



**Called Meeting  
Presented on Zoom  
January 26, 2023**

	<b><u>Page #</u></b>
<b>Docket</b> _____	<b>1</b>
<b>Procedural Matters</b> _____	<b>2-4</b>
<b>Report of the Administration Committee</b> _____	<b>5-12</b>

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

**Called Meeting – Zoom**

**January 26, 2023**

**Who are we?** The Presbytery of West Virginia is a baptized, covenant people called by God to reflect Christ's love through mission, ministry and relationships.

**What is our mission?** The Presbytery of West Virginia strengthens, supports and serves our worshiping communities as they share God's love through mission, ministry and relationships.

6:30 – 7:00 PM

\*7:00 PM

## Call to Order

## Evening Prayer

- Recognition of Ruling Elders attending Presbytery for the first time
- Statement of Quorum
- Approval of Docket
- Appointment of Temporary Clerks
- Appointment of Standing Committees
  - o Committee on Bills and Overtures
    - Leadership Team members present

## Report of the Administration Committee

Monte Mitchell

- Election of a Financial Administrator/Treasurer

8:00 PM

Anticipated Time of Adjournment with Charge and Benediction by the Moderator

1

## **Recommendation for Special Procedural Matters Regarding Electronic Meetings & Suspension of Any Manual Rules That Interfere with Them**

### ***The Stated Clerk recommends:***

That the January 26, 2023 called meeting of the Presbytery of West Virginia (PWV) be conducted by gathering electronically through the online platform of ZOOM with participants ordinarily using devices with both audio and video.

That, for the purpose of meeting electronically by ZOOM, these will be the special procedural matters, and any manual rules that interfere with them be suspended:

1. Participants in the PWV ZOOM Called Meeting will be minister of the Word and Sacrament members (M), Ruling Elder Commissioners (RE), Commissioned Pastors (CP), Ruling Elders serving on the Leadership Team (LT), Presbytery Committee Members (PCM), Corresponding Members (CM), and any visitors present (V).
2. Only registered participants will be enrolled and permitted into the ZOOM meeting.
3. All registrants are strongly encouraged to participate in the live orientation session prior to the PWV ZOOM Called Meeting.
4. All participants will be required to pre-register no later than three days before the meeting.
5. Participant access to the PWV ZOOM Called Meeting will begin at 6:30 PM, thirty minutes prior to the start of the meeting. If a participant has been “in” the meeting and gets disconnected, every effort will be made to readmit them into the meeting.
6. The PWV Stated Clerk and Temporary Clerks shall establish the presence of a quorum, upon reviewing the participants’ list in ZOOM, then informing the Moderator, who will then make a declaration of a quorum present.
7. Participants may seek recognition by the Moderator using the chat feature or by using the electronic raised hand feature. The Stated Clerk and the Temporary Clerks will monitor these features. The Stated Clerk will advise the Moderator of participants seeking recognition.
8. While every effort will be made to provide stable access to ZOOM, each participant is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a participant’s individual connection prevented participation in the meeting.

## **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.

# Motion Basics

## STEPS OF THE MOTION

1. *Commissioner* rises and addresses the Moderator.
2. *Moderator* recognizes commissioner and grants the floor.
3. *Commissioner* makes motion. (Commissioner may not debate before the motion is seconded.)
4. *Another commissioner* seconds the motion without recognition from the moderator.
5. *Moderator* states the motion.
6. *Moderator* calls for debate. (Maker of the motion has the privilege of first debate.) All speakers must address the moderator and be recognized by the moderator.
7. *Moderator* states the motion.
8. *Moderator* takes the vote and announces the vote and the results of the vote.
9. *Moderator* states the next order of business.

## SEVEN USEFUL MOTIONS

1. **Amend.** There are *only* three forms of simple amendment.
  - a. to delete or strike out
  - b. to add or insert
  - c. to strike out and insert

The words proposed for deletion or addition *must be consecutive words*. When the amendment does not involve consecutive words or is longer than a paragraph, the motions "to substitute" (a form of amendment) is used. This is a difficult motion and should *never* be used when the simple form of amendment can be used.

2. **Commit or Refer.** To commit or refer back to committee for further study and amendment allows the consultative process to be used in greater depth. When this motion is made, it needs to state clearly what committee; appointment of the committee, if necessary; the task of the committee; and report time.
3. **Postpone to a Particular Time.** This motion takes precedence over the preceding two and has the power to grant additional time to a particular member or committee or do further study or consultation. It should always be used in preference to "table" because it permits debate on the propriety of postponement.
4. **Limits on Debate.** The assembly always has the power, and the moderator the right of suggestion, to limit debate to a particular hour, or extend or shorten speeches according to the necessity of the moment. Limits on the length of speeches are advisable in instances where the issue before the assembly is highly divisive and many members wish to speak.
5. **Previous Question.** The maker of the motion "to move the previous question" (close debate and immediately take the vote) must be recognized by the moderator and the motion must receive a second. *It is never in order when called from the floor.* This motion should never be considered when it is used to prevent legitimate debate.
6. **Lay on the Table.** This motion is seldom necessary. The motion "to postpone" is always preferable because of its lower rank and its debatability. Misuse of this subsidiary motion can be a strategy that seriously abridges the rights of the assembly because of its high rank and its adoption by a majority vote without debate. The moderator is obliged to explain carefully to the assembly the implications of this motion should it be made.
7. **Consideration by Paragraph or Seriatim.** Consideration by paragraph or seriatim is an incidental motion that may be suggested by the moderator or any two members of the assembly, allowing for orderly consideration of a complex proposal with several different parts, clarifying for the assembly the controversial aspects of the proposal. Each paragraph of the proposal can be amended without finally adopting the new wording until the final action on the main motion as amended.

(Adapted from *Parliamentary Procedures in the Presbyterian Church (U.S.A.)* by Marianne L. Wolfe, P.R.P.)

# **PRESBYTERY OF WEST VIRGINIA**

## **REPORT OF THE ADMINISTRATION COMMITTEE**

Monte Mitchell, Committee Chair

January 26, 2023

### **RECOMMENDATIONS:**

The Administration Committee on the recommendation of the Presbytery Financial Administrator/Treasurer Search Committee unanimously recommends to the Presbytery of West Virginia:

1. That Presbytery approve the Financial Administrator/Treasurer job description currently found in the Presbytery Manual. A copy of the description follows this report.
2. That Presbytery approve the call of James (Chris) Alfred to the position of Financial Administrator/Treasurer beginning March 1, 2023 and that Mr. Alfred join the staff of the Presbytery effective February 20, 2023. A copy of Mr. Alfred's resume follows this report.
3. That Presbytery approve the following compensation package for James (Chris) Alfred.

	<u>Annual</u>	<u>Actual Cost 2/20/23 – 12/31/23</u>
Salary	\$45,000	\$38,798
Home Office Allowance	\$ 480	\$ 420
Medical	\$13,308	\$11,446
Pension Dues	\$ 3,886	\$ 3,321
Death/Disability	\$ 455	\$ 391
FICA	\$ 3,479	\$ 3,000
<u>Continuing Education</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
TOTAL COST	\$68,088	\$58,876

4. That presbytery pay Mr. Alfred \$216.35 per day (the per diem rate of an annual salary of \$45,000) for the days he is able to work with our current treasurer for orientation to this position before his official start date.

Information: The committee anticipates that Mr. Alfred and Mr. Poole will be able to have four (4) such days based on their current schedules for a total cost to the Presbytery of \$865.40.

## 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.



# JAMES “CHRIS” ALFRED

## Objectives

To obtain gainful employment complementary to my abilities in an environment conducive to individual growth.

## Education

- West Virginia University at Parkersburg | 8/2005 - 12/2006 |
- Parkersburg High School | May 2005

## Experience

### September 2022 – Present | Office Manager

- Answering phone calls
- Preparing customer account monthly statements
- Processing and writing checks for invoices to be paid using QuickBooks
- Reconciled cash register to start and finish of shift, to prepare funds for deposit
- Processing mail and payments for Customer Accounts
- Reconciling invoices with packing slips for accurate Inventory and pricing

### February 2016 – Present | Financial Manager / Treasurer

First Presbyterian Church | 1341 Juliana Street Parkersburg WV 26101

- Process and distribute payroll for the church staff
- Process and record any tax-related bills
- Maintained weekly transaction log and perform weekly cash reconciliations; Process and make the deposits
- Establish and maintain subject matter files. Exercise initiative in establishing or revising files to meet current needs and demands for the material. Summarize information from files and documents in the office or other available sources for use by personnel in the office on the basis of general instructions as to nature and purpose of the information needed
- Prepare yearly, quarterly and monthly financial reports and present them to the church governing board
- Use Power Church, a records management system, to manage accounts receivable, accounts payable, payroll, and contributions
- Use Microsoft Word to update and prepare communications with church leadership

- Assist office personnel in the procedural aspects of the administrative work of the office.
- Use Microsoft Outlook for inquiries and communication with others
- Use Microsoft Excel, to prepare and gather information to process multiple annual budgets, including forecasts and reports, as well as quarterly and monthly budget reports for various committees
- Knowledge of one or a few simple automated or manual file systems to locate, add, retrieve, or correct routine information use well-established, clear-cut procedures; and/or knowledge of simple arithmetic used in financial operations to perform or to verify simple calculations using basic information.
- Conduct regular training on Sunday collections and how to process deposits to other church leadership
- Schedule and conduct meetings with church Leadership
- Served on a pastor nominating committee to interview and hire new church leadership
- Coordinate and manage annual church community dinner. Take donations, ordering and process any bills that pertain to the dinner.
- Review documents such as vouchers, purchase requests, and contract invoices to verify budgetary account codes and dollar amounts, requests for funds with account balances to assure that funds were made payable
- Conduct and attend meetings via Zoom

#### **January 2019– November 2021 | Medicaid Billing Manager**

First Settlement Physical Therapy | 1500 Grand Central Ave Suite 101, Vienna WV 26105

- Worked with Raintree System to process patient and insurance billing
- Monitored claims processed through the Raintree System
- Performed billing tasks such as checking insurance eligibility, entering HCPCS, and DX codes into billing system.
- Posted and processed payments to correct DOS and line items.
- Operated a multi-line telephone system.
- Communicated with patients through telephone over balance discrepancies
- Helped patients to understand their statements and why the balances are due.
- Sent faxes with fax machine
- Used Google drive documents
- Secured and properly disposed of PII (Personally Identifiable Information).
- Submitted Appeals and Reconsideration to insurance on claim denials, either through telephone or website. Communicated with insurance companies on denials to get a resolution
- Requested proper documentation from doctor offices
- Communicated with Ohio and WV Medicaid system operators to work together to process patient information
- Processed invoices for multiple companies for employee screenings
- Approved charges to be sent to insurance through posting review
- Assisted customers with account issues in a quick, courteous, and efficient manner

**September 2017– January 2019 | Professional Assistant/Inventory Manager**

Heirloom Finds | 2910 Grand Central Ave, Vienna WV 26105

- Catalogued and receive new inventory
- Researched inventory products and wrote ad for eBay and Etsy shops
- Reconciled and processed payments received via PayPal
- Coordinated all merchandise packing and shipping
- Managed social media; created graphics and logos with Photoshop
- Assisted with event planning
- Initiated and completed a restructure of the company's filing system: reorganized files and documents to make them more easily and quickly accessible

**October 2014– August 2017 | Store Manager**

Adams Hallmark | 262 Grand Central Ave, Vienna WV 26105

- Reconciled cash register to start and finish of shift, to prepare funds for deposit
- Performed a variety of duties in service of customers
- Assisted customers with any issues in a quick, courteous, and efficient manner
- Maintained customer relations via clubs, emails, phone calls, and letters
- Reviewed documents such as vouchers, purchase requests, and contract invoices to verify budgetary account codes and dollar amounts
- Maintained and created schedule for all employees on site
- Created a positive work environment for staff, settling disputes as necessary and directing tasks efficiently
- Onboarding new employees: trained all associates on technical skills with their duties and the use of the RetailWin system, developing their skills as merchandisers and ensuring they absorbed product knowledge
- Oversaw the installation for the new Retail Point-of-Sale system for 6 other store managers and the stores' owners
- Served as subject matter expert and trained office personnel on new RetailWin point of sale system
- Oversaw planned and conducted training for all employees of the Adams Hallmark's locations throughout WV

**October 2010– September 2017 | Assistant Store Manager**

Adams Hallmark | 262 Grand Central Ave, Vienna WV 26105

- Performed a variety of duties in service of customers
- Assisted customers with any issues in a quick, courteous, and efficient manner
- Maintained customer relations via clubs, emails, phone calls, and letters
- Assisted Store Manager in daily operations
- Reconciled cash register to start and finish of shift, to prepare funds for deposit.
- Received and processed money for bank deposits
- Performed routine tasks, quickly and accurately
- Maintained daily transaction log and performed daily cash reconciliations

- Onboarding new employees: trained all associates on technical skills with their duties and the use of the RetailWin system, developing their skills as merchandisers and ensuring they absorbed product knowledge
- Received visitors and telephone calls and provided a response to those inquiries for which data can be obtained from office files, records, and personal knowledge of office programs and activities; referred calls to appropriate personnel when information requested was not readily available
- Catalogued, processed and priced inventory into the RetailWin system
- Conducted price changes and markdowns of inventory
- Set up and installed advertising displays
- Merchandised new and old inventory

### **August 2005– September 2010 | Cash office Manager & Lead Scheduler**

Belk | 300 Grand Central Ave, Vienna WV 26105

- Trained associates on their Point-of-Sale system
- Maintained and generated all Sales Floor staff schedules based on budget allocations
- Audited all cash registers, accounting for daily cash sales and making all deposits
- Accounted for and maintained the store's on-hand cash funds
- Received and processed money for bank deposits
- Performed routine tasks, quickly and accurately
- Obtained data and compiled a variety of routine, recurring and/or special reports as requested by supervisor
- Account Structuring and Reconciliation
- Compiled data and prepared a variety of routine reports using Microsoft Excel to be submitted to management reports
- Served as Lead Manager on duty
- Received customers and telephone calls and provided a response to those inquiries for which data can be obtained from office files, records, and personal knowledge of office programs and activities; referred calls to appropriate personnel when information requested was not readily available

### **Skills/ Awards/Licenses/Volunteer Hours**

- Served as Secretary, Wood County Democratic Executive Committee
- Served as President, Artsbridge Board of Directors
- Served as Treasurer, Artsbridge
- Served as Treasurer, Parkersburg Pride
- Served as Session member, First Presbyterian Church
- Managed all personal banking, accounting, and bill paying for my household using bill pay software
- Type 40 WPM

- Selected by management to train in Kansas City on the store's new Retail Point-of-Sale system, proprietary to Hallmark
- Proficient in all Microsoft Office programs
- Proficient in Adobe and Adobe photoshoot
- Proficient with Window and Mac Operating Systems
- Proficient with QuickBooks
- Notary Public

## References

- Simon Hargus- First Settlement Physical Therapy, Owner
- Senta Goudy- WVUP Dean of Civic Engagement
- Deborah Taylor- Retire Store Manager, Belk
- Annie McMillan- First Presbyterian Church, Pastor/Head of Staff
- Rev. Michael Seely, Retired Pastor