Committee on Ministry in recording and
922 reporting changes in pastoral relationships, including the establishment and renewal
923 of temporary pastoral relationships.
- 924 c. The Stated Clerk shall work with the Committee on Ministry in establishing pastoral
925 relationships, sharing information with Pastors and Sessions about commissions to
926 ordain and/or install, notifying members of the commission, and receiving and filing
927 the minutes of commissions.
- 928 d. The Stated Clerk shall conduct the annual Session records review.
- 929 e. The Stated Clerk shall provide minutes and other records of the Presbytery to the
930 Synod as required and shall ordinarily participate in the Synod's review of presbytery
931 records.
- 932 f. The Stated Clerk shall provide assistance to Sessions in preparing Annual Statistical
933 Reports and shall prepare and transmit the Presbytery's report to the Stated Clerk of
934 the General Assembly.
- 935
- 936 2. The Stated Clerk shall ordinarily serve as the parliamentarian of the Presbytery.
- 937 3. The Stated Clerk shall serve as clerk to the Leadership Team, assisting particularly with
938 the planning of presbytery meetings.

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

942
943 COMPENSATION: Defined in terms of call, reviewed annually by the Administration
944 Committee and approved by the Leadership Team and the Presbytery. This position is exempt
945 from overtime.

946
947 EVALUATION: An annual performance review by the General Presbyter and reported to the
948 Administration Committee.

949
950 TERMINATION: By mutual consent of the Stated Clerk and the Presbytery, or by action of the
951 Presbytery, upon written recommendation of the Leadership Team. Fair and adequate
952 notification shall be given to the Stated Clerk.

953
954 PERSON DESCRIPTION

955
956 The Stated Clerk, in so far as possible, should have these qualifications, characteristics, and
957 abilities:

- 958 1. Have a personal commitment to and relationship with God.
959 2. Be a ruling elder or minister of the Word and Sacrament in the Presbyterian Church
960 (USA).
961 3. Have a minimum of five years of experience in the Presbyterian Church (USA).
962 4. Perceive self as a servant leader and exhibit a working style that is collegial and
963 consultative.
964 5. Have an extensive knowledge of Presbyterian polity and the theology that informs that
965 polity.
966 6. Ordinarily have some experience with the work of a Stated Clerk.
967 7. Be willing and able to fulfill the responsibilities of the office with minimal clerical
968 assistance.
969 8. Have the ability to follow through on details.
970 9. Be available to maintain regular hours in the Presbytery office.
971 10. Have experience with computers and a willingness to learn specific processes currently
972 used in the church.

APPENDIX C

POSITION DESCRIPTION

973
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976
977 **TITLE: FINANCIAL ADMINISTRATOR/TREASURER** Full Time

978
979 **PURPOSE:** The financial administrator/treasurer shall serve as the financial officer of the
980 Presbytery and custodian of all financial records.

981
982 **ACCOUNTABILITY:** He/She shall be accountable to the Presbytery through its Leadership
983 Team and the Administration Committee. He/She will be supervised by the General Presbyter.

984
985 **TERM OF SERVICE:** Indefinite

986
987 **RESPONSIBILITIES:**

- 988 1. To maintain the general ledger for Presbytery, utilizing Presbytery's computer system.
989 2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.
990 3. To prepare timely financial reports and budgets as needed, or requested, by the
991 Presbytery, its Leadership Team and Committees.
992 4. To support the Stewardship Committee in its work of developing, implementing and
993 reviewing the annual Presbytery budget.
994 5. To notify congregations and individuals of the status of their financial commitments to
995 Presbytery and other mission beyond the congregation and to respond to related questions
996 and concerns from church officers and ministers.
997 6. To administer the Presbytery's investments under the direction and oversight of the Stewardship
998 Committee.
999 7. To oversee the churchwide reporting forms required of the Presbytery and its churches.
1000 8. To provide all financial statements and records to the Stewardship Committee for carrying out its
1001 function as the audit committee of Presbytery, and to submit all requested schedules and other
1002 documents to the independent auditing firm hired by Presbytery.
1003 9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.
1004 10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

1005
1006 **EVALUATION:** The Administration Committee will annually evaluate the Financial
1007 Administrator/Treasurer's performance and review terms of call. Conduct a major evaluation
1008 prior to the conclusion of the third year of service. Review and revise the position description as
1009 needed.

1010
1011 **COMPENSATION:** Defined in terms of call, reviewed annually by Administration Committee
1012 and approved by the Leadership Team and Presbytery.

1013
1014 **TERMINATION:** By mutual consent of the Financial Administrator/Treasurer and the
1015 Presbytery, or by action of the Presbytery, upon recommendation of the Administration

1016 Committee. Fair and adequate notification shall be given to the Financial
1017 Administrator/Treasurer.

1018

1019

PERSON DESCRIPTION

1020

1021 FINANCIAL ADMINISTRATOR/TREASURER - PRESBYTERY OF WEST VIRGINIA

1022

1023 The Financial Administrator/Treasurer, insofar as possible, should have these qualifications,
1024 characteristics and abilities:

1025

1. A Christian commitment and spiritual maturity.

1026

2. A commitment to stewardship as a matter of faith and spiritual discipline in which
1027 money is a means to do mission and ministry.

1028

3. Perceives self as a servant of the Presbytery and exhibits a working style that is both
1029 collegial and consultative.

1030

4. Demonstrated competence in total financial management.

1031

5. Extensive and detailed working knowledge of computers and computer
1032 management, including demonstrated ability to use general accounting software
1033 and outstanding keyboard skills.

1034

6. Demonstrated written and oral communication skills, including ability to use
1035 the telephone.

1036

7. Problem-solving skills and the ability to take initiative in enhancing the function of
1037 the office of Financial Administrator/Treasurer.

1038

8. The ability to delegate and supervise staff, including voluntary staff and temporary
1039 paid staff.

1040

9. Fund accounting and bookkeeping knowledge.

1041

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: 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.

1078
1079 Purpose: To provide for promotion, programming, and facilities which support the life, mission
1080 and ministry of the Bluestone Camp and Conference Center as a vibrant center for
1081 Christian discipleship.

1082
1083 Objectives

- 1084 1. Serve on the Bluestone Conference Center, Inc. Board of Directors.
- 1085 2. Promote the use of Bluestone across the Presbytery, by groups from other
1086 presbyteries, and by non-Presbyterian groups.
- 1087 3. Coordinate and cooperate with the Nurture Committee in order to provide for
1088 quality, faith nurturing camp, conference and retreat programming.
- 1089 4. Assure that Bluestone is available, acceptable, and accessible for the delivery of
1090 quality, faith nurturing camp, conference and retreat programming.
- 1091 5. Develop and implement a long range facilities plan for Bluestone including
1092 capital improvements.
- 1093 6. Propose and manage the Presbytery's approved Bluestone's facility budget.
- 1094 7. Coordinate with the Friends of Bluestone (FOB) on fund raising and use of FOB funds.

1095
1096 Responsibilities

- 1097 1. Serve, along with the General Presbyter and Financial Administrator/Treasurer on
1098 the Bluestone Conference Center, Inc. Board of Directors.
- 1099 2. Promote the use of Bluestone across the Presbytery, by groups from other presbyteries,
1100 and by non-Presbyterian groups.
- 1101 3. Coordinate and cooperate with the Nurture Committee in order to provide for quality,
1102 faith nurturing camp, conference and retreat programming.
- 1103 4. Provide guidance, support, and encouragement to the Bluestone Directors recognizing
1104 that the General Presbyter has supervisory responsibilities.
- 1105 5. Communicate to the General Presbyter matters needing attention regarding the Center.
- 1106 6. Provide input to the General Presbyter, as requested, for periodic performance
1107 reviews of the Bluestone Directors.
- 1108 7. Oversee the administration of the day-to-day facility's, repair, and enhancement of the
1109 buildings, grounds, and equipment.
- 1110 8. Insure that all health, safety and regulatory entities' regulations and licenses are up-to-
1111 date and in order.
- 1112 9. Ensure the development, maintenance, and implementation of a comprehensive, long-
1113 term facilities plan for Bluestone.
- 1114 10. Ensure the development of and adherence to appropriate facility use policies and
1115 maintenance manuals. i.e. a Property Management Manual which gives detailed

- 1116 information about the facility maintenance plan, facility operating procedures,
1117 electrical, plumbing, heating and air-conditioning, specifications of the facilities.
- 1118 11. Ensure safety and accessibility, conduct regular inspections of the buildings,
1119 grounds, and equipment and communicate findings to the Bluestone Facilities
1120 Director and General Presbyter.
- 1121 12. Ensure that lease agreements, covenants, purchase agreements and rental contracts are
1122 successfully negotiated and appropriately fulfilled.
- 1123 13. Advocate for prudent improvements to the buildings and grounds.
- 1124 14. Assist the Bluestone Facilities Director as needed with outside building & utility
1125 contractors.
- 1126 15. Ensure the proper supervision of the purchase and installation of all new equipment.
- 1127 16. Provide for the use of volunteers and “work days.”
- 1128 17. Evaluate any facility maintenance or vendor contracts annually; ensuring
1129 Bluestone is receiving adequate and economical services.
- 1130
- 1131 Membership: There shall be a mix of ministers of Word and Sacrament, ruling elders, and laity
1132 from throughout the geographic bounds of the presbytery.

1133 **Committee on Ministry**

Membership 21

1134 Purpose: to provide that the Word of God may be truly preached and heard; to provide that the
1135 Sacraments may be rightly administered and received; to nurture the covenant community of
1136 disciples of Christ (G-3.0301).

1137 Objectives

- 1138 1. Coordinate, guide, encourage, support and resource the work of its congregations for
1139 the most effective witness to the broader community (G-3.0301).
- 1140 2. Serve as pastor and counselor to ministers of Word and Sacrament, ruling elders
1141 commissioned to particular pastoral service, and certified Christian educators of the
1142 Presbytery (G-3.0307).
- 1143 3. Facilitate the relations between the Presbytery and its congregations, ministers of
1144 Word and Sacrament, ruling elders commissioned to particular pastoral service, and
1145 certified Christian educators (G-3.0307).
- 1146 4. Settle difficulties on behalf of the Presbytery where possible and expedient (G-3.0307).
- 1147 5. Promote the peace and harmony of congregations and inquiring into the sources
1148 of congregational discord.
- 1149 6. Take jurisdiction over members of dissolved congregations and granting transfers of their
1150 membership to other congregations.
- 1151 7. Warn and bear witness against error in doctrine and immorality in practice within its
1152 bounds and serving in judicial matters in accordance with the Rules of Discipline. (G-
1153 3.0301).
- 1154 8. Grow and nurture new worshipping communities and congregations.
1155

1156 Responsibilities with churches and new worshipping communities

- 1157 1. Support the creation, development, and growth of churches.
- 1158 2. Initiate and schedule follow up visits with new pastors.
- 1159 3. Recommend minimum compensation standards for pastoral calls and certified
1160 Christian educators within the Presbytery.
- 1161 4. Assist congregations with mission studies.
- 1162 5. Suggest to other entities of the Presbytery ideas for leadership training for churches
1163 and church professionals.
- 1164 6. Provide, as needed, training opportunities in the Presbytery for congregations.
- 1165 7. Discuss the dissolution and creation of churches and take these recommendations
1166 to the whole Presbytery.
- 1167 8. Counsel with a session concerning reported difficulties within a congregation, including:
1168 a. Advise the session as to appropriate actions to be taken to resolve the
1169 reported difficulties.
1170 b. Offer to help as a mediator, and
1171 c. Act to correct the difficulties if requested to do so by the session or, if the

1172 session is unable or unwilling to do so, following the procedural safeguards of
1173 the Rules of Discipline (G-3.0303).
1174

1175 Responsibilities with church professionals

- 1176 1. Initiate follow up visits with new pastors.
- 1177 2. Provide preparation program as needed in cooperation with the Vocations Committee;
1178 and recommend the commissioning of ruling elders to particular pastoral service and
1179 Authorized Lay Preachers to limited pastoral service.
- 1180 3. Approve those on the Pulpit Supply List.
- 1181 4. Approve validated ministries.
- 1182 5. Recommend minimum compensation standards for pastoral calls and Certified Christian
1183 Educators within the Presbytery.
- 1184 6. Provide support and encouragement to church professionals including making sure
1185 church professionals are caring for themselves and families.
- 1186 7. Grant permission to labor within and outside the bounds of Presbytery.
1187

1188 Responsibilities with churches and professionals in transition

- 1189 1. Approve changes of call within the Presbytery.
- 1190 2. Meet with ministers of Word and Sacrament seeking to transfer in from another
1191 Presbytery, examine them on behalf of the whole presbytery, approve match, terms
1192 of call, and Presbytery membership.
- 1193 3. Dismiss ministers of Word and Sacrament to receive a call from another Presbytery.
- 1194 4. Approve moderators and liaisons for churches without installed pastors.
- 1195 ~~5.~~ Work with churches in the call process by providing a liaison from its membership.
- 1196 6. Establish and dissolve pastoral relationships.
- 1197 7. Meet with congregations and sessions of churches seeking to dissolve, divide, or
1198 leave the Presbytery and make recommendations to the Presbytery.
- 1199 8. Examine ministers of Word and Sacrament seeking membership in the Presbytery.
1200 The examination should include questions in the areas of Christian faith, theology,
1201 worship and sacraments and polity as well as additional questions from committee
1202 members.
- 1203 9. Approve ordination/installation commissions for ministers of Word and Sacrament.
1204

1205 Membership: The Committee on Ministry membership will be made up of ministers of Word and
1206 Sacrament and ruling elders from congregations and ministries within the bounds of the presbytery.
1207 Care will be given to have an equal distribution of ministers of Word and Sacrament and ruling
1208 elders with representation on the committee from throughout the geographic bounds of the
1209 presbytery. Ordinarily, the committee divides itself into teams to complete its work such as Church
1210 Professional Care, Relationships, Congregational Development, and Transitions. The COM
1211 ordinarily meets monthly with one retreat each year.

1212 **Committee on Representation**

Membership 6

1213

1214 Purpose:

- 1215 1. advise the Presbytery regarding the implementation of principles of unity and diversity;
- 1216 2. advocate for diversity in leadership and to consult with the Presbytery on the
- 1217 employment of personnel in accordance with principles of unity and diversity
- 1218 (F-1.0403);
- 1219 3. to nominate persons (a) to fill vacancies on the Leadership Team, continuing committees
- 1220 (except the Representation Committee), boards and other bodies that require election by
- 1221 the Presbytery, and (b) to serve as commissioners to higher councils of the church in
- 1222 conformity with the church's commitment to unity in diversity.
- 1223

1224 Objective: Ensure fair and effective representation in the decision making of the Presbytery to

1225 assist the Presbytery in having representation based on race, ethnicity, age, sex, disability,

1226 geography and theological conviction on its committees, its leadership and its staff.

1227

1228 Responsibilities:

- 1229 1. advocate for diversity and representation for nominations in particular categories needing
- 1230 increased representation to ensure that various entities are represented on committees
- 1231 and in the leadership of the Presbytery;
- 1232 2. advise the Presbytery on the employment of personnel representing different racial
- 1233 ethnic, age, sex, disability, geography, and theological convictions, in conformity with
- 1234 the church-wide plan for equal employment opportunity;
- 1235 3. inform Presbytery of its progress toward fair representation based on race, ethnicity, age,
- 1236 sex, disability, geography, and theological conviction;
- 1237 4. nominate persons for various offices and committees in light of the membership needs of
- 1238 each committee.

1239

1240 Membership: three (3) classes of two (2) including ruling elders, ministers of the Word and

1241 Sacrament and laity from throughout the geographic bounds of the presbytery. Members of the

1242 Representation Committee shall be nominated by the Presbytery Leadership Team.

1243 **Mission Committee**

Membership 6

1244

1245 Purpose: Recognizing both the enduring and the current challenges to God's kingdom in
1246 West Virginia - injustice, poverty, natural disasters and degradation - the committee seeks to
1247 enable the Presbytery and its congregations to respond to God's call for social righteousness by
1248 promoting, creating, interpreting, funding and evaluating their mission activities.

1249

1250 Objectives and Responsibilities

1251 1. To interpret, articulate and advocate the Presbytery's missions

1252 • encouraging congregations to situate their efforts in the context of the PC(USA)'s
1253 local, national and global initiatives,

1254 • recommending Presbytery support of mission ministries within the bounds of the
1255 Presbytery.

1256 • communicating to Presbytery and congregations the nature of the ministries of
1257 programs, entities and churches in the Presbytery,

1258 • maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith
1259 partnerships such as the West Virginia Council on Churches.

1260 2. To coordinate

1261 • Presbyterian ministries within the Presbytery,

1262 • congregations with similar ministries,

1263 • ecumenical and interfaith ministries within the Presbytery,

1264 • campus ministry with the Westminster Foundation.

1265 3. To educate

1266 • providing training and support in the area of mission for pastors, sessions,
1267 congregations,

1268 • sponsoring and promoting missionary visits throughout the Presbytery.

1269 4. To evaluate and allocate

1270 • assuring that the goals and programs of the ministries funded by the Presbytery are
1271 being carried out,

1272 • distributing available funds to applicants for hunger, garden and other grants.

1273

1274 Membership: Three classes of members from across the Presbytery to include rulings elders,
1275 ministers of the Word and Sacrament, and laity from throughout the geographic bounds of the
1276 presbytery.

1277 **Nurture Committee** Membership 9

1278

1279 Purpose: To provide encouragement, guidance and resources to congregations in the areas of
1280 spiritual formation, discipleship, and leadership development.

1281

1282 Objectives

1283 1. Encourage the disciplines that deepen the faith and witness of churches and their members
1284 (e.g. faithful participation in worship, Bible study, prayer, stewardship and commitment)
1285 so that members of all ages are nurtured in their faith, learning and service.

1286 2. Deepen and enrich people's knowledge, love and service of Jesus Christ that they may
1287 lead lives of faithful discipleship.

1288 3. Help churches and members to listen for the call of God in their particular places of
1289 worship and life, and to respond in faithful partnership with Jesus Christ, understanding
1290 themselves as life-long learners.

1291

1292 Responsible for

1293 1. Assisting congregations in the development of resources for spiritual formation
1294 and discipleship.

1295 2. Equipping and supporting those called to educational ministries of the church.

1296 3. Providing educational resources for people of all ages

1297 4. Cultivating and planning opportunities for spiritual formation, discipleship and
1298 leadership development in congregations and within the Presbytery.

1299 5. Overseeing and administering scholarship funds available through the Presbytery for
1300 undergraduate studies.

1301 6. Supporting, publicizing, and encouraging the use of the Presbytery Resource
1302 Center in developing and nurturing faith.

1303 7. Providing for worship at Presbytery meetings

1304 8. Overseeing the work of the Leadership Development Coordinating Team, half of the
1305 members coming from the Nurture Committee and half of the members coming from the
1306 Committee on Ministry

1307

1308 Membership: Nine (9) from throughout the Presbytery based on interest.

1309 **Permanent Judicial Commission**

Membership 9

1310

1311 Purpose: In judicial matters and process, the Presbytery has original jurisdiction in judicial
1312 matters concerning ministers of the Word and Sacrament and ruling elders commissioned to a
1313 particular pastoral service serving the congregations of the Presbytery. The PJC is to carry out
1314 these responsibilities for the PWV.

1315

1316 Objective: To implement powers, duties, responsibilities and membership applicable to this
1317 Presbytery as specified in the Book of Order D-5.0000.

1318

1319 Responsibilities:

1320 1. The implementation of powers, duties, responsibilities and membership applicable to
1321 this Presbytery as specified in the Book of Order D-5.0000.

1322 2. Meeting for the purpose of organizing itself by electing its moderator and clerk.

1323

1324 Membership: The Presbytery shall elect a permanent judicial commission with as equal
1325 representation of ministers of the Word and Sacrament and ruling elders as possible with no more
1326 than one member from any one church. The term of office will be six (6) years, consisting of
1327 three (3) staggered classes of three (3) people each.

1328 **Relations Committee** Membership 6

1329

1330 Purpose: To foster ever-deepening relationships throughout the Presbytery.

1331

1332 Objective: To visit with sessions of the congregations of the presbytery and to develop and
1333 implement a communications plan

1334

1335 Responsibilities:

1336 • To conduct Triennial Visits with sessions reporting difficulties or challenges faced by the
1337 congregations to the Committee on Ministry and celebrating events and programs of
1338 congregation by writing articles for the presbytery newsletter which may also be
1339 distributed on social media.

1340

1341 • To strengthen the ways we get information to and receive information from the churches
1342 of the presbytery.

1343

1344 Membership: Three classes of members from across the Presbytery to include ruling elders,
1345 ministers of Word and Sacrament, and laity.

1346 **Stewardship Committee**

Membership 6

1347

1348 Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of
1349 West Virginia so that the mission and ministry of God may thrive in our hands.

1350

1351 Objectives:

1352 1. Encourage and assist congregations of Presbytery in stewardship commitment and growth

1353 2. Provide for the use of Presbytery's financial resources in support of Presbytery mission
1354 and program.

1355

1356 Responsible for:

1357 1. Providing training and support in the areas of stewardship to pastors, sessions and
1358 congregations.

1359 2. Emphasizing and promoting special offerings approved by the Presbytery, Synod or
1360 General Assembly throughout the Presbytery.

1361 3. Developing the annual budget of the Presbytery.

1362 4. Providing for the development and growth of the financial resources of Presbytery.

1363 5. Providing information about budgets and financial resources to the Presbytery, at its
1364 regular meetings or through communications, as well as to its committees.

1365 6. Providing financial management of all Presbytery funds and investments.

1366 7. Functioning as the Audit Committee to contract for an independent audit of Presbytery's
1367 financial records.

1368 8. Assuring that donor requests regarding the use of special gifts are fulfilled.

1369

1370 Membership: Six (6) from throughout the Presbytery based on interest, with a mix of ministers of
1371 the Word and Sacrament, ruling elders, and laity.

1372 **Trustees**

Membership 6

1373

1374 Purpose: To manage the property of the Presbytery of West Virginia on its behalf in order to
1375 further the mission and ministry God has entrusted into our hands.

1376

1377 Objectives

1378 1. To work on behalf of the Presbytery to manage or dispose of property.

1379 2. To provide good counsel to congregations regarding their property.

1380

1381 Responsibilities

1382 1. Trustees have the following powers as delegated by the Presbytery:

1383 to receive, hold, encumber, manage, and transfer property, real or personal, for the
1384 Presbytery;

1385 to insure and care for such property;

1386 to hold and defend title to such property;

1387 all at the direction of the Presbytery and under the provisions of the Constitution of the
1388 Presbyterian Church (U.S.A.). (G-4.0101)

1389 2. They shall review requests from congregations with respect to congregation's property and
1390 make appropriate recommendations to Presbytery.

1391 3. They may receive other assignments from the Presbytery.

1392

1393 Membership: Ordinarily at least one (1) member shall be a practicing attorney, and one (1)
1394 member a licensed real estate agent or broker.

1395 **Vocations Committee**

Membership 6

1396

1397 Purpose: To enter into a covenant relationship with those exploring a call to church vocations
1398 and to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned Pastor (CP)
1399 program in the Presbytery.

1400

1401 Objectives:

1402 1. to enter into covenant relationship with those considering and preparing for ordination to
1403 the office of Minister of the Word and Sacrament, along with the sessions and
1404 congregations of which they are members

1405 2. to enter into covenant relationship with those considering and preparing for Christian
1406 service in other ministries in the PCUSA, including, but not limited to, Certified Christian
1407 Educator, Pastoral Counselor, Missionary, Commissioned Ruling Elder/ Authorized Lay
1408 Preacher, along with the sessions and congregations of which they are members

1409 3. to identify and encourage those who may be discerning a sense of call to ministry

1410 4. to prepare ruling elders to serve as ALPs or CPs in the Presbytery

1411 5. to provide ongoing oversight and accountability for those who have completed training to
1412 be ALPs and/CPs in the Presbytery

1413

1414 Responsibilities:

1415 1. With respect to those seeking ordination as Ministers of the Word and Sacrament, the
1416 committee shall oversee the process of meeting the requirements and timetables specified
1417 in the Book of Order G-2.06. The committee may also be guided by the handbook on
1418 preparation for ministry produced and recommended by the PCUSA).

1419 2. With respect to those preparing for other forms of Christian service, the committee shall
1420 oversee the process of meeting all requirements and timetables specified in Book of
1421 Order G- 2.1103a or G-2.01101.

1422 3. With respect to those seeking certification as Christian Educators, the committee will
1423 serve as members of their reference group and carry out other duties in coordination with
1424 the Presbytery's Educator Certification Advisor.

1425 4. With respect to those preparing to become Commissioned Pastors/ Authorized Lay
1426 Preachers, the committee shall provide a preparation process, including developing
1427 courses, recruiting leaders, encouraging participation, screening and evaluating
1428 applicants, and monitoring their progress throughout the program. The committee shall
1429 examine those elders seeking to be commissioned in the areas of personal Christian faith,
1430 motives for seeking such a commission, and the areas of instruction determined by the
1431 Presbytery.

1432 5. To inform the Committee on Ministry of programs, problems and potentialities of the
1433 ALP/CP Program.

1434 6. To provide mentors for ALPs defining roles and expectations of mentors.

1435 7. To distribute and receive annual reports from ALPs.

- 1436 8. To keep track of ALPs available to serve within the Presbytery and to recommend for
1437 Presbytery approval those ALP's willing to celebrate the Sacrament of the Lord's Supper
- 1438 9. To request, receive and review the reports of those ruling elders who have been
1439 authorized to celebrate the Sacrament of the Lord's Supper within their own
1440 congregation, to assess the needs for ongoing training, and to recommend for presbytery
1441 approval annually the names of those ruling elders who are authorized to celebrate the
1442 Sacrament of the Lord's Supper within their own congregation for the following year.
1443
- 1444 Membership: The committee is made up of six (6) at large members from across the Presbytery,
1445 with parity of ministers of the Word and Sacrament and ruling elders, and staffed by the
1446 Associate for Educational Ministry.