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# MANUAL

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PRESBYTERY OF WEST VIRGINIA

AUGUST 18, 2022





## TABLE OF CONTENTS

I.	PREAMBLE.....	1
	A. Ministry.....	1
	B. Mission.....	2
	C. Relationship Building.....	2
II.	THE PRESBYTERY.....	3
	A. Name.....	3
	B. Boundaries.....	3
	C. Membership.....	3
	D. Responsibilities and Powers.....	
III.	MEETINGS OF PRESBYTERY.....	4
	A. Voice and Vote.....	4
	B. Business Meetings.....	4
	C. Time and Place of Meetings.....	6
	D. Open Meetings.....	6
	E. Quorum.....	6
	F. Business of Reports.....	6
	G. Minutes.....	7
IV.	POLICIES.....	7
V.	OFFICERS.....	8
	A. Moderator.....	8
	B. Moderator-Elect.....	8
	C. General Presbyter.....	9
	D. Stated Clerk.....	9
	E. Recording Clerk.....	10
	F. Financial Administrator/Treasurer.....	10
VI.	LEADERSHIP TEAM.....	11
	A. Authority.....	11
	B. Responsibilities.....	11
	C. Members.....	12
	D. Meetings.....	12
	E. Quorum.....	12
VII.	COMMITTEES AND AFFINITY GROUPS.....	12
	A. Membership.....	13
	B. Terms.....	13
	C. Mode of Election.....	14
	D. Electronic Meetings.....	14
	E. Committees Acting as Commissions.....	15
	F. Open Meeting Policy.....	15
	G. Affinity Groups.....	16
VIII.	PERSONNEL.....	16
	A. General Presbyter.....	17
	B. Stated Clerk.....	17
	C. Treasurer.....	17
	D. Other Staff.....	17
IX.	INITIATION OF PRELIMINARY PROCEDURES IN JUDICIAL PROCESS.....	17
X.	SUSPENSION OF MANUAL.....	17
XI.	AMENDMENTS TO THIS MANUAL.....	17
	APPENDIX A – General Presbyter Position Description.....	18
	APPENDIX B – Stated Clerk Position Description.....	20
	APPENDIX C – Financial Administrator/Treasurer Position Description.....	22
	APPENDIX D – Committee Descriptions.....	24





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

5   **I. PREAMBLE**  
6

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

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

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

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

29                   **A. MINISTRY**  
30

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

34           THEREFORE, the Presbytery will develop strategies for:

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

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

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

44  
45 **B. MISSION**

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

49  
50 THEREFORE, the Presbytery will develop strategies for:

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

59  
60 **C. RELATIONSHIP BUILDING**

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

63  
64 THEREFORE, the Presbytery will develop strategies for:

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

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

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

## 83 **II. THE PRESBYTERY**

### 84 **A. Name**

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

### 89 **B. Boundaries**

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

### 97 **C. Membership**

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

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

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

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



120 **III. MEETINGS OF PRESBYTERY**

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**A. Voice and Vote**

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

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

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

**B. Business Meetings**

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

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

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

Presbytery may meet electronically. A blend of traditional meeting and electronic meeting is permissible. When considering whether to meet traditionally or electronically, consideration should be made regarding the best way to complete the business at hand, safety of Presbyters, and the cost, both financial cost and the cost of time to the members 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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192
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  
216 **C. Time and Place of Meetings**

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

221  
222 **D. Open Meetings**

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

228  
229 **E. Quorum**

230  
231 A quorum for a meeting of Presbytery shall be at least 15% of ministers of the Word and  
232 Sacrament and ruling elder commissioners representing at least 15% of the churches.

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

239  
240 **F. Business and Reports**

241  
242 Each committee shall report to meetings of Presbytery as necessary but at least annually.

243  
244 Each committee reporting to Presbytery shall provide a written copy of its report.  
245 Ordinarily a packet of printed reports shall be distributed electronically no later than ten  
246 days in advance of the Presbytery meeting.

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

252  
253 No new business shall be introduced after Presbytery recesses for lunch (unless by  
254 two-thirds vote Presbytery sets a different deadline for introduction of new business),  
255 and any new business not listed on the docket shall be presented in written form to the  
256 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)

551  
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554

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 • Grant reauthorization annually to preside at communion for Authorized Lay  
666 Preachers who have been previously authorized by Presbytery to do so.
- 667 • Grant reauthorization annually to preside at communion in their churches of  
668 membership for Ruling Elders who have been previously authorized by Presbytery  
669 to do so as long as the session records of that church have been submitted for  
670 review.

671

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

674

#### 675 **F. Open Meeting Policy**

676

677 The Presbytery of West Virginia is committed to the principle of openness in regard  
678 to the rights of individuals having access to the committees of the Presbytery. Each  
679 committee shall give public notice of meeting times and places through the  
680 Presbytery website. The committee may extend to any visitors who may wish to  
681 attend the privilege of the floor in order that they may take part in the committee's  
682 discussion of the business for which they are present. Ordinarily, persons making  
683 such presentations are excused from the meeting while the committee deliberates and

684 takes its action. After being informed of the committee’s action, such persons are then  
685 ordinarily excused so that the committee may resume its business.

686  
687 Each committee has the privilege to go into executive session with a majority vote of  
688 the members present, in accordance with Robert’s Rules of Order Newly Revised.

689  
690 The minutes and records of each committee are the property of that committee and  
691 the Presbytery of West Virginia. Consent of the current chairperson of the particular  
692 committee and the General Presbyter, or consent of the committee itself, must be  
693 given before material from a committee’s records is allowed to be released.

## 694 695 **G. Affinity Groups**

696  
697 Affinity groups are standing groups that work under the direction of a committee for a  
698 long-term project (the Stewardship of Creation Ministry Team and the Clergy Women’s  
699 Group, for example).

### 700 701 **1. Recognition and Endorsement**

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

### 711 712 **2. Benefits & Responsibilities**

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

719  
720 In return, affinity groups and their members would be expected to sign a  
721 memorandum of understanding acknowledging that they may not act counter to the  
722 policies of the Presbytery or misuse the endorsement to claim greater authority than  
723 appropriate.

### 724 725 **3. The Limits of the Presbytery’s Endorsement**

726  
727 The Presbytery’s endorsement does not mean that Affinity groups have access to  
728 Presbytery funds or a claim on the staff’s time. It does not permit the group to claim  
729 to speak on behalf of the whole Presbytery.

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## VIII. PERSONNEL

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

### A. General Presbyter

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

### B. Stated Clerk

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

### C. Treasurer

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

- 772 • The Treasurer shall be elected by the Presbytery on the recommendation of a
- 773 Search Committee appointed by and working under the Administration
- 774 Committee. This Search Committee will include voices from Administration as
- 775 well as other committees and members of the Presbytery to ensure diversity and
- 776 representation in decision-making.
- 777 • Hiring, performance review, and termination information may be found in the
- 778 Presbytery’s Personnel Handbook.
- 779
- 780 • Participation and Representation
- 781

782 All staff in the Presbytery shall be filled in accordance with the principles of participation

783 and representation found in the *Book of Order*, G-3.0103.

784

785 **D. Other Staff**

786

787 The Administration Committee may recommend additional staff positions which fulfill

788 the ministry and mission needs of the Presbytery. These staff persons shall function in

789 accord with this Manual, the Personnel Handbook and an approved position description,

790 which shall include duties and responsibilities, accountability, the process of calling,

791 terms of service, method of annual review of work, and the manner of reelection or

792 termination of employment.

793

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

795

796 When the Stated Clerk receives notification that the Presbytery is a respondent in a remedial

797 case, as soon as possible the Stated Clerk shall notify the Moderator of Presbytery, who promptly

798 shall appoint a Committee of Counsel of three persons as provided for in Section D-6.0300 of the

799 Book of Order. These actions shall be reported to Presbytery at its next stated meeting.

800

801 When the Stated Clerk receives an accusation filed in accordance with Section D-10.0100 of the

802 Book of Order, as soon as possible the Stated Clerk shall notify the Moderator of Presbytery,

803 who promptly shall appoint an Investigating Committee of three to five persons as provided for

804 in Section D-10.0201 of the Book of Order. These actions shall be reported to Presbytery at its

805 next stated meeting.

806

807 When the Stated Clerk receives a request for an Inquiry for Vindication under Section

808 D-9.0000 of the Book of Order, the Committee on Ministry shall function as Presbytery’s

809 “appropriate committee” to ascertain whether it is proper to grant the request. (D-9.0101a)

810

811 **X. SUSPENSION OF MANUAL**

812

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

814

815 **XI. AMENDMENTS TO THIS MANUAL**

816



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

## APPENDIX A

### POSITION DESCRIPTION

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865

**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.

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

868  
869 TERMINATION: By mutual consent of General Presbyter and Presbytery or by action of  
870 Presbytery, upon the written recommendation of the Leadership Team. Fair and adequate  
871 notification shall be given the General Presbyter.

872

873 PERSON DESCRIPTION

874

875 GENERAL PRESBYTER -- PRESBYTERY OF WEST VIRGINIA

876

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

879

880 GENERAL AND PERSONAL

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

888

889 PROFESSIONAL AND PASTORAL SKILLS

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

903 **APPENDIX B**

904 **POSITION DESCRIPTION**

905  
906  
907 **TITLE: STATED CLERK**

Half Time (20 hrs/week)

908  
909 **PURPOSE:** The Stated Clerk shall be the continuing ecclesiastical officer of the Presbytery.  
910 The Stated Clerk shall work to ensure Presbytery’s adherence to the Book of Order.

911  
912 **ACCOUNTABILITY:** As an officer of the Presbytery, the Stated Clerk shall be accountable to  
913 the Presbytery for the responsibilities assigned by the Book of Order. As a staff member of the  
914 Presbytery, the Stated Clerk shall be accountable to the Leadership Team and supervised by the  
915 General Presbyter.

916  
917 **TERM OF SERVICE:** Five years, eligible for reelection.

918  
919 **RESPONSIBILITIES:**

- 920 1. The Stated Clerk shall be responsible for the duties assigned in the Book of Order  
921 (G-3.0104 – minutes, rolls and records; G-3.0108 – administrative review of Session  
922 records; G-3.0109 –judicial and administrative commissions; D- 11.0600 – judicial  
923 process).
- 924 a. The Stated Clerk shall be the custodian of all ecclesiastical records of the Presbytery,  
925 working with the administrative staff to maintain the records and rolls of the  
926 presbytery.
- 927 b. The Stated Clerk shall work with the Committee on Ministry in recording and  
928 reporting changes in pastoral relationships, including the establishment and renewal  
929 of temporary pastoral relationships.
- 930 c. The Stated Clerk shall work with the Committee on Ministry in establishing pastoral  
931 relationships, sharing information with Pastors and Sessions about commissions to  
932 ordain and/or install, notifying members of the commission, and receiving and filing  
933 the minutes of commissions.
- 934 d. The Stated Clerk shall conduct the annual Session records review.
- 935 e. The Stated Clerk shall provide minutes and other records of the Presbytery to the  
936 Synod as required and shall ordinarily participate in the Synod’s review of presbytery  
937 records.
- 938 f. The Stated Clerk shall provide assistance to Sessions in preparing Annual Statistical  
939 Reports and shall prepare and transmit the Presbytery’s report to the Stated Clerk of  
940 the General Assembly.
- 941
- 942 2. The Stated Clerk shall ordinarily serve as the parliamentarian of the Presbytery.
- 943 3. The Stated Clerk shall serve as clerk to the Leadership Team, assisting particularly with  
944 the planning of presbytery meetings.

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

948  
949 COMPENSATION: Defined in terms of call, reviewed annually by the Administration  
950 Committee and approved by the Leadership Team and the Presbytery. This position is exempt  
951 from overtime.

952  
953 EVALUATION: An annual performance review by the General Presbyter and reported to the  
954 Administration Committee.

955  
956 TERMINATION: By mutual consent of the Stated Clerk and the Presbytery, or by action of the  
957 Presbytery, upon written recommendation of the Leadership Team. Fair and adequate  
958 notification shall be given to the Stated Clerk.

#### 959 960 PERSON DESCRIPTION

961  
962 The Stated Clerk, in so far as possible, should have these qualifications, characteristics, and  
963 abilities:

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

## APPENDIX C

### POSITION DESCRIPTION

979  
980  
981  
982  
983 TITLE: **FINANCIAL ADMINISTRATOR/TREASURER** Full Time

984  
985 PURPOSE: The financial administrator/treasurer shall serve as the financial officer of the  
986 Presbytery and custodian of all financial records.

987  
988 ACCOUNTABILITY: He/She shall be accountable to the Presbytery through its Leadership  
989 Team and the Administration Committee. He/She will be supervised by the General Presbyter.

990  
991 TERM OF SERVICE: Indefinite

#### 992 RESPONSIBILITIES:

- 993
- 994 1. To maintain the general ledger for Presbytery, utilizing Presbytery's computer system.
  - 995 2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.
  - 996 3. To prepare timely financial reports and budgets as needed, or requested, by the  
997 Presbytery, its Leadership Team and Committees.
  - 998 4. To support the Stewardship Committee in its work of developing, implementing and  
999 reviewing the annual Presbytery budget.
  - 1000 5. To notify congregations and individuals of the status of their financial commitments to  
1001 Presbytery and other mission beyond the congregation and to respond to related questions  
1002 and concerns from church officers and ministers.
  - 1003 6. To administer the Presbytery's investments under the direction and oversight of the Stewardship  
1004 Committee.
  - 1005 7. To oversee the churchwide reporting forms required of the Presbytery and its churches.
  - 1006 8. To provide all financial statements and records to the Stewardship Committee for carrying out its  
1007 function as the audit committee of Presbytery, and to submit all requested schedules and other  
1008 documents to the independent auditing firm hired by Presbytery.
  - 1009 9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.
  - 1010 10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

1011  
1012 EVALUATION: The Administration Committee will annually evaluate the Financial  
1013 Administrator/Treasurer's performance and review terms of call. Conduct a major evaluation  
1014 prior to the conclusion of the third year of service. Review and revise the position description as  
1015 needed.

1016  
1017 COMPENSATION: Defined in terms of call, reviewed annually by Administration Committee  
1018 and approved by the Leadership Team and Presbytery.

1019  
1020 TERMINATION: By mutual consent of the Financial Administrator/Treasurer and the  
1021 Presbytery, or by action of the Presbytery, upon recommendation of the Administration

1022 Committee. Fair and adequate notification shall be given to the Financial  
1023 Administrator/Treasurer.

1024

1025

PERSON DESCRIPTION

1026

1027 FINANCIAL ADMINISTRATOR/TREASURER - PRESBYTERY OF WEST VIRGINIA

1028

1029 The Financial Administrator/Treasurer, insofar as possible, should have these qualifications,  
1030 characteristics and abilities:

1031

1. A Christian commitment and spiritual maturity.

1032

2. A commitment to stewardship as a matter of faith and spiritual discipline in which  
1033 money is a means to do mission and ministry.

1034

3. Perceives self as a servant of the Presbytery and exhibits a working style that is both  
1035 collegial and consultative.

1036

4. Demonstrated competence in total financial management.

1037

5. Extensive and detailed working knowledge of computers and computer  
1038 management, including demonstrated ability to use general accounting software  
1039 and outstanding keyboard skills.

1040

6. Demonstrated written and oral communication skills, including ability to use  
1041 the telephone.

1042

7. Problem-solving skills and the ability to take initiative in enhancing the function of  
1043 the office of Financial Administrator/Treasurer.

1044

8. The ability to delegate and supervise staff, including voluntary staff and temporary  
1045 paid staff.

1046

9. Fund accounting and bookkeeping knowledge.

1047

10. Bondable.

## APPENDIX D

### COMMITTEE DESCRIPTIONS

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#### **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 Presbyter 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.



1084  
1085 Purpose: To provide for promotion, programming, and facilities which support the life, mission  
1086 and ministry of the Bluestone Camp and Conference Center as a vibrant center for  
1087 Christian discipleship.

1088  
1089 Objectives

- 1090 1. Serve on the Bluestone Conference Center, Inc. Board of Directors.
- 1091 2. Promote the use of Bluestone across the Presbytery, by groups from other  
1092 presbyteries, and by non-Presbyterian groups.
- 1093 3. Coordinate and cooperate with the Nurture Committee in order to provide for  
1094 quality, faith nurturing camp, conference and retreat programming.
- 1095 4. Assure that Bluestone is available, acceptable, and accessible for the delivery of  
1096 quality, faith nurturing camp, conference and retreat programming.
- 1097 5. Develop and implement a long range facilities plan for Bluestone including  
1098 capital improvements.
- 1099 6. Propose and manage the Presbytery’s approved Bluestone’s facility budget.
- 1100 7. Coordinate with the Friends of Bluestone (FOB) on fund raising and use of FOB funds.

1101  
1102 Responsibilities

- 1103 1. Serve, along with the General Presbyter and Financial Administrator/Treasurer on  
1104 the Bluestone Conference Center, Inc. Board of Directors.
- 1105 2. Promote the use of Bluestone across the Presbytery, by groups from other presbyteries,  
1106 and by non-Presbyterian groups.
- 1107 3. Coordinate and cooperate with the Nurture Committee in order to provide for quality,  
1108 faith nurturing camp, conference and retreat programming.
- 1109 4. Provide guidance, support, and encouragement to the Bluestone Directors recognizing  
1110 that the General Presbyter has supervisory responsibilities.
- 1111 5. Communicate to the General Presbyter matters needing attention regarding the Center.
- 1112 6. Provide input to the General Presbyter, as requested, for periodic performance  
1113 reviews of the Bluestone Directors.
- 1114 7. Oversee the administration of the day-to-day facility’s, repair, and enhancement of the  
1115 buildings, grounds, and equipment.
- 1116 8. Insure that all health, safety and regulatory entities’ regulations and licenses are up-to-  
1117 date and in order.
- 1118 9. Ensure the development, maintenance, and implementation of a comprehensive, long-  
1119 term facilities plan for Bluestone.
- 1120 10. Ensure the development of and adherence to appropriate facility use policies and  
1121 maintenance manuals. i.e. a Property Management Manual which gives detailed

- 1122 information about the facility maintenance plan, facility operating procedures,  
1123 electrical, plumbing, heating and air-conditioning, specifications of the facilities.
- 1124 11. Ensure safety and accessibility, conduct regular inspections of the buildings,  
1125 grounds, and equipment and communicate findings to the Bluestone Facilities  
1126 Director and General Presbyter.
- 1127 12. Ensure that lease agreements, covenants, purchase agreements and rental contracts are  
1128 successfully negotiated and appropriately fulfilled.
- 1129 13. Advocate for prudent improvements to the buildings and grounds.
- 1130 14. Assist the Bluestone Facilities Director as needed with outside building & utility  
1131 contractors.
- 1132 15. Ensure the proper supervision of the purchase and installation of all new equipment.
- 1133 16. Provide for the use of volunteers and “work days.”
- 1134 17. Evaluate any facility maintenance or vendor contracts annually; ensuring  
1135 Bluestone is receiving adequate and economical services.  
1136
- 1137 Membership: There shall be a mix of ministers of Word and Sacrament, ruling elders, and laity  
1138 from throughout the geographic bounds of the presbytery.

1139 **Committee on Ministry**

Membership 21

1140 Purpose: to provide that the Word of God may be truly preached and heard; to provide that the  
1141 Sacraments may be rightly administered and received; to nurture the covenant community of  
1142 disciples of Christ (G-3.0301).

1143 Objectives

- 1144 1. Coordinate, guide, encourage, support and resource the work of its congregations for  
1145 the most effective witness to the broader community (G-3.0301).
- 1146 2. Serve as pastor and counselor to ministers of Word and Sacrament, ruling elders  
1147 commissioned to particular pastoral service, and certified Christian educators of the  
1148 Presbytery (G-3.0307).
- 1149 3. Facilitate the relations between the Presbytery and its congregations, ministers of  
1150 Word and Sacrament, ruling elders commissioned to particular pastoral service, and  
1151 certified Christian educators (G-3.0307).
- 1152 4. Settle difficulties on behalf of the Presbytery where possible and expedient (G-3.0307).
- 1153 5. Promote the peace and harmony of congregations and inquiring into the sources  
1154 of congregational discord.
- 1155 6. Take jurisdiction over members of dissolved congregations and granting transfers of their  
1156 membership to other congregations.
- 1157 7. Warn and bear witness against error in doctrine and immorality in practice within its  
1158 bounds and serving in judicial matters in accordance with the Rules of Discipline. (G-  
1159 3.0301).
- 1160 8. Grow and nurture new worshipping communities and congregations.

1161  
1162 Responsibilities with churches and new worshipping communities

- 1163 1. Support the creation, development, and growth of churches.
- 1164 2. Initiate and schedule follow up visits with new pastors.
- 1165 3. Recommend minimum compensation standards for pastoral calls and certified  
1166 Christian educators within the Presbytery.
- 1167 4. Assist congregations with mission studies.
- 1168 5. Suggest to other entities of the Presbytery ideas for leadership training for churches  
1169 and church professionals.
- 1170 6. Provide, as needed, training opportunities in the Presbytery for congregations.
- 1171 7. Discuss the dissolution and creation of churches and take these recommendations  
1172 to the whole Presbytery.
- 1173 8. Counsel with a session concerning reported difficulties within a congregation, including:  
1174 a. Advise the session as to appropriate actions to be taken to resolve the  
1175 reported difficulties.  
1176 b. Offer to help as a mediator, and  
1177 c. Act to correct the difficulties if requested to do so by the session or, if the

1178 session is unable or unwilling to do so, following the procedural safeguards of  
1179 the Rules of Discipline (G-3.0303).

1180

1181 Responsibilities with church professionals

- 1182 1. Initiate follow up visits with new pastors.
- 1183 2. Provide preparation program as needed in cooperation with the Vocations Committee;  
1184 and recommend the commissioning of ruling elders to particular pastoral service and  
1185 Authorized Lay Preachers to limited pastoral service.
- 1186 3. Approve those on the Pulpit Supply List.
- 1187 4. Approve validated ministries.
- 1188 5. Recommend minimum compensation standards for pastoral calls and Certified Christian  
1189 Educators within the Presbytery.
- 1190 6. Provide support and encouragement to church professionals including making sure  
1191 church professionals are caring for themselves and families.
- 1192 7. Grant permission to labor within and outside the bounds of Presbytery.

1193

1194 Responsibilities with churches and professionals in transition

- 1195 1. Approve changes of call within the Presbytery.
- 1196 2. Meet with ministers of Word and Sacrament seeking to transfer in from another  
1197 Presbytery, examine them on behalf of the whole presbytery, approve match, terms  
1198 of call, and Presbytery membership.
- 1199 3. Dismiss ministers of Word and Sacrament to receive a call from another Presbytery.
- 1200 4. Approve moderators and liaisons for churches without installed pastors.
- 1201 ~~5.~~ Work with churches in the call process by providing a liaison from its membership.
- 1202 6. Establish and dissolve pastoral relationships.
- 1203 7. Meet with congregations and sessions of churches seeking to dissolve, divide, or  
1204 leave the Presbytery and make recommendations to the Presbytery.
- 1205 8. Examine ministers of Word and Sacrament seeking membership in the Presbytery.  
1206 The examination should include questions in the areas of Christian faith, theology,  
1207 worship and sacraments and polity as well as additional questions from committee  
1208 members.
- 1209 9. Approve ordination/installation commissions for ministers of Word and Sacrament.

1210

1211 Membership: The Committee on Ministry membership will be made up of ministers of Word and  
1212 Sacrament and ruling elders from congregations and ministries within the bounds of the presbytery.  
1213 Care will be given to have an equal distribution of ministers of Word and Sacrament and ruling  
1214 elders with representation on the committee from throughout the geographic bounds of the  
1215 presbytery. Ordinarily, the committee divides itself into teams to complete its work such as Church  
1216 Professional Care, Relationships, Congregational Development, and Transitions. The COM  
1217 ordinarily meets monthly with one retreat each year.

1218 **Committee on Representation**

Membership 6

1219

1220 Purpose:

- 1221 1. advise the Presbytery regarding the implementation of principles of unity and diversity;
- 1222 2. advocate for diversity in leadership and to consult with the Presbytery on the
- 1223 employment of personnel in accordance with principles of unity and diversity
- 1224 (F-1.0403);
- 1225 3. to nominate persons (a) to fill vacancies on the Leadership Team, continuing committees
- 1226 (except the Representation Committee), boards and other bodies that require election by
- 1227 the Presbytery, and (b) to serve as commissioners to higher councils of the church in
- 1228 conformity with the church's commitment to unity in diversity.
- 1229

1230 Objective: Ensure fair and effective representation in the decision making of the Presbytery to

1231 assist the Presbytery in having representation based on race, ethnicity, age, sex, disability,

1232 geography and theological conviction on its committees, its leadership and its staff.

1233

1234 Responsibilities:

- 1235 1. advocate for diversity and representation for nominations in particular categories needing
- 1236 increased representation to ensure that various entities are represented on committees
- 1237 and in the leadership of the Presbytery;
- 1238 2. advise the Presbytery on the employment of personnel representing different racial
- 1239 ethnic, age, sex, disability, geography, and theological convictions, in conformity with
- 1240 the church-wide plan for equal employment opportunity;
- 1241 3. inform Presbytery of its progress toward fair representation based on race, ethnicity, age,
- 1242 sex, disability, geography, and theological conviction;
- 1243 4. nominate persons for various offices and committees in light of the membership needs of
- 1244 each committee.

1245

1246 Membership: three (3) classes of two (2) including ruling elders, ministers of the Word and

1247 Sacrament and laity from throughout the geographic bounds of the presbytery. Members of the

1248 Representation Committee shall be nominated by the Presbytery Leadership Team.

1249 **Mission Committee**

Membership 6

1250

1251 Purpose: Recognizing both the enduring and the current challenges to God’s kingdom in  
1252 West Virginia - injustice, poverty, natural disasters and degradation - the committee seeks to  
1253 enable the Presbytery and its congregations to respond to God’s call for social righteousness by  
1254 promoting, creating, interpreting, funding and evaluating their mission activities.

1255

1256 Objectives and Responsibilities

1257 1. To interpret, articulate and advocate the Presbytery’s missions

1258 • encouraging congregations to situate their efforts in the context of the PC(USA)’s  
1259 local, national and global initiatives,

1260 • recommending Presbytery support of mission ministries within the bounds of the  
1261 Presbytery.

1262 • communicating to Presbytery and congregations the nature of the ministries of  
1263 programs, entities and churches in the Presbytery,

1264 • maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith  
1265 partnerships such as the West Virginia Council on Churches.

1266 2. To coordinate

1267 • Presbyterian ministries within the Presbytery,

1268 • congregations with similar ministries,

1269 • ecumenical and interfaith ministries within the Presbytery,

1270 • campus ministry with the Westminster Foundation.

1271 3. To educate

1272 • providing training and support in the area of mission for pastors, sessions,  
1273 congregations,

1274 • sponsoring and promoting missionary visits throughout the Presbytery.

1275 4. To evaluate and allocate

1276 • assuring that the goals and programs of the ministries funded by the Presbytery are  
1277 being carried out,

1278 • distributing available funds to applicants for hunger, garden and other grants.

1279

1280 Membership: Three classes of members from across the Presbytery to include rulings elders,  
1281 ministers of the Word and Sacrament, and laity from throughout the geographic bounds of the  
1282 presbytery.

1283 **Nurture Committee** Membership 9

1284

1285 Purpose: To provide encouragement, guidance and resources to congregations in the areas of  
1286 spiritual formation, discipleship, and leadership development.

1287

1288 Objectives

1289 1. Encourage the disciplines that deepen the faith and witness of churches and their members  
1290 (e.g. faithful participation in worship, Bible study, prayer, stewardship and commitment)  
1291 so that members of all ages are nurtured in their faith, learning and service.

1292 2. Deepen and enrich people's knowledge, love and service of Jesus Christ that they may  
1293 lead lives of faithful discipleship.

1294 3. Help churches and members to listen for the call of God in their particular places of  
1295 worship and life, and to respond in faithful partnership with Jesus Christ, understanding  
1296 themselves as life-long learners.

1297

1298 Responsible for

1299 1. Assisting congregations in the development of resources for spiritual formation  
1300 and discipleship.

1301 2. Equipping and supporting those called to educational ministries of the church.

1302 3. Providing educational resources for people of all ages

1303 4. Cultivating and planning opportunities for spiritual formation, discipleship and  
1304 leadership development in congregations and within the Presbytery.

1305 5. Overseeing and administering scholarship funds available through the Presbytery for  
1306 undergraduate studies.

1307 6. Supporting, publicizing, and encouraging the use of the Presbytery Resource  
1308 Center in developing and nurturing faith.

1309 7. Providing for worship at Presbytery meetings

1310 8. Overseeing the work of the Leadership Development Coordinating Team, half of the  
1311 members coming from the Nurture Committee and half of the members coming from the  
1312 Committee on Ministry

1313

1314 Membership: Nine (9) from throughout the Presbytery based on interest.

1315 **Permanent Judicial Commission** Membership 9

1316

1317 Purpose: In judicial matters and process, the Presbytery has original jurisdiction in judicial  
1318 matters concerning ministers of the Word and Sacrament and ruling elders commissioned to a  
1319 particular pastoral service serving the congregations of the Presbytery. The PJC is to carry out  
1320 these responsibilities for the PWV.

1321

1322 Objective: To implement powers, duties, responsibilities and membership applicable to this  
1323 Presbytery as specified in the Book of Order D-5.0000.

1324

1325 Responsibilities:

1326 1. The implementation of powers, duties, responsibilities and membership applicable to  
1327 this Presbytery as specified in the Book of Order D-5.0000.

1328 2. Meeting for the purpose of organizing itself by electing its moderator and clerk.

1329

1330 Membership: The Presbytery shall elect a permanent judicial commission with as equal  
1331 representation of ministers of the Word and Sacrament and ruling elders as possible with no more  
1332 than one member from any one church. The term of office will be six (6) years, consisting of  
1333 three (3) staggered classes of three (3) people each.



1334 **Relations Committee**

Membership 6

1335

1336 Purpose: To foster ever-deepening relationships throughout the Presbytery.

1337

1338 Objective: To visit with sessions of the congregations of the presbytery and to develop and  
1339 implement a communications plan

1340

1341 Responsibilities:

1342 • To conduct Triennial Visits with sessions reporting difficulties or challenges faced by the  
1343 congregations to the Committee on Ministry and celebrating events and programs of  
1344 congregation by writing articles for the presbytery newsletter which may also be  
1345 distributed on social media.

1346

1347 • To strengthen the ways we get information to and receive information from the churches  
1348 of the presbytery.

1349

1350 Membership: Three classes of members from across the Presbytery to include ruling elders,  
1351 ministers of Word and Sacrament, and laity.

1352 **Stewardship Committee**

Membership 6

1353

1354 Purpose: To model, teach, and encourage good stewardship throughout the Presbytery of  
1355 West Virginia so that the mission and ministry of God may thrive in our hands.

1356

1357 Objectives:

1358 1. Encourage and assist congregations of Presbytery in stewardship commitment and growth

1359 2. Provide for the use of Presbytery's financial resources in support of Presbytery mission  
1360 and program.

1361

1362 Responsible for:

1363 1. Providing training and support in the areas of stewardship to pastors, sessions and  
1364 congregations.

1365 2. Emphasizing and promoting special offerings approved by the Presbytery, Synod or  
1366 General Assembly throughout the Presbytery.

1367 3. Developing the annual budget of the Presbytery.

1368 4. Providing for the development and growth of the financial resources of Presbytery.

1369 5. Providing information about budgets and financial resources to the Presbytery, at its  
1370 regular meetings or through communications, as well as to its committees.

1371 6. Providing financial management of all Presbytery funds and investments.

1372 7. Functioning as the Audit Committee to contract for an independent audit of Presbytery's  
1373 financial records.

1374 8. Assuring that donor requests regarding the use of special gifts are fulfilled.

1375

1376 Membership: Six (6) from throughout the Presbytery based on interest, with a mix of ministers of  
1377 the Word and Sacrament, ruling elders, and laity.

1378 **Trustees**

1379

1380 Purpose: To manage the property of the Presbytery of West Virginia on its behalf in order to  
1381 further the mission and ministry God has entrusted into our hands.

1382

1383 Objectives

1384 1. To work on behalf of the Presbytery to manage or dispose of property.

1385 2. To provide good counsel to congregations regarding their property.

1386

1387 Responsibilities

1388 1. Trustees have the following powers as delegated by the Presbytery:  
1389 to receive, hold, encumber, manage, and transfer property, real or personal, for the  
1390 Presbytery;

1391 to insure and care for such property;

1392 to hold and defend title to such property;

1393 all at the direction of the Presbytery and under the provisions of the Constitution of the  
1394 Presbyterian Church (U.S.A.). (G-4.0101)

1395 2. They shall review requests from congregations with respect to congregation's property and  
1396 make appropriate recommendations to Presbytery.

1397 3. They may receive other assignments from the Presbytery.

1398

1399 Membership: Ordinarily at least one (1) member shall be a practicing attorney, and one (1)  
1400 member a licensed real estate agent or broker.

1401 **Vocations Committee**

Membership 6

1402

1403 Purpose: To enter into a covenant relationship with those exploring a call to church vocations  
1404 and to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned Pastor (CP)  
1405 program in the Presbytery.

1406

1407 Objectives:

1408 1. to enter into covenant relationship with those considering and preparing for ordination to  
1409 the office of Minister of the Word and Sacrament, along with the sessions and  
1410 congregations of which they are members

1411 2. to enter into covenant relationship with those considering and preparing for Christian  
1412 service in other ministries in the PCUSA, including, but not limited to, Certified Christian  
1413 Educator, Pastoral Counselor, Missionary, Commissioned Ruling Elder/ Authorized Lay  
1414 Preacher, along with the sessions and congregations of which they are members

1415 3. to identify and encourage those who may be discerning a sense of call to ministry

1416 4. to prepare ruling elders to serve as ALPs or CPs in the Presbytery

1417 5. to provide ongoing oversight and accountability for those who have completed training to  
1418 be ALPs and/CPs in the Presbytery

1419

1420 Responsibilities:

1421 1. With respect to those seeking ordination as Ministers of the Word and Sacrament, the  
1422 committee shall oversee the process of meeting the requirements and timetables specified  
1423 in the Book of Order G-2.06. The committee may also be guided by the handbook on  
1424 preparation for ministry produced and recommended by the PCUSA).

1425 2. With respect to those preparing for other forms of Christian service, the committee shall  
1426 oversee the process of meeting all requirements and timetables specified in Book of  
1427 Order G- 2.1103a or G-2.01101.

1428 3. With respect to those seeking certification as Christian Educators, the committee will  
1429 serve as members of their reference group and carry out other duties in coordination with  
1430 the Presbytery's Educator Certification Advisor.

1431 4. With respect to those preparing to become Commissioned Pastors/ Authorized Lay  
1432 Preachers, the committee shall provide a preparation process, including developing  
1433 courses, recruiting leaders, encouraging participation, screening and evaluating  
1434 applicants, and monitoring their progress throughout the program. The committee shall  
1435 examine those elders seeking to be commissioned in the areas of personal Christian faith,  
1436 motives for seeking such a commission, and the areas of instruction determined by the  
1437 Presbytery.

1438 5. To inform the Committee on Ministry of programs, problems and potentialities of the  
1439 ALP/CP Program.

1440 6. To provide mentors for ALPs defining roles and expectations of mentors.

1441 7. To distribute and receive annual reports from ALPs.

- 1442 8. To keep track of ALPs available to serve within the Presbytery and to recommend for  
1443 Presbytery approval those ALP's willing to celebrate the Sacrament of the Lord's Supper
- 1444 9. To request, receive and review the reports of those ruling elders who have been  
1445 authorized to celebrate the Sacrament of the Lord's Supper within their own  
1446 congregation, to assess the needs for ongoing training, and to recommend for presbytery  
1447 approval annually the names of those ruling elders who are authorized to celebrate the  
1448 Sacrament of the Lord's Supper within their own congregation for the following year.  
1449
- 1450 Membership: The committee is made up of six (6) at large members from across the Presbytery,  
1451 with parity of ministers of the Word and Sacrament and ruling elders, and staffed by the  
1452 Associate for Educational Ministry.