



**Stated Meeting
First Presbyterian Church, Fairmont
November 21, 2024**

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THE PRESBYTERY OF WEST VIRGINIA

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

**First Presbyterian Church
Fairmont, West Virginia
November 21, 2024**

A MISSION STATEMENT FOR THE PRESBYTERY OF WEST VIRGINIA

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 vision? It is our vision that everyone will experience the love of God.

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

DOCKET

*Indicates "Order of the Day" (To be taken up precisely at the time indicated)

9:00 – 10:00 Registration and time for fellowship and refreshments

*10:00 Call to Order Dawn Adamy, Moderator

Greetings from First Presbyterian Church Evan Walker

Business of the Presbytery

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

*10:15 Morning Worship

11:20 Announcements: 2025 Presbyterian Youth Triennium, Festival of Faith

*11:25 Educational Focus *Presbytery of West Virginia Strategic Plan: A New Season*
Members of the Leadership Team

*12:30	Recess for Lunch	
*1:30	Afternoon Prayer	Moderator
	Report of the Stated Clerk	Stated Clerk
	- Presentation of Procedural Matters	
	Report of the Transitional General Presbyter	Maureen Wright
	Report of the Leadership Team	Randy Fife
	Report of the Synod Commissioner	Elizabeth Campbell-Maleke
	“Good News from the Pews”	Moderator
	This is a time of sharing good news from churches throughout the presbytery by Ruling Elder Commissioners only.	
	Report of the Committee on Representation	Susan Shelton Perry
	Report of the Committee on Ministry	George Lilley
	Report of the Trustees	Bonnie Boyce
	Report of the Stewardship Committee	
	- Financial Reports	Chris Alfred
	Report of the Administration Committee	Monte Mitchell
	New Business	
	Completion of Feedback Forms	
4:00	Anticipated Time of Adjournment with Charge and Benediction by the Moderator	
	Printed Reports for Information Only: Bluestone, Mission, Nurture, Relations, and Vocations Committees	
	2025 Stated Meetings:	
	February 20 – In Person, Location TBD	
	May 15 – First Presbyterian Church, Logan	
	August 16 – Fleming Memorial Presbyterian Church, Fairmont	
	November 15 – Old Stone Presbyterian Church, Lewisburg	

PRESBYTERY OF WEST VIRGINIA

CONSENT AGENDA

November 21, 2024

RECOMMENDATIONS:

From the Stated Clerk

1. That the requests for Excused Absences be approved.

From the Mission Committee

1. That the offering received at the November 21 Presbytery meeting be directed to Presbyterian Hunger Program.

PRESBYTERY OF WEST VIRGINIA

OFFICE OF THE STATED CLERK

November 21, 2024

Correspondence (received 7/32/24 through 11/7/2024)

1. 9/4/2024 A letter from Sherri L. Fleegle, Executive Director of Pleasants Community Foundation, St. Marys, West Virginia, thanking the Presbytery for the contribution of \$39,267 to create the St. Marys Presbyterian Church Legacy Scholarship. This contribution was part of the execution of the Presbytery's approval of the dissolution of the St. Marys Presbyterian Church.

ACTION: Shared with the Presbytery in this report for information.

RECOMMENDATIONS:

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

INFORMATION:

1. The Roll and Register of the Presbytery of West Virginia follows this report. Please contact the Stated Clerk if your information is not correct.
2. The following churches' 2023 Session Records were reviewed by the Presbytery of West Virginia.

Bates Memorial Presbyterian Church; Beckley Presbyterian Church; Beechwood Presbyterian Church; Belington Presbyterian Church; Beverly Presbyterian Church; Bridgeport Presbyterian Church; Church of the Covenant; Clifton Presbyterian Church; Community Presbyterian Church; Edgewood Presbyterian Church; Elk Hills Presbyterian Church; Enslow Park Presbyterian Church; Fayetteville Presbyterian Church; First Presbyterian Church, Bluefield; First Presbyterian Church, Charleston; First Presbyterian Church, Clarksburg; First Presbyterian Church, Dunbar; First Presbyterian Church, Fairmont; First Presbyterian Church, Hinton; First Presbyterian Church, Kenova; First Presbyterian Church, Kingwood; First Presbyterian Church, Logan; First Presbyterian Church, Morgantown; First Presbyterian Church, Nitro; First Presbyterian Church, Parkersburg; First Presbyterian Church, St. Albans; First Presbyterian Church, Thomas; First Presbyterian Church, Williamson; First Presbyterian Church, Williamstown; Fleming Memorial Presbyterian Church; Frankford Presbyterian Church; Gilbert Presbyterian Church; Glenville Presbyterian Church; Highlawn Presbyterian Church, Huntington; Highlawn Presbyterian Church, St. Albans; Kanawha United Presbyterian Church; Oak Grove Presbyterian Church; Old Stone Presbyterian Church; Philippi Presbyterian Church; Point Pleasant Presbyterian Church; Rock Forge Presbyterian Church; Rock Lake Presbyterian Church; Rome Presbyterian Church; Ronceverte Presbyterian Church; Smithers Presbyterian Church; South Park Presbyterian Church; Spencer Presbyterian Church; Spring Creek Presbyterian Church; Summersville Presbyterian Church; Trinity Presbyterian Church; Union Presbyterian Church; Upper Glade Presbyterian Church; Valley Bend Presbyterian Church; Village Chapel Presbyterian Church; Waverly-Bethel Presbyterian Church; Westminster Presbyterian Church; Winfield Presbyterian Church.

Rolls and Registers of Presbytery

The 2019-2021 Book of Order in G-3.0104 and G-3.0305 states that the Stated Clerk shall keep the rolls of presbytery's membership and registers of all Certified Christian Educators, Certified Associate Christian Educators and ruling elders commissioned to particular pastoral service. According to the Presbytery Manual, presbytery's membership includes officers of the Presbytery and Leadership Team members. Please contact the Stated Clerk with corrections or updates.

Presbytery Rolls as of November 7, 2024

Officers

Moderator: Dawn Marie Adamy; **Transitional General Presbyter & Stated Clerk:** Maureen H. Wright; **Recording Clerk:** Pamilla Ferrell; **Financial Administrator/Treasurer:** James C. Alfred.

Leadership Team

Dawn Marie Adamy, Christopher M. Bailey, W. Randolph Fife, Senta Goudy, Amy Kesterson, David A. Lee, Jane Lothes, Monte D. Mitchell, James E. Morley, William C. Myers, Andrew Kent Rice, Arden Swecker.

Ministers of the Word and Sacrament

Engaged in Validated Ministry:

Dawn Marie Adamy, Christopher M. Bailey, Stephen H. Baldwin, Sharon Suzanne Bell, Robin Blakeman, Mark Allen Boyd, Claire Lamonte Butler Bass, Susan Sharp Campbell, Elizabeth Campbell-Maleke, Guy Richard Cardot, Garland Dale Carey, E. Denison Dodson, Stephen William Elderbrock, Emily Kathleen Harden, Cinda Harkless, Julie Norris Hitsman, John S. Holland, Kyle W. Key, Noha Tamen Khoury-Bailey, Christopher M. Kilbert, Se Hwan Isaiah Kim, David A. Lee, Elizabeth Lewis, W. Patterson Lyles, Annie Elizabeth McMillan, Monte Dean Mitchell, Kristi Shay Moore, James E. Morley, Zachary M. Morton, William C. Myers, William E. Myers, Julia Olt, Schuyler Olt, Amy Wallace Parker, P. Douglas Pendleton Jr., Andrew K. Rice, Joan S. Stewart, William Evan Walker, Todd R. Wright.

Members At-Large:

Leslie S. Clay, Marietta Macy, Thomas Joseph Marchio, Jean C. Sutton.

Honorably Retired:

Barbara A. Accord*, Ralph Judson Alford II*, Robert K. Bondurant*, David H. Bower*, Bonnie Boyce*, Ronald W. Buckalew*, Kenneth B. Calebaugh*, R. Leon Carroll Jr.*, Robert Alan Carter*, Stephen Carter Cort*, David S. Deaderick*, Robert W. Debnam*, Charles B. Dreyer*, Robert H. Glaser*, Paul E. Goehner*, Leonard E. Graham*, Benny E. Gurley*, Kristine Haig*, Cameron R. Harkness*, Virginia Kay Hollis*, Douglas Jenkins*, Janet Jenkins*, Forest R. Johnson*, Thomas M. Johnston Jr.*, William G. McCoy*, Gary S. McGrew*, Richard W. McGuire*, Douglas A. Minnerly*, Christopher Perkins*, Boyd C. Purcell*, David P. Richards*, John A. Riley*, Charles L. Ringe*, M. Bruce Robertson*, James E. Robinson*, Michael R. Seely*,

Frank L. Seibel*, David K. Shaffer*, Donna Lee Shogren*, Richard J. Snyder*, John W. Sonnenday*, Donald L. Spencer*, Charles M. Spring*, Bruce G. Stevens*, C. Gregory Stone*, J. Dexter Taylor*, Edward J. Thompson*, Peter A. Vial*, Gary C. Walker*, James A. Walther Jr.*, Kathryn A. Willoughby Weed*, Richard B. Wilson*, Sara G. Woodard*.

Under Censure:

Michael Ducheneau (Excluded from exercise of office until June 2013; he may now initiate the process required to be included.)

Corresponding Members (Members of other Presbyteries Laboring in Our Bounds):

David Bush* (Coastal Carolina Presbytery), Bruce Macbeth* (Shenandoah Presbytery).

Registers of Presbytery as of November 7, 2024

Certified Christian Educators

Certified Christian Educators: Susan Sharp Campbell, Susan C. Eason+, Kay Lamb*, Marcia Leitch*, Dana Marzolf*, Barbara Palmer*, Forrest Palmer*, Kari Preslar, Karen B. Robinson*, Maureen Wright.

Certified Associate Christian Educators: Martha O'Dell+.

Commissioned Pastors

Jennifer Anderson, Robert Bane, Jeff Barton, Nancy Bulla, Preston Collier, William Dunfee, Roger Eskins, Erica Layton, Terry Layton, Rick McLaughlin, Jim Musgrave, John Nelson, Debbie Penn, Kari Preslar, Emmet Rogers, Cherrie Sizemore, Ginna Taylor.

*All retired persons are noted with an asterisk.

+These persons are not currently involved in active service as Christian Educators.

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

For the purpose of meeting electronically by ZOOM and in a hybrid format, these will be the special procedural matters, and any manual rules that interfere with them be suspended:

1. Participants in the PWV ZOOM Stated 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), and Corresponding Members (CM).
2. Only registered participants will be enrolled and permitted into the ZOOM meeting.
3. All participants will be required to pre-register no later than three days before the meeting.
4. Participant access to the PWV ZOOM Stated Meeting will begin 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.
5. 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.
6. Participants may seek recognition by the Moderator using the chat feature or by using the electronic raised hand feature. The Stated Clerk, Temporary Clerks, and/or another designee will monitor these features. The Stated Clerk will advise the Moderator of participants seeking recognition.
7. New business must be submitted to the Stated Clerk via email prior to the start of the General Presbyter Report for full electronic meetings and by lunch for hybrid meetings.
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 LEADERSHIP TEAM

Randy Fife, Leadership Team Chair

November 21, 2024

RECOMMENDATIONS:

1. That the proposed Presbytery of West Virginia Strategic Plan: A New Season be approved by the Presbytery as the vision of what the Presbytery is called to be and do for the next three to five years.

The full Presbytery of West Virginia Strategic Plan: A New Season and a summary document immediately follow this report.

2. That the proposed updated **Policy for Preventing and Responding to Sexual Misconduct** be approved.
3. That the proposed updated **Policy of the Presbytery of West Virginia for Safeguarding the Wellbeing of Children, Youth, and Persons with Disabilities** be approved.
4. That Doug Jenkins (retired minister) and Kari Presler (ruling elder, First Charleston) be elected to serve on the Committee on Representation in the Class of 2027.
5. That Doug Jenkins be elected to serve as Chair of the Committee on Representation for 2025.
6. Submitted for a first reading, an **Anti-Harassment and Bullying Policy** as required by the Book of Order (G-3.0106).

This recommendation will be submitted for a second reading and vote at the February Stated meeting. Questions and concerns may be directed to Randy Fife, Leadership Team chair, (randy.fife1@yahoo.com) or Dawn Adamy, Moderator, (breamspastor@gmail.com).

INFORMATION:

1. The Leadership Team (LT) met on August 28, October 2, October 14, October 24, and November 6, 2024. At each of the meetings, the Team furthered its work in discerning what God is calling the Presbytery to be and do in the coming years, specifically developing a summary of the strategic plan, creating new staffing and committee structures, drafting a timeline (with accountability markers), and finalizing goals and milestones for carrying out the plan. Additionally, various small groups of the LT met on multiple occasions in order to develop aspects of the plan for later review by the entire team.
2. At its meeting on October 14, the LT considered whether the November meeting of the Presbytery should be held in-person only (with streaming, without input from those watching)

or in a hybrid manner (input from online commissioners allowed). The Team decided to hold the November meeting in a hybrid manner, given the importance of considering the strategic plan.

3. In accordance with the Presbytery Manual, lines 205-209, the LT approved the celebration of communion at the fall youth retreat. The celebrant will be a minister member of the Presbytery.
4. At its meeting on October 24 (stated meeting), the Team:
 - a. Approved taskforce-recommended updates to the Presbytery's sexual misconduct policy to be presented to the Presbytery for approval.
 - b. Approved taskforce-recommended updates to the Presbytery's child protection policy to be presented to the Presbytery for approval.
 - c. Reviewed a taskforce-recommended anti-harassment policy, developed in accordance with current requirements in the Book of Order G-3.0106, to be presented for a first reading at the November Presbytery meeting.
 - d. Reviewed and approved a proposal for a Leadership Team presentation on the Team's strategic plan at Festival of Faith on March 22, 2025.
 - e. Reviewed feedback from attendees of the August Presbytery meeting.
 - f. Reviewed a draft of the docket for the November Presbytery meeting.
 - g. Reviewed the status of participation in the Public Domain Hymn Project with the hope that churches take advantage of this project as part of the Advent season.
 - h. At the request of the Bluestone Committee, approved a payment of \$2,200 for the services of a facilitator at the Committee's retreat as it makes plans for 2025.
 - i. Considered how the Synod of the Trinity's "Fit-for-the- Future" grant ([click here](#)) might be employed in aid of the Presbytery's work towards accomplishing the goals of the vision plan.
 - j. Scheduled its annual retreat for January 16 and 17 at the John XXIII facility in Charleston.

Strategic Plan 2024



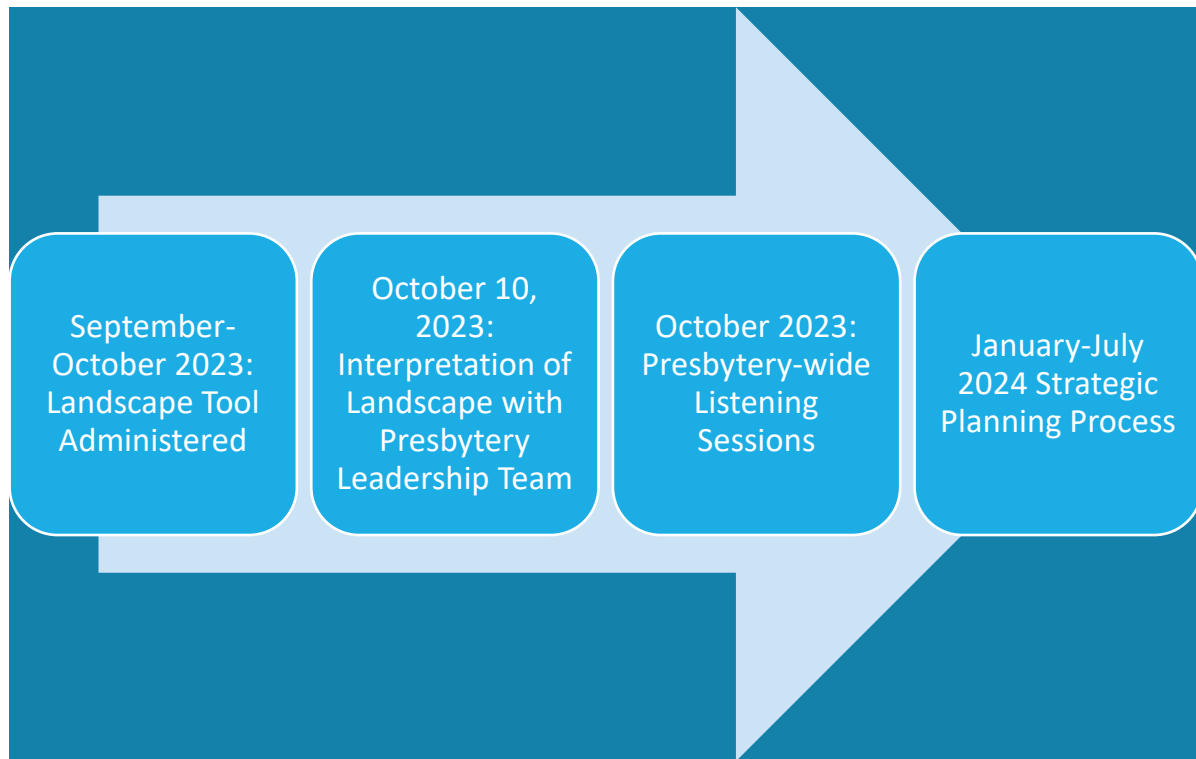
from Holy Cow! Consulting – adapted by the Leadership Team

Developing an Aligned Mission-Driven Strategic Plan for your Organization

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Timeline of Process



Landscape Assessment Results

In September of 2023, the Landscape Assessment was administered for the Presbytery of West Virginia. The assessment closed on October 3rd, 2023. Within the Presbytery of West Virginia, 484 people responded to the assessment.

Vitality Measures:

Two attributes are needed to be a vital Regional Association -- high levels of **satisfaction** and **energy**. Satisfaction is the sense of peaceful contentment when working with each other within the organization. Energy is passion with intention and a compelling sense of purpose within the organization.

Overall, approximately 38% of the responders are clearly satisfied with how things are in the Presbytery of West Virginia. Approximately 25% of responders feel that there is a compelling sense of purpose or energy where people within the Presbytery are not just going through the motions in their work. In both the measure of satisfaction and energy over half of the responders are on the fence. This indicates that some people are waiting to see what is going to happen next before affirmatively stating whether they are clearly satisfied or energized. Compared to other

Regional Associations, the level of satisfaction is in the high range and energy within this Presbytery is in the average range. This indicates that the overall measure of the vitality for this Presbytery is in the high-average range when compared to other regional associations.

When looking at satisfaction trends, 32% of the responders stated that this Presbytery is weaker than three years ago, while 13% of the responders agreed that it is stronger. 55% of responders stated that the strength of the Presbytery of West Virginia is about the same as it was three years ago. This data suggests that the perceived strength of this Presbytery system is at a lower level than the typical Regional Association. The current levels of satisfaction and energy indicate that the Presbytery of West Virginia is currently in the *Transformational* quadrant though very close to the static quadrant.

Areas of Focus:

To determine how satisfied people are within the Presbytery of West Virginia, responders are focused on five different areas or drivers. If people perceive the Presbytery is performing well in these five areas the data suggests that their satisfaction will likely go up. Likewise, if people perceive that these five areas are not performing well their satisfaction levels will likely go down. The five areas of focus for people within the Presbytery of West Virginia are:

1. ***Our Presbytery has been successful in helping congregations like mine become more vital and effective.****
2. ***Our Presbytery helps members become engaged by finding roles for people that fit their gifts.***
3. ***Our Presbytery leadership has done a good job of developing a shared vision that unites us.****
4. ***I find Presbytery meetings to be a good use of my time and energy.***
5. ***Our Presbytery provides adequate opportunities for members to engage in work that is meaningful.***

To determine how energized people are within the Presbytery of West Virginia, responders are focused on five different areas. If people perceive the Presbytery is performing well in these five areas the data suggests that it is likely that their energy will go up. Likewise, if people perceive that these five areas are not performing well their energy levels will likely go down. These five areas of focus for people within the Presbytery of West Virginia are:

1. ***Our Presbytery has been successful in helping congregations like mine become more vital and effective.****
2. ***Most important decisions about what our Presbytery should do as a whole are really made by the same, small group of people.***
3. ***Our Presbytery leadership has done a good job of developing a shared vision that unites us.****
4. ***Problems between groups in this Presbytery are usually resolved through mutual effort.***
5. ***The whole spirit in our Presbytery makes people want to get as involved as possible.***

**Indicate areas of focus that are shared in both satisfaction and energy levels.*

Critical Success Factors are areas that people in the system are focused on to determine their level of satisfaction and areas that need some attention. While there are no areas that need urgent attention within this Presbytery, there are some places where improvements can be made, and those improvements will have the greatest impact on satisfaction. Throughout the Presbytery of West Virginia, people are wanting more attention paid to ways the Presbytery can help congregations be more vital and effective. There is also a desire for the Presbytery to help congregations understand trends in society with tools to adapt to those changes.

Future Priorities

As the responders look at the future, these are the top three areas where they would like additional energy to be placed:

- 1. Equip Clergy and other leaders in congregations with strategies that enable them to reach new members.***
- 2. Take a leadership role in working with churches that are struggling.***
- 3. Equip Clergy and other leaders in congregations to help members become growing, vital disciples.***

These top three priorities are typical of a Regional Association and most of the groups who took the assessment have clear alignment with these three priorities. This indicates that, overall, the Presbytery has a clear direction of where energy needs to be placed in the future.

Performance Areas:

There are seven performance indices reported in the Landscape: Morale, Conflict Management, Engagement, Governance, Collegiality, Leadership, and Support to Congregations. Within these performance areas, the Presbytery of West Virginia performs within the high average to high range when compared to other Regional Associations in all of these areas.

Responders perceive that the Presbytery of West Virginia is a fairly settled system as a whole. This may indicate that there is a resistance to change. A presbytery with a resistance to necessary change cannot be a vital system. It will be important that any new ideas or next steps be communicated clearly and aligned in a way that help people Presbytery-wide understand the reason for the changes. 53% of the responders believe that only a moderate amount of change is necessary to make significant progress towards the vision of the Presbytery. Only 5% of the

responders believe that there is a need to change nearly everything. 27% of the responders believe there is a need for a large amount of change.

Overall, 33% stated that they have some level of clarity in terms of where the Presbytery is headed and how they are going to get there. This level of clarity is in the low-average range compared to other Regional Associations. 29% of responders clearly agree that Presbytery members demonstrate a readiness to follow the lead of a Presbyter for Leadership and the other Presbytery leadership. This level of readiness to follow is in the average range.

When asked how engaged the responder's congregation has been with the work of the Presbytery of West Virginia within the last 12 months, the data indicates an average level of engagement with 14% of responders stated that their congregation is highly engaged and 46% of responders stated that their congregation is moderately engaged.

In terms of the work in this Presbytery compared to other Presbytery systems, 32% of responders stated that they are more satisfied within the Presbytery of West Virginia than with other Presbyteries or Presbyterian congregations they have been a part of, while only 15% are less satisfied here. When looking at gift utilization, 35% of the responders indicate that when they think about their gifts, interests and time they feel that they have something to give the Presbytery of West Virginia but don't know how to give it. This indicates that the Presbytery has an opportunity to help individuals think through where they could best be used within the system, which could include but is not limited to ministries, congregational work, committee work, and other leadership roles.

Presbytery-wide Listening Sessions

After the review of the Landscape results, Listening Sessions were held to get a better understanding of the concerns and hopes of the Presbytery of West Virginia. These Presbytery-wide Listening Sessions were held in October 2023 using the Zoom platform and onsite within regions of the Presbytery.

When asked about what tools, resources, and support congregations need to be vital the following were the most consistent responses:

- Need for a better understanding of the shift from members to attenders
- Significant finance constraints with delayed maintenance in buildings
- Need to be equipped to have hard conversations

- Good News in the Pews shares best practices and success stories
- Gift inventory would be helpful for those stepping into Presbytery leadership roles
- Lay leadership development is needed
- Congregations need to cluster their work within their regions or communities to get things done

Participants were asked to share what congregations need in the next 5 years. In the responses, there was a heavy focus on bringing in more younger families or individuals. When asked how congregations have planned for growth with this demographic the answers lacked clarity. When asked why this age demographic is important the responses indicate there is a belief that younger people will absorb more of the work from those over the age of 60 and for smaller congregations. It was also stated that more attenders would bring financial relief to the congregations.

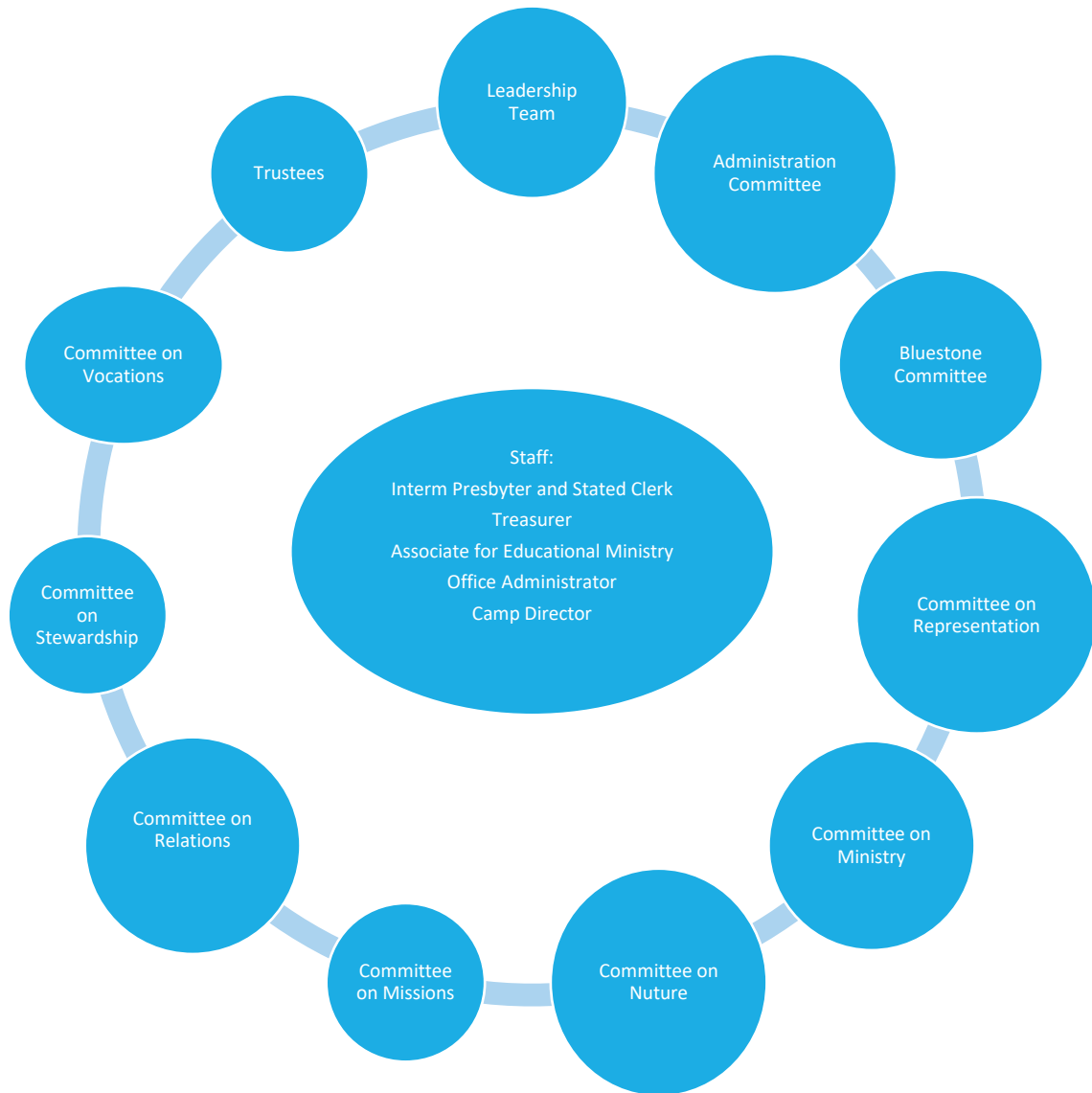
In response to asking groups to share congregational needs and what resources the Presbytery could offer the following were the most common answers:

- During presbytery meetings we need more time to share what is working in our congregations so we can learn best practices from others
- Conservative members of the Presbytery do not always feel listened to
- Help congregations set a context for growth within our current communities and help manage expectations
- How to partner effectively with other churches to create shared ministries
- Equip congregations to have hard conversations
- Best practices for attracting new people to congregations
- How to best utilize a part-time pastor or how to effectively share a pastor with another church

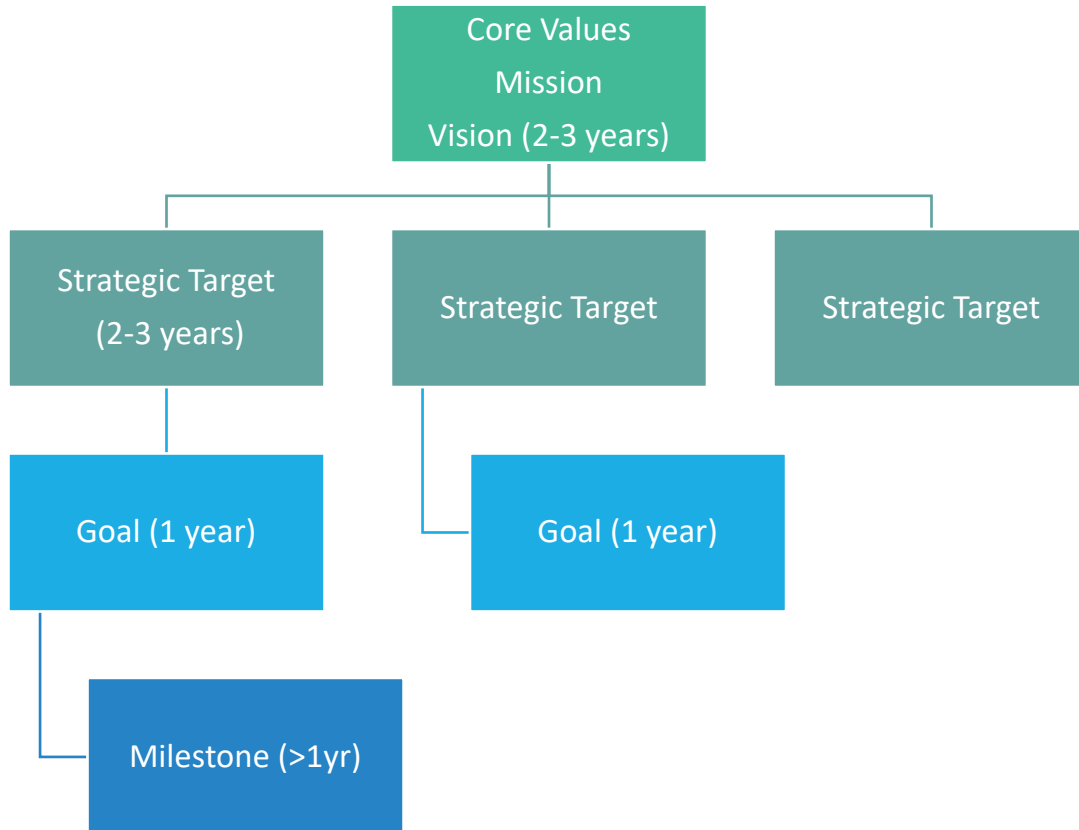
When asked what is something important about your congregation that you want others to know, many people shared that their congregation was a welcoming and accepting place for all. There was an overarching theme that God has provided in the past with some stories of success around finding clergy that are a good fit for their congregation and financial campaigns that met stated goals. It is important to note that many also shared their worries about an uncertain future with diminishing or stagnant attendance and decreasing financial resources.

Participants shared their appreciation for the hard work of the Presbytery. There is a feeling that people within the Presbytery deeply care for each other and make time to form deep connections by sharing meals, listening to each other and spending time together.

Current Presbytery Staff and Committees



Map of Process



Our Core Values

These Core Values represent what is of deep significance to the Presbytery of West Virginia.

Each of our core values is rooted in Scripture which gives us the spiritual depth and direction to fully live into these values.

1. **Community:** The Presbytery of West Virginia is a community of believers united by the love of Christ. Our desire is to nurture, support, and encourage the deepening of our relationship with Christ and one another. When a community is working well, the people are growing in shared values and supporting each other, especially in difficult times.

Scripture: And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching.

Hebrews 10:24-25

2. **Shared Values and Purpose:** In our ministry together, we bring new people to Christ, help each other, and nurture faith by engaging the Word, providing education, supporting our congregations, and celebrating the joy of life in Christ.

- a. *Scripture: Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus.* 1 Thessalonians 5:16-18

3. **Belonging and Collegiality:** We value working together with mutual respect and a spirit of encouragement to grow as disciples, strengthening our churches and Presbytery as effective witnesses for Christ.

- a. *Scripture: But speaking the truth in love, we must grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love.* Ephesians 4:15-16

4. **Faith and Nurturing:** God's children of all ages, wherever they are in life's journey, whether experiencing joys or sorrow, can engage together in ways that deepen our relationship to Christ with one another. We will create space that allows for people to connect with God and one another in ways that build our faith.

- a. Scripture: *I long to see you so that I may impart to you some spiritual gift to make you strong—that is, that you and I may be mutually encouraged by each other's faith.* Romans 1:11-12
5. **Opportunities to Share Gifts and Ministry:** We value and honor people's gifts and provide ways to help them discern and use those gifts.
- a. Scripture: *Now to each one the manifestation of the Spirit is given for the common good.* 1 Corinthians 12:7

Our Presbytery's Vision

A **vision statement** embodies the vision of our preferred future together in the context of what our congregations need and our core values as a Presbytery. It is our intention that it will guide our entire Presbytery and help define what we do.

- **Our Vision Statement:**

By 2026, transformed by the love of Christ, we will be a covenant community of vibrant congregations where everyone is welcomed, loved, and encouraged to discover their purpose and make a difference in their communities, reflecting new life in Christ.

Welcomed • Loved • Encouraged • Transformed

Critical Success Factors

Our Critical Success Factors are the things we must do exceptionally well to accomplish our stated vision. Critical Success Factors for our Presbytery are:

- 1. Relationships:** This critical success factor needs to examine-
 - a. The strength and health of our connections (network)
 - b. How effectively we communicate – in both listening and responding to each other
 - c. How available we are to one another
 - d. How well we listen and learn from each other
 - e. How well we network to provide needed resources to one another
 - f. How well we invite each other into fellowship and gathering opportunities
 - g. How well we provide opportunities to learn what is happening within our member churches and encourage and support partnering between churches
- 2. Leadership development:** This critical success factor needs to examine-
 - a. How we can create opportunities for congregational leaders to engage more collegially
 - b. How we can enhance professional relationships – both regionally and presbytery-wide.
 - c. How we can promote and support the ALP/CP program and other opportunities for leadership development
 - d. How we can engage more opportunities for mentoring and gift discernment among our people
- 3. Provide resources:** This critical success factor needs to examine-
 - a. How we determine what a vital congregation is, and how we support our churches in increasing their vitality
 - b. How we support our churches in providing for pulpit supply, worship music, and building management
 - c. How we address small church challenges and opportunities faithfully and honestly
 - d. How we engage in joint ministries and opportunities for shared outreach

A **SWOT Analysis** was completed on each of these Critical Success Factors. A SWOT analysis is done by examining the current environment in terms of strengths and weaknesses (internal) and opportunities and threats (external).

Relationships

- *Staffing leadership is good at this*
- *Some connections exist*
- *There is a desire for it*
- *Tools in place – ways to make the connections (tech)*
- *When we meet it can be very meaningful*
- *Once a year zoom meeting with clerks*

- *Limited staff*
- *ALP/CP could create its own cohort*
- *Structure issues with pastoral classifications*
- *Lack of adaptability*
- *Lack of pastoral leadership*



- *Clergy communities – peer groups and bridging pastoral classifications*
- *Other leaders could have opportunities for connecting (treasurers, clerks, sessions)*
- *Experience in the past doing this*
- *Moderators of session can be a connection*
- *People who have this skill sets and resources*

- *Geography*
- *Number of churches*
- *Lack of access*
- *Mobility/health issues*

- *Good New from Pews*
- *Presbytery meetings (Educational piece)*
- *Clergy learning toolbox classes (different people on staff, outside experts, or in the presbytery)*
- *ALP/CP prep program – retreats*
- *Annual festival of faith- resource fair with keynote speaker*
- *Funding from the synod for small church fund*
- *Youth retreats*
- *Information through newsletter and email blasts*

Resources

- *Location, location, location*
- *Ways to communicate*
- *Physical location for the presbytery – the staff is not together*
- *Resource center isn't used as much*



- *Funnel of information can help*
- *Texts can be sent – technology (constant contact, your school systems)*
- *Resources could be reimaged*

- *Location*
- *Lack of money*
- *We already did it before*
- *Lack of equal access*

Leadership Development

- Susan Sharp-Campbell – staff (Vocations Committee, does ruling elder training)
- Educational opportunities already
- Treasurer for Presbytery – has good insight and can be resource
- Mentoring programs

- Mentoring – lacks clarity
- Gift discernment – limited at this time
- Lack of clergy



- Utilizing the ALP/CP education programming more broadly
- Seminaries/Colleges/Universities might have relationship opportunities

- Reality of pastor shortage in the denomination
- Perception of the state and the geography
- Geography gets in the way of training

Strategic Targets

Our Strategic Targets are parts of our vision from which actions can be developed. They require each part of the Presbytery to participate and are set for a 2-3 year period.

I. Strategic Target: Relationships

We will offer intentional support with conversations of depth that include hearing and receiving honest feedback and prayer.

II. Strategic Target: Resources

Through ongoing relationships, the Presbytery will provide consultation and access to resources for congregations to fulfill the ministries to which they are called.

III. Strategic Target: Leadership Development

Cultivate individual growth and leader development throughout our congregations and the members of the Presbytery to encourage gift discernment, enhance our existing opportunities, and strengthen our relationships.

Goals and Milestones

Each strategic target has a list of **Goals**. These goals are defined actions that will move each strategic target forward. Goals are set annually and are fully achievable. Most goals have a list of **Milestones**. These milestones are set to move us towards accomplishing our goals. Milestones specify what will be accomplished, by when and who is responsible for getting it done.

I. Relationships: We will offer intentional support with conversations of depth that include hearing and receiving honest feedback and prayer.

A. GOAL:

Listen and learn in a way that helps build stronger relationships supporting the mission of the Presbytery.

1. **Milestone 1:** Review material from the Landscape Survey and listening sessions to learn about the needs and concerns of congregations.
2. **Milestone 2:** Review material from the Landscape Survey and listening sessions to learn about the needs and concerns of clergy.
3. **Milestone 3:** Create teams of three (s) within defined geographic areas to visit churches and listen to concerns and needs of congregations and clergy.
4. **Milestone 4:** Train and prepare teams.
5. **Milestone 5:** Teams report back to the Leadership Team who will refer information to the appropriate Presbytery committee.

B. GOAL: Build connections between congregations and the Presbytery as a whole and between congregations within regions so that they can support each other and grow and strengthen relationships.

1. **Milestone 1:** Analyze current use of the Presbytery website and other communication tools.
2. **Milestone 2:** Create networks to facilitate ongoing communications among church leaders with the same leadership role.
3. **Milestone 3:** Create networks to facilitate ongoing communications among pastoral leaders.

- C. **GOAL:** Design communications that facilitate effective relationships that strengthen the body.
1. **Milestone 1:** Redesign the Presbytery website to make it easier to use and to better communicate the work and mission of the Presbytery and its churches
 2. **Milestone 2:** Determine available resources in the Presbytery and churches for communication.
 3. **Milestone 3:** Determine media resources which could be employed to share good news among churches and members of the Presbytery.
 4. **Milestone 4:** Determine media resources which could facilitate communication by the Presbytery or by churches with the communities in which the churches are located.
 5. **Milestone 5:** Prepare step-by-step instructions for the use by congregations and clergy of all avenues of communication developed.
 6. **Milestone 6:** Develop a feedback loop where information can be shared from/to Presbytery staff or committees.

II. Resources: *Through ongoing relationships, the Presbytery will provide consultation and access to resources for congregations to fulfill the ministries to which they are called.*

- A. **GOAL:** Addressing the Board of Pensions changes medical coverage effective January 1, 2025.
1. **Milestone 1:** Continue to identify and contact congregations most likely to be impacted by these changes and stress the need for those churches and leaders to be proactive in seeking information and making changes (if appropriate).
 2. **Milestone 2:** Coordinate with staff and our presbytery's Board of Pensions (BOP) regional consultant to offer educational events for ministers and those church members responsible for making benefits decisions.
- B. **GOAL:** Establish a conversation around stewardship within congregations and the presbytery as a whole.
1. **Milestone 1:** Intentionally re-frame our understanding and approach to stewardship, equipping congregations to breathe new life into stewardship ministries.

2. **Milestone 2:** Introduce a stewardship moment to the docket of every meeting of the Presbytery. These stewardship moments will be shared throughout the presbytery.
3. **Milestone 3:** Design and implement an annual assessment process to determine the health of our church properties – including manses.
4. **Milestone 4:** Use the results of the assessment process to engage churches in conversation where indicated.

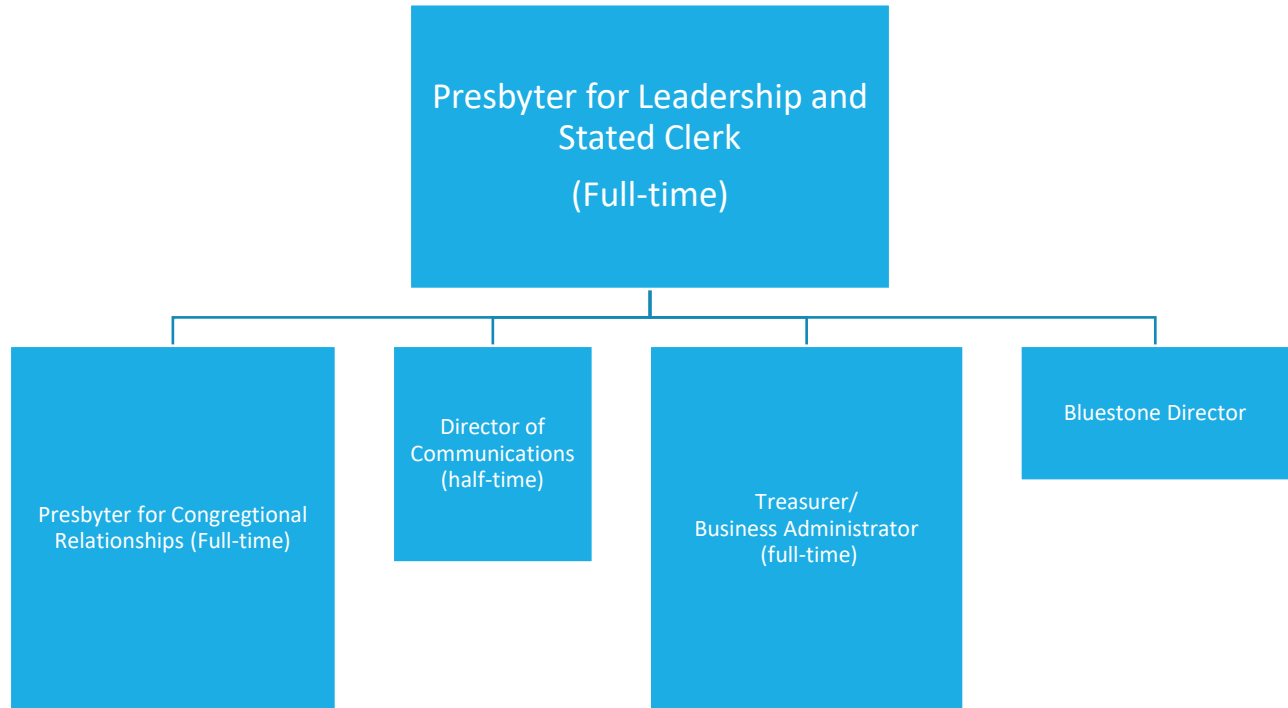
C. **GOAL:** Study ways to attract, support, and retain pastoral leaders.

D. **GOAL:** Encourage conversations with churches about creative ways to provide pastoral leadership.

III. Leadership Development: *We will cultivate individual growth and leader development throughout our congregations and the members of the Presbytery to encourage gift discernment, enhance our existing opportunities, and strengthen our relationships.*

- A. **GOAL:** Create collegial networks, geographic and/or based on other commonalties, of support, fellowship, and study for pastoral leaders.
 1. **Milestone 1:** Identify conveners for each group. Conveners will be accountable to the Commission on Pastoral Ministry. Conveners will receive a small stipend.
 2. **Milestone 2:** Develop a feedback loop where information can be shared from/to Presbytery staff or committees.
- B. **GOAL:** Engage ruling elders to discover a sense of where God is calling them to lead beyond Session meetings.
 1. **Milestone 1:** Encourage, with an individual ask, pastors and elders to attend one officer training per year offered by Presbytery beyond basic officer elder training.
 2. **Milestone 2:** Develop best practices for pastors to help Session members share spiritually (i.e. devotion, favorite scripture, prayer, story of God in their lives) at each session meeting.
 3. **Milestone 3:** Highlight the preparation program for Authorized Lay Preacher (ALP) and Commissioned Pastor (CP), including Presby Prep.

New Proposed Staffing Model –Consultant Draft with Team Input



NEW STAFFING ROLES AND RESPONSIBILITIES

❖ **Lead Presbyter (Full-time):**

- ◆ This person shall serve as Stated Clerk and Head of Staff.
- ◆ Review current job description to ensure plan alignment.
- ◆ Hiring of permanent position should include expertise in:
 - Community building
 - Vital congregations' best practices
 - Leadership development
 - Ability to have hard conversations
 - Willingness to align with strategic plan
 - Small church development
 - Understanding of region

➤ Good at building trust and keeping a visible presence in the Presbytery

❖ **Connectional Presbyter (Full-time):**

- ◆ Responsible for helping create networks across the congregations and regions for Leadership Development, Relationships and Resources
- ◆ Responsible for creating and directing programming that would meet needs in Leadership Development

❖ **Director of Communications (Half-time):**

- ◆ Communication administration would include understanding of social media and website use, ability to create consistent communication across platforms, creative ability to think about communication engagement across the Presbytery and implement.

❖ **Treasurer and Business Administrator (Full-time):**

- ◆ Responsible for church treasurers' resources, healthy stewardship practices, engagement with technology
- ◆ Provides bookkeeping, account payable/receivable, bank reconciliation, and financial information for Presbytery
- ◆ Responsible for assisting with goal and milestones in Resources that require financial best practices
- ◆ Responsible for office administration tasks

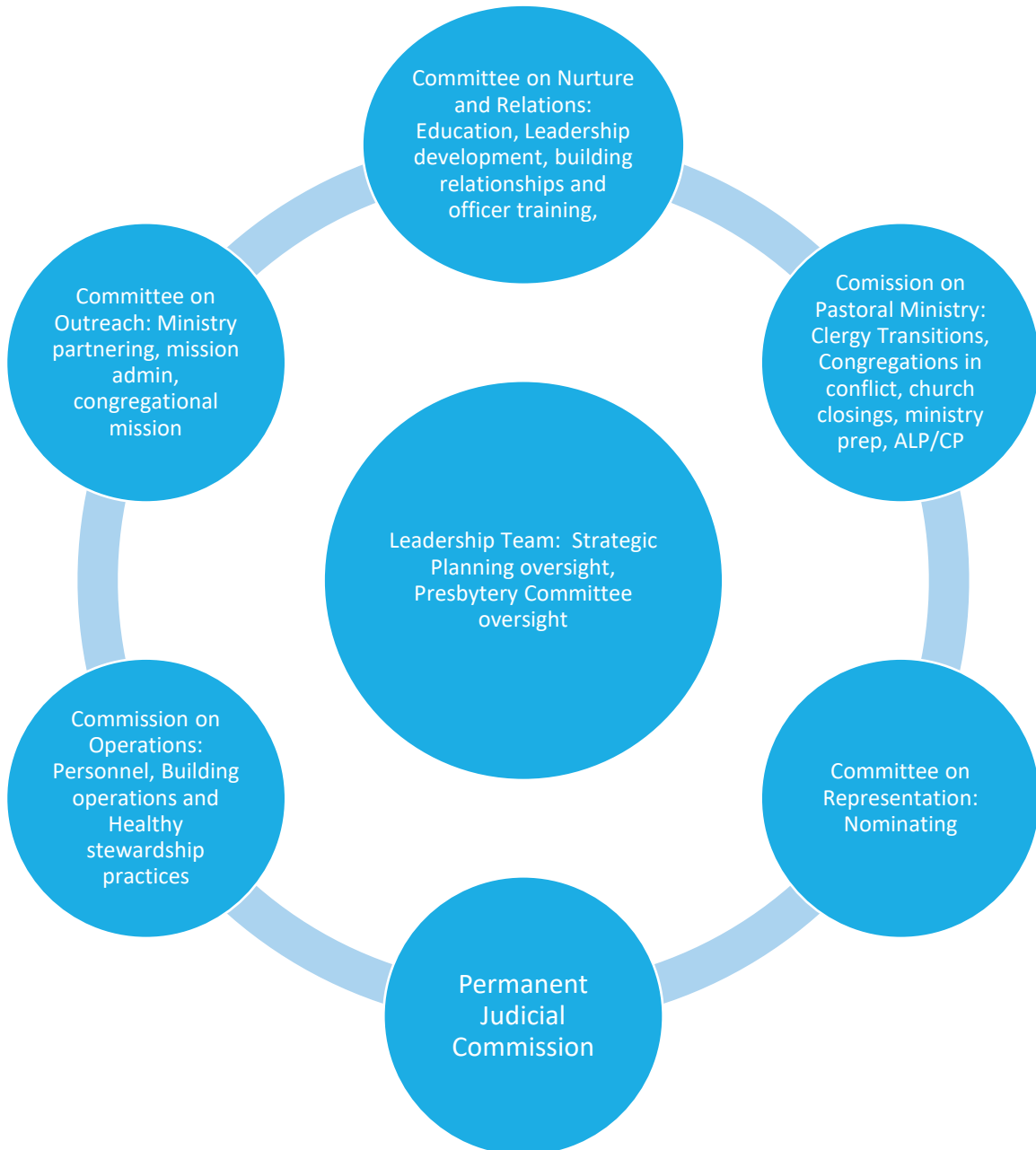
❖ **Bluestone Director** – Duties and responsibilities as currently defined. Not in the purview of this discernment work but the efforts of the Bluestone Working Group.

❖ **Older Adult Ministries Coordinator** – This position is annually renewable dependent on a grant from National Church Residences.

Specific job descriptions for all positions will be developed during the implementation of the Strategic Plan.

New Committee Structure

See the Summary Document for Additional Detail



ALIGNMENT OF COMMITTEES WITH PLAN:

❖ Leadership Team:

- ◆ Will be responsible for the following:
 - Strategic Planning of the Presbytery
 - Oversight of the work of the Committees
 - Presbytery meetings – including materials, set-up, technology needs, worship, and programming
 - Oversight of Staff Structure
- ◆ Individual gifts needed on this team include:
 - Strategic thinking
 - Ability to collaborate
 - Communication skills
 - Creativity
- ◆ Staff Partners: Lead Presbyter, Connectional Presbyter
- ◆ Strategic Alignment: Expectation that the Leadership Team will use the Purpose Statement to align all work asking, “does this get us closer or further away from our statement of purpose?”

❖ Committee on Nurture and Relations:

- ◆ Will be responsible for the following:
 - Education
 - Congregational and Presbytery Leadership development
 - Building relationships
 - Officer training
 - Bluestone Curriculum and Programming
 - Coordinate with Leadership Team for Presbytery worship and programming
- ◆ Individual Gifts needed on the team include:
 - Communication skills
 - Experience in ministry or mission work
 - Collaborative skills
 - Understanding of best practices in Christian Education and formation
 - Training skills
 - Leadership development skills
- ◆ Staff Partner: Connectional Presbyter
- ◆ Strategic alignment – Leadership Development
- ◆ Core Values Alignment – Faith and Nurturing, Belonging and Collegiality, Community

❖ **Commission on Outreach:**

- ◆ Will be responsible for the following:
 - Ministry partnering with other non-presbytery entities in the region
 - Presbytery mission administration
 - Ministry and outreach preparation
 - Church ministries and outreach – including best practices, local needs, and church partnering
 - Oversee New Life Grant Program
- ◆ Individual gifts needed on the team include:
 - Community partnering and networking
 - Ministry and outreach experience
 - Grant experience for potential outreach funding sources
 - Understanding of regional needs
- ◆ Staff Partners: Lead Presbyter, Connectional Presbyter
- ◆ Strategic Alignment –Relationships (Goal 1-3), Leadership Development, (Goal 1 and Goal 3)
- ◆ Core Values Alignment – Community, Shared Value and Purpose, Opportunities to Share Gifts and Ministry

❖ **Commission on Operations**

- ◆ Would serve as the trustees of the Presbytery
- ◆ Will be responsible for the following:
 - Management of budget and finances
 - Legal oversight as needed
 - Personnel
 - Consult with congregations on facilities management
 - Healthy stewardship practices
 - Bluestone Facilities
- ◆ Individual gifts needed on this team include:
 - Financial background
 - Legal knowledge
 - Communication skills
 - Property management
 - Transparent and responsive leadership.
- ◆ Staff Partner: Lead Presbyter, Treasurer and Business Administrator
- ◆ Strategic alignment –Resources (Goal 1 and 3), Leadership Development (Goal 1, Milestone 2)

- ◆ Core Values Alignment – Opportunities to share gifts and ministry, Shared values and purpose

❖ **Commission on Pastoral Ministry:**

- ◆ Will be responsible for the following:
 - Clergy transitions
 - Congregations in conflict
 - Clergy care (proactive and reactive)
 - Strategic work for congregations
 - Accompany congregations through questions of dissolution and lifecycle
 - Authorized Lay Preacher (ALP) and Commission Pastor (CP) Program
 - Oversight and care of seminarians preparing for ministry
- ◆ Individual gifts needed on the team include:
 - Conflict management skills
 - Pastoral care skills
 - Creative problem-solving
 - Understanding of best practices in clergy transitions
 - Transition planning skills
 - Strategic planning skills
 - Collaborative skills
 - Communication skills
- ◆ Staff Partners: Lead Presbyter, Connectional Presbyter
- ◆ Strategic Alignment –Relationships (Goal 2, Goal 3), Leadership Development (Goal 2, Goal 3)
- ◆ Core Values Alignment – Faith and Nurturing, Belonging and Collegiality, Community

❖ **Committee on Representation:**

- ◆ Will be responsible for:
 - Discernment of gifts of those in the Presbytery
 - Nomination of Presbytery leadership, working groups, committees, members of certain Synod bodies, General Assembly commissioners
 - Follow-up to discern if nomination is a good fit and adjust process for future needs as necessary
 - Advise the Presbytery regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel (G-3.0103)
- ◆ Individual gifts needed on team include:

- Good follow-through
- Collaborative skills
- Ability to identify good leadership skills
- Ability to identify creative leadership skills
- ◆ Staff Partners: Lead Presbyter, Connectional Presbyter
- ◆ Strategic Alignment – Leadership Development (Goal 1)
- ◆ Core Values Alignment – Opportunities to share gifts and ministry, Belonging and Collegiality

GLOSSARY (in conceptual order)

CORE VALUES – These represent what is of deep significance to our Presbytery. Each of our core values is rooted in Scripture, which gives us the spiritual depth and direction to fully live into these values.

PURPOSE – A purpose statement embodies the vision of our preferred future together in the context of what our congregations need and our core values as a Presbytery.

CRITICAL SUCCESS FACTORS – These are the things we must do exceptionally well to accomplish our stated Purpose.

STRATEGIC TARGETS – These are parts of our vision, from which actions can be developed. They require each part of our Presbytery to participate and are set for a two-to-three-year period.

Welcomed • Loved • Encouraged • Transformed



Strategic Plan

Summary

Transformed by the love of Christ, we will be a covenant community of vibrant congregations where everyone is welcomed, loved, and encouraged to discover their purpose and make a difference in their communities, reflecting new life in Christ.

There is one body and one spirit, just as you are called to the one hope of your calling. One Lord, One faith, One Baptism, One God and Father of all, who is above all and through all and in all. Speaking the truth in love, we must grow up in every way into him who is the head, into Christ." -NRSV Ephesians 4:4-6, 15

Introduction

By the grace of God, your Leadership Team presents this plan to the Presbytery of West Virginia, praying that it represents God's will for what the Presbytery is to be and do in the coming years. It is the culmination of much effort, time and prayer and at the same time simply an outline of how the Presbytery can help congregations serve God, knowing that circumstances facing churches are rapidly changing and the future is uncertain. What is certain is that God will be with us for each step, and misstep, along the way, guiding us, by the Spirit, towards God's ends. Our hope is that this plan reinforces and builds upon the ongoing good work of our congregations, the patent desire to care for others, and the call to share the transformational good news of Jesus Christ in our lives.

Over the course of more than a year, with the assistance of a consulting group, the Leadership Team surveyed the members and congregations of the Presbytery, conducted listening sessions with various groups within the Presbytery and studied our committee and staff structures. Apparent in the results of the research was the abundance of care we feel for each other, and the desire to learn about and share the good work being done. Recognizing also that the number of our congregants is dwindling, and resources are strained, the plan emphasizes the need for churches to collaborate and the Presbytery's role in helping that to happen, doing so as efficiently as possible. Our goals reflect an effort of the Presbytery to listen more closely to the needs of congregations, help congregations find resources to meet those needs, assist in meaningful assessment of churches going forward and facilitate providing leadership to congregations.

A plan is only as good as the effort and willingness to implement it. Much work has been done, but much work remains to be done and, just as the plan emphasizes the need for congregations to collaborate, its successful implementation will require a sustained effort by all congregations, pastors and the Presbytery. Together, with God's help, we can create congregations where all are welcomed, loved, encouraged and transformed. We pray that you'll join us in this work in joyful gratitude for the love of God in Christ Jesus.

The Plan is built on these core values, developed by the group as its guiding principles.

1. **Community:** The Presbytery of West Virginia is a community of believers united by the love of Christ. Our desire is to nurture, support, and encourage the deepening of our relationship with Christ and one another. When a community is working well, the people are growing in shared values and supporting each other, especially in difficult times.

Scripture: And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:24-25

2. **Shared Values and Purpose:** In our ministry together, we bring new people to Christ, help each other, and nurture faith by engaging the Word, providing education, supporting our congregations, and celebrating the joy of life in Christ.

Scripture: Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus. 1 Thess. 5:16-18

3. **Belonging and Collegiality:** We value working together with mutual respect and a spirit of encouragement to grow as disciples, strengthening our churches and Presbytery as effective witnesses for Christ.

Scripture: But speaking truth in love, we must grow up in every way into him who is the head into Christ, from whom the whole body joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love. Eph. 4:15-16

4. **Faith and Nurturing:** God's children of all ages, wherever they are in life's journey, whether experiencing joys or sorrow, can engage together in ways that deepen our relationship to Christ with one another. We will create space that allows for people to connect with God and one another in ways that build our faith.

Scripture: I long to see you so that I may impart to you some spiritual gift to make you strong—that is, that you and I may be mutually encouraged by each other's faith. Romans 1:11-12

5. **Opportunities to Share Gifts and Ministry:** We value and honor people's gifts and provide ways to help them discern and use those gifts.

Scripture: Now to each one the manifestation of the Spirit is given for the common good. 1 Corinthians 12:7

The plan has three strategic and very straightforward targets. These targets speak to the results of the survey and listening sessions. They represent the outcomes that all of our actions, whether reorganizing committees or changing our staffing structure, are built upon.

They require each part of the Presbytery to participate and are set for a 2-3 year period to bring about changes necessary for our Presbytery to support its churches in God's work.

1) Strategic Target: Relationships

We will offer intentional support with conversations of depth that include hearing and receiving honest feedback and prayer.

2) Strategic Target: Resources

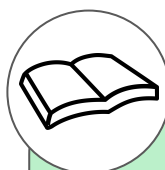
Through ongoing relationships, the Presbytery will provide consultation and access to resources for congregations to fulfill the ministries to which they are called.

3) Strategic Target: Leadership Development

We will cultivate individual growth and leader development throughout our congregations and the members of the Presbytery to encourage gift discernment, enhance our existing opportunities, and strengthen our relationships.

**For full detail see the document in its entirety*

Proposed Staffing Model



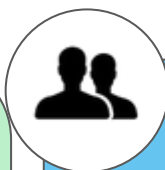
Lead Presbyter

Responsibilities:

- Stated Clerk
- Head of Staff
- Coordinate ministry, mission and relationship-building.
- Overall oversight of implementation of discernment plan
- Serve as the administrator of the presbytery

Committee responsibilities:

- Leadership Team
- Commission on Operations
- Commission on Pastoral Ministry
- Committee on Representation
- Permanent Judicial Commission



Connectional Presbyter

Responsibilities:

- Educational Ministries including oversight of the Resource Center
- Leadership Development (including ALP/CP)
- Oversight of Listening Teams
- Assist in creation and coordination of Networks

Committee responsibilities:

- Leadership Committee
- Committee on Nurture and Relations
- Committee on Outreach and Mission
- Commission on Pastoral Ministry



Treasurer and Business Administrator

Responsibilities:

- Continuing financial officer providing bookkeeping, account payable/receivable, bank reconciliation, and financial information for the presbytery
- Custodian of all financial records
- Administrative Functions, including oversight of storage space and equipment

Committee responsibilities:

- Commission on Operations



Communications Coordinator (Part-Time)

Responsibilities:

- Coordinate all social media and website use
- Coordinate communication technology (including at stated sessions)
- Create consistent communication across multiple platforms and media.

Committee responsibilities:

- Committee on Nurture and Relations



Bluestone Director and Program Staff

*Duties and responsibilities as currently defined

*Separate effort for discernment by Bluestone Working Group



Older Adult Ministries Coordinator (Part-Time)

*Position annually renewable dependant on grant from National Church Residences

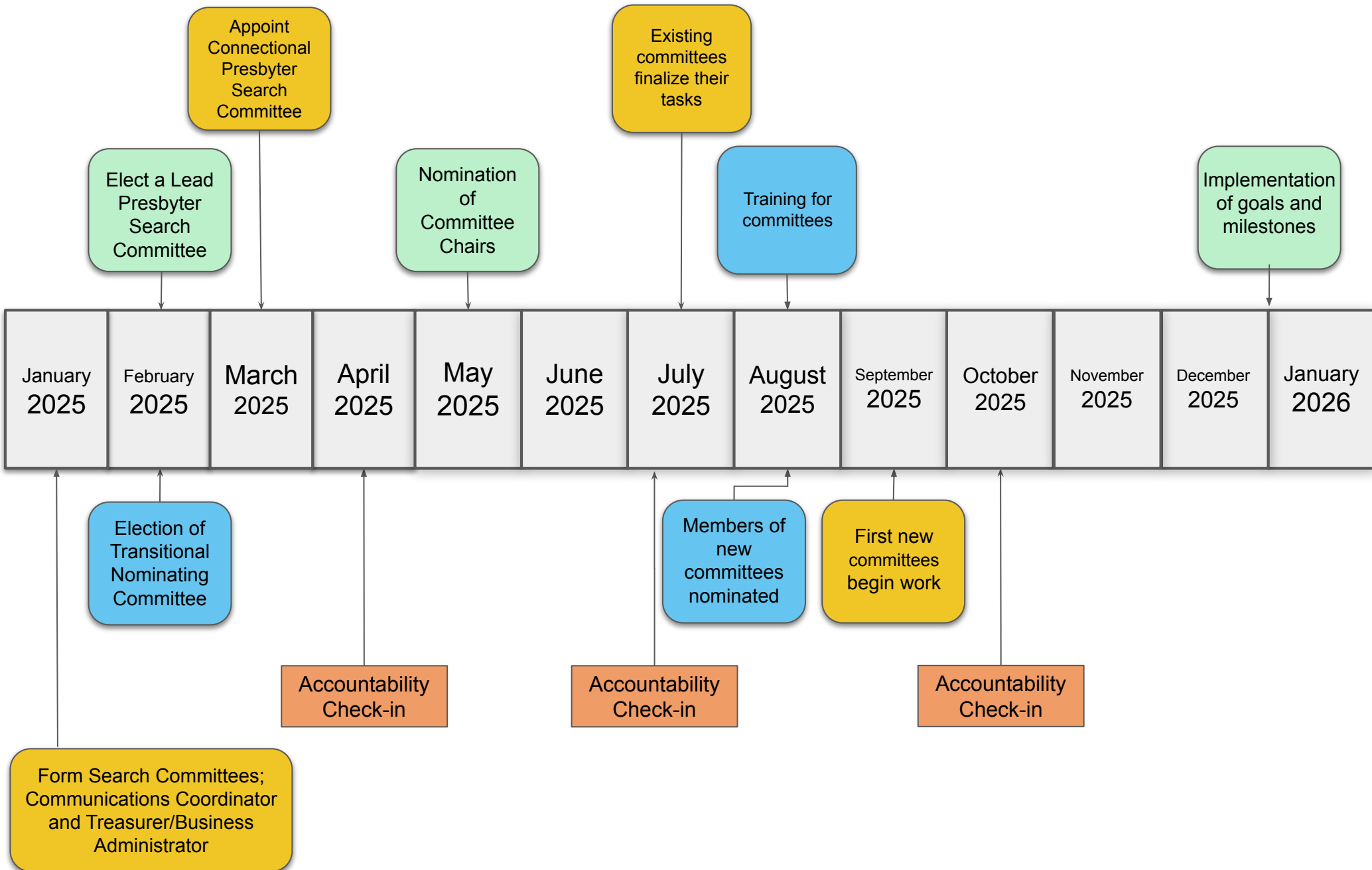
*Fully funded by the NCR grant

New Committee Structure

*Each committee shall be comprised of 6 - 15 members



Proposed Implementation Schedule



Conclusion

Through all that we do and all that we are, we must strive to glorify God and make disciples of Jesus Christ through worship, ministry, and mission. In God's dynamic creation, we acknowledge that change is not only imminent - it is an opportunity. In our seeking we hope to achieve spiritual growth, transformation and alignment with God's purpose. Together as partners in ministry let us embrace a new call and a new day in the belief that we are always striving to remain relevant and useful servants of God, remembering that at the core of our identity is a secure hope in the power of Christ.

Caring—this is why,
We were created in love, we exist to love and be loved by God, and to love and serve each other.

Sharing—this is how,
We love and serve God and each other by sharing the love of God. We share in each other's successes and failures, supporting each other in following Jesus in our churches and communities.

This is where,
Locally sharing the good news through regional association, joint worship, shared leadership and working together in our communities to meet needs.

This is when,
Today, tomorrow and in the next two years, as we look for the world to come.

This is who,
Regionally based associations, shepherded by those with gifts for creativity and organization, resourced by Presbytery staff and committees.

SEXUAL MISCONDUCT POLICY

POLICY FOR PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT PRESBYTERY OF WEST VIRGINIA

Tend the flock of God, that is your charge,
not under compulsion, but willingly,
not for sordid gain, but eagerly, do not lord it over
those in our charge, but be examples to the flock.
I Peter 5:2 (NRSV)

The Presbytery of West Virginia believes and proclaims that all people are created by God who intends that everyone has worth and dignity in all relationships. Our sexuality is a gift from God and when rightly expressed leads to the wholeness of life which God intends for all people. Inappropriate sexual behavior distorts the goodness of God's gift of sexuality, is destructive of relationships and is an abuse of power and trust.

The Presbytery of West Virginia proclaims that sexual misconduct in any form is never permissible. It is a sin against God as well as the person victimized by the sexual misconduct. It is a violation of ministerial, professional and employment relationships. The Church can never be well served by overlooking an abuse of power and trust. When a breach of ethics takes place, this transgression will be dealt with swiftly, with fairness and justice. While the Church is called to offer forgiveness to all persons, it is not called to overlook acts of misconduct by any person.

This policy is based upon and follows *Church Discipline* in the Presbyterian Church (U.S.A.) *Book of Order*.

The purpose of this policy is:

1. To safeguard the members, congregants, and staff of the churches of the Presbytery of West Virginia, the members and staff of the Presbytery, and the people we serve, especially those who are vulnerable, against any form of sexual misconduct, particularly the disciplinary offense of sexual abuse, within the Presbytery of West Virginia.
2. To express our commitment to prevent sexual misconduct by creating an atmosphere in our Presbytery where acts of silence, ignorance, and minimization regarding sexual misconduct are overcome by acts of understanding, respect, care, and justice.
3. To obtain justice and compassion in cases that involve reports or written accusations of sexual misconduct within our Presbytery.
4. To promote healing for all persons, congregations, or entities in cases involving sexual misconduct.
5. To ensure the effectiveness of our Presbytery's judicial processes in cases of sexual misconduct so that the truth shall be determined, the due process rights of those involved shall be honored, wrongdoing shall cease, and all shall be held accountable for their actions.

SEXUAL MISCONDUCT POLICY

The persons covered by this policy include those who serve within the Presbytery of West Virginia and are: ministers of Word and Sacrament; Certified Christian Educators; Certified Associate Christian Educators; Commissioned Pastors; candidates, inquirers, and supply preachers; officers and employees of the Presbytery; members of committees, councils and commissions. The expectations of all persons covered under this policy are that they:

1. shall exercise responsible sexual behavior and maintain the integrity of employment and professional relationships at all times;
2. shall not engage in sexual misconduct as defined in this policy (see definitions);
3. shall deal with allegations of sexual misconduct with seriousness;
4. shall report accusations or instances of sexual misconduct to the appropriate Presbytery officials;
5. shall maintain confidentiality in recognition of the effects of reported sexual misconduct on the reputation and effectiveness of all involved;
6. shall respect the accused's presumption of innocence; and
7. shall comply with all applicable local, state and federal laws.

Commented [EEK1]: We're not a criminal court, so there isn't a presumption of innocence. If this is what the Book of Order says, it is fine, but perhaps "shall not presume the guilt of the accused while the matter is being investigated"

BASIC PRINCIPLES

1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers and advisers of any kind who are called upon to exercise integrity, sensitivity and caring in a trust relationship.
2. Sexual misconduct is a misuse of authority and power which breaches Christian ethical principles by misusing a trust relation to gain advantage over another in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the responsibility of the pastor, counselor, officer or supervisor to maintain the appropriate role and prohibit a sexual relationship.
3. Sexual misconduct takes advantage of the vulnerability of children and persons who are less powerful to act for their own welfare. It may range from covert and subtle harassment to quite overt use of force. It is antithetical to the Gospel. The Biblical mandate to protect the vulnerable from harm is violated by sexual misconduct.

DEFINITIONS

Accused- The person against whom an allegation of sexual misconduct is made.

Accuser - Any person reporting sexual misconduct by a person covered by this policy. The accuser may or may not be the victim of alleged sexual misconduct.

SEXUAL MISCONDUCT POLICY

Administrative Leave – The time a minister of Word and Sacrament against whom an offense of sexual abuse, as defined in D-7.0901, has been received shall not perform any pastoral, administrative, educational, or supervisory duties or officiate at any functions such as the administration of the Sacraments, funerals or weddings,” until the matter has been resolved. (D-7.0903)

Advocates – Persons who, at the request of the accuser, those alleged to have been harmed, or the accused, provide support, consultation, and pastoral care. – (D-7.10 and D-7.0802) Advocates need not be members of the Presbyterian Church (U.S.A.). – If requested, the Stated Clerk will recommend potential advocates.

Church - Capitalized it refers to the Presbyterian Church (U.S.A.). Church when spelled with a lower case refers to particular churches.

Civil Authorities - The governmental bodies whether city, county, state or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

Civil Law - The body of municipal, state, and federal laws often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under civil law.

Confidentiality – A set of rules that limits access or places restrictions on the use of certain types of information. – “Confidentiality creates safe and sacred space for individuals to share concerns, questions, and/or burdens and seek spiritual guidance. – Confidentiality should not be an excuse to hold secret the knowledge or risk of harm especially when related to the physical abuse, neglect, sexual abuse.” (G-4.0301).

Congregation - A general term for members and participants of a particular church.

Employee - A collective term used to cover individuals who are hired or called to work for salary or wages.

Council – A representative body composed of elders and ministers of the Word and Sacrament; these are sessions, presbyteries, synods, and the General Assembly.

Investigating Committee - The body charged with reviewing any allegation to determine whether it alleges any facts, that if true, constitute an offense as defined by D-7.0103.

Investigation - The term generally used by police, secular prosecutors, and child protective services when responding to allegations of an offense.

Liaison - The person who relates to the victim, or the accused or the congregation throughout the inquiry process and any subsequent proceedings. It is the role of the liaison to determine needs and deploy resources to those to whom the liaison has been assigned. The liaison may also serve as an advocate (see definition above) if called to do so. The out-of-pocket expenses of the person serving as liaison will be covered by the Presbytery.

SEXUAL MISCONDUCT POLICY

Mandated Reporter - A person who is required by civil law to report any and all suspected incidents of child abuse, including child sexual abuse. (See West Virginia Code) ~~-~~ In addition, “any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301), (2) she or he is not bound by an obligation of privileged communication under the law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.” (G-2.0302)

Offense – “Any act or omission by a member of a congregation or a minister of the Word and Sacraments that is contrary to the Scriptures or the Constitution of the Presbyterian Church (U.S.A.).” ~~-~~ (D-7.0103). ~~-~~ Behavior that violates this policy may be cited in an allegation of sexual misconduct submitted in writing to the Stated Clerk.

Parishioner - An individual who is a member of a particular minister’s congregation, or someone who is relating to the minister as “pastor” as in a non-member counseling setting. For clergy serving in specialized ministries (chaplain, pastoral counselor, campus minister, etc.), “parishioner” is any person receiving the benefit of the minister’s exercise of the office of ministry.

Pornography ~~-~~ “Includes any sexually explicit material (books, magazines, movies, videos, TV shows, telephone services, live sex acts) produced for the purpose of sexual arousal by eroticizing violence, power, humiliation, abuse, dominance, degradation, or mistreatment of any person, male or female, and usually produced for monetary profit. Any sexually explicit material that depicts children is pornography.” ~~-~~ (“Pornography: Far from the Song of Songs, A Policy Statement Adopted by the 200th General Assembly of the PC(U.S.A.)”)

Commented [EEK2]: I’m not sure where the closing quotation mark would go.

Response - Action taken when a report of sexual misconduct is received. Any response will follow the processes set out in the Church Discipline section of the current Book of Order.

Response Team - The body constituted to facilitate the process of responding to allegations of sexual misconduct by a person covered by this policy.

Sexual Abuse - “Any offense involving sexual conduct in relation to any person under the age of eighteen years or anyone without the capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position.” ~~-~~ (D-7.0901)

Sexual Harassment of Another Person - Defined by this policy and by Title VII of the Civil Rights Act of 1964 ~~is as~~: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or their continued status in an institution.

SEXUAL MISCONDUCT POLICY

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment based on the declared judgment ~~or of~~ the affected individual.
4. Mutual consent cannot be given when one party is a clergy/professional lay leader in a pastoral, counseling, employer or leadership position within the Church, related organization, or sponsored activity in which the other party is a parishioner, member, counselee, employee, or participant or is under the age of eighteen or is an adult of diminished capacity.

Sexual Malfeasance - Sexual conduct within a ministerial (e.g. clergy with member of the congregation) or professional relationship (e.g. counselor with a client, employee with a church member, presbytery officer or staff with a committee member.) Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships.

Sexual Misconduct - The comprehensive term in this policy to include:

1. Child Sexual abuse as defined above.
2. Sexual Harassment as defined above.
3. Sexual Malfeasance as defined above.
4. Rape or sexual conduct by force, threat, or intimidation.
5. Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.

Victim - The person alleged to have been harmed by sexual misconduct as defined above.

Volunteer - The term for those who provide services and receive no benefits or remuneration. Volunteers include persons elected to serve on boards, committees, and other groups. For purposes of this policy volunteers are treated the same as employees. Liabilities are the same for volunteers as for employees.

DISTRIBUTION

The policy shall be posted on the presbytery's website. ~~Persons~~ Persons may request print copies of the policy from the Presbytery office.

Annually, the policy will be shared throughout the presbytery.

MANDATORY EDUCATION

The Presbytery of West Virginia requires that the following persons shall complete a Presbytery-sponsored training regarding the forms of sexual misconduct and child sexual abuse prevention addressed in the policy every three years. The persons covered by this policy include those who

SEXUAL MISCONDUCT POLICY

serve within the Presbytery of West Virginia and are: ministers of Word and Sacrament; Certified Christian Educators; Certified Associate Christian Educators; Commissioned Pastors; candidates, inquirers, and supply preachers; officers and employees of the Presbytery. ~~Members of committees, councils and commissions are invited to participate in training. The training will be conducted annually for those persons in the previous categories who are new to the Presbytery in that calendar year or are new since the last workshop.~~

The Presbytery of West Virginia shall require a certificate of completion for those mandated above to complete training in sexual misconduct and child sexual abuse prevention. ~~(G-2.0603, G-2.1002, and G-2.1103)~~

The Committee on Ministry and the Vocations Committee are responsible for seeing that the sexual misconduct and child sexual abuse prevention trainings occur regularly, securing compliance with this requirement, and taking action ~~on~~ regarding those who fail to comply. ~~Such action may include a warning letter, refusal to approve or renew covenant agreements, and/or being reported to the Presbytery at a regular stated meeting.~~

SCREENING PROCESS

The Committee on Ministry shall screen all persons seeking pastoral calls with special attention to the Sexual Misconduct Self-Certification as found in the Personal Discernment Profile. The Vocations Committee shall screen all persons seeking ordination by the Presbytery. The Administration Committee shall screen persons applying for Presbytery staff positions. It shall be the Committee on Ministry's responsibility to hold all entities of Presbytery responsible in the implementation of this policy.

The following questions are recommended to each entity:

1. Has a civil, criminal, or ecclesiastical complaint ever been filed against you alleging sexual misconduct? If so, what was the date, nature, and place of these allegations, and the name, address, and phone number of your employer at the time?
2. Have you ever resigned or been terminated from a position for reasons relating to allegations of sexual misconduct? ~~If so, what was the date, nature, and place of these allegations, and the name, address, and phone number of your employer at the time?~~
3. Have you been required to obtain professional treatment, physical or psychological, for reasons related to sexual misconduct by you? If so, would you be willing to sign a release of information to an appropriate entity of Presbytery?

Commented [EEK3]: Agreed, but we need to make sure those being asked know this term includes sexual harassment.

REFERENCES

In addition to the reference checks and search committee reference checks, the Committee on Ministry chairperson may be asked to obtain additional references. The Administration Committee shall obtain references regarding applicants for presbytery staff positions. References should

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SEXUAL MISCONDUCT POLICY

include inquiries regarding sexual misconduct. A written record of conversations or correspondence shall be kept in Presbytery's files.

LIABILITY AND INSURANCE

The Presbytery shall maintain liability insurance covering sexual misconduct on the part of persons named in this policy. Insurance against sexual misconduct should include coverage for mental anguish on the part of the harmed.

THE PROCESS FOR REPORTING AN INCIDENT OF MISCONDUCT

D-7.02 of *Church Discipline* in the Presbyterian Church (U.S.A.) *Book of Order* sets forth the process for filing allegations of misconduct.

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PRESBYTERY RESPONSE

In any incident of sexual misconduct there are two dimensions that precipitate a response: 1) a pastoral response and 2) a judicial or disciplinary response as outlined in the *Church Discipline* section of the *Book of Order* and governed by confidentiality. Both are key elements in accomplishing the goals of justice and compassion.

1. In responding to accusations of sexual misconduct, the presbytery should seek healing and assure the protection of all persons. Where possible and within the limits of the process contemplated under this policy, confidentiality and the privacy of persons should be respected. The *Book of Order* assures all persons of "judicial processes of accountability." (D-2.0102).
2. In response to requests from accusers, those alleged to be harmed or the accused, the Committee on Ministry and/or presbytery staff will provide information on resources that are available. The Committee on Ministry will respond in cases of churches harmed by allegations of misconduct
3. The judicial process will follow the *Church Discipline* section of the *Book of Order*.

UPDATING THIS POLICY

The Committee on Ministry shall review this policy bi-annually, following the publication of a new *Book of Order*, so that this policy is in compliance with all constitutional requirements of the Presbyterian Church (U.S.A.), and all requirements of the laws of the States of West Virginia and Ohio. Any necessary changes shall be submitted to the Presbytery for action.

Commented [EEK4]: Do we need to reference Ohio law as well in the mandated reporter section?

SEXUAL MISCONDUCT POLICY

All churches shall be encouraged to post the following notice, so that members, employees, and volunteers may know of the existence and contents of the Presbytery of West Virginia's "Policy for Preventing and Responding to Sexual Misconduct," which can be found at www.wvpresbytery.org.—This will be printed on cardstock and included in the annual year-end mailing.

SEXUAL MISCONDUCT POLICY PRESBYTERY OF WEST VIRGINIA

The Presbytery of West Virginia has a sexual misconduct prevention policy and all church professionals and those laboring on behalf of the Presbytery of West Virginia are expected to adhere to the same code of conduct. Any offenses reported in writing to the stated clerk of the presbytery (D- 7.0102) will be investigated as provided by the Chapter 7 in the *Church Discipline* Section of the *Book of Order* and additionally may be subject to civil or criminal review according to the laws of the state. In the event of any suspected sexual abuse involving children, appropriate local, county or state agencies will be notified. All ministers and church professionals of the Presbytery of West Virginia will observe strict standards of confidentiality, truth-telling, protection of alleged victims and the principle that a person is innocent until proven guilty. All reports of sexual misconduct must be confidentially reported to appropriate presbytery authorities for investigation.—The full policy can be found at www.wvpresbytery.org.

The Presbyterian Church (USA) has a sexual misconduct hotline.

The number is 1-866-607-7233 (SAFE). It is staffed by trained professionals who can guide you onto a path so that you can make a report or get more information about doing so. The purpose of this hotline is to report events, even if the victim is not ready to pursue a formal complaint at this time.

**Statement of Purpose and Policy
For Presbytery of West Virginia Events
Involving Children, Youth and Persons with Disabilities**

The members of the Presbytery of West Virginia believe that we are called by God to create a safe haven for all of the children, youth and persons with disabilities in our care, nurturing, protecting and empowering them through faith and trust. This commitment includes taking appropriate steps to reduce the risk to these vulnerable people in our care. The following material will help in establishing measures that will minimize the risk of any of our children, youth and persons with disabilities being subject to various types of abuse. These policies and procedures are also intended to respect the rights and afford due process to persons accused of improper conduct.

It is the intent of these policies to protect persons with disabilities regardless of age, as well as children and youth. Policies and procedures to protect such persons from harm and/or abuse must be carefully observed. However, it is understood that adult persons with disabilities are distinct from younger persons and as such, these guidelines (such as the two adult rule) are mitigated.

As used herein, the terms “child,” “children” and “youth” refer to all persons under 18 years of age.

For the protection of those persons in our care, everyone working directly with children, youth and persons with disabilities, whether paid or volunteer at any Presbytery of West Virginia sponsored or cosponsored events is subject to the provisions of this policy. Youth who are assigned leadership responsibilities shall also be subject to the provisions of this policy. Therefore, all such persons are expected to participate in pre-event training and orientation including but not limited to training to increase their sensitivity to the prevention of any form of abuse to and protection of children, youth and persons with disabilities.

Revised by Safe Child Oversight Team, October 2021
Proposed revisions from Nurture Committee, October 2024

Approved by Presbytery of WV on November 13, 2021

I. BIBLICAL, CONFESSIONAL AND REGIONAL MANDATES

It is imperative that the Church of Jesus Christ express in action and intentions the love of God to children, youth and persons with disabilities by providing a safe and welcoming environment for their care and nurture. Therefore, the Presbytery of West Virginia, its member congregations, and all of its programs and activities seek to prevent abuse in any form or of any type to children, youth and persons with disabilities. We further seek to be in ministry to families where abuse may occur.

Biblical mandates

“He has shown you O mortal, what is good: and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God.”

Micah 6:8

“The Lord our God, the Lord is one, and you shall love the Lord your God with all your heart, and with all your soul, and with all your strength....You shall love your neighbor as yourself. There is no other commandment greater than these.” **Mark 12:29-31**

“As he who called you is holy, be holy yourselves in all your conduct.”

I Peter 1:15

“I exhort the elders among you to tend the flock of God that is in your charge, exercising the oversight, not under compulsion but willingly, as God would have you do it – not for sordid gain but eagerly. Do not lord it over those in your charge, but be examples to the flock....Discipline yourselves, keep alert.” **I Peter 5:1-3, 8**

Confessional

“The Spirit gives us courage

to pray without ceasing,

to witness among all peoples to Christ as Lord and Savior,

to unmask idolatries in Church and culture,

to hear the voices of peoples long silenced,

and to work with others for justice, freedom, and peace.”

A Brief Statement of Faith (lines 66-71)

II . POLICY OF THE PRESBYTERY OF WEST VIRGINIA FOR SAFEGUARDING THE WELL BEING OF CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

The Presbytery of West Virginia is committed to the safety, welfare, and protection of all children, youth and persons with disabilities participating in the activities and programs of this Presbytery. This policy addresses the preventable risk of any form of abuse or harassment, whether physical, mental or sexual, by any of the employees or volunteers of this Presbytery engaged in Presbytery-sponsored activities or programs.

This policy further helps protect workers from unsubstantiated charges of wrongdoing. In addition, we are called to stand not in judgment, but with compassion for each other. We believe that any person who has been accused of committing an act of abuse can expect due process, our prayers, and acceptance as a human being.

Therefore, all Presbytery activities and programs, regardless of location, involving children and youth, will be subject to the following policy:

- Two unrelated adults will be assigned to supervise or lead all activities involving children and youth. This shall be known as the “Two Adult Rule.”
- Acknowledging there may be times when there is a need for one-on-one interaction, all one-on-one interaction between a child or youth and an adult shall take place in a public place where interactions can be observed.
- Exceptions to the above two bullet points would be: in the event of an emergency and/or a child in direct harm; or when prior permission has been given by a parent/guardian concerning transportation. (See Appendix E)
- No person will serve as a teacher or volunteer leader of children or youth activities until such person has been a member or an active participant as certified by the Pastor or Clerk of the Session of a church of the Presbytery for six months. Exceptions to this would be new staff members of churches in the presbytery, provided that the responsible church would have conducted a thorough background check of the person. All adults will be subject to background checks by the presbytery.
- An Information Form, criminal record check, and reference checks must be completed before service begins.
- This Presbytery will neither tolerate nor accept any act or omission as specifically described in “Prohibited Acts.”
- Upon accusation the accused is entitled to prompt and fair disposition of such serious charges and to receive due process of law including the presumption of innocence until proven guilty.
- Any violation of the policy shall be reported in accordance with the section "Reporting Suspected Abuse."

INFORMATION FORM

Employees and volunteers for children, youth, and persons with disabilities in the activities or programs of the Presbytery will be required to complete an Information Form (Appendix A) providing personal and confidential information necessary to perform criminal and driving (where appropriate) record checks and reference checks on each individual. While this process understandably intrudes into the privacy of our lives, the security of our children, youth and persons with disabilities outweighs the personal invasion inherent with such investigation and disclosures. All personal information is voluntarily disclosed. Furthermore, the results of all criminal record checks and reference checks as well as the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential.

Criminal record checks (Appendix B) for persons 18 and older will be conducted by a Presbytery staff person designated as the "Administrator." Additionally, character references will be checked by a person designated by the planning committee for each activity or program (Appendix C). The written results of the criminal record checks and the reference checks initially will be reviewed by the Administrator. After this initial review, if the Administrator determines that further review should be made, the Administrator will consult with the appropriate program staff.

The information contained in the Information Form, the results of the criminal record check, and the results of the reference check will be disclosed only to the persons designated in the previous paragraph and only with the written permission of the worker.

The Administrator will maintain a locked storage cabinet for all Information Forms and results of all record checks. The results of the criminal record checks will be updated every three years. Whether disclosed voluntarily or by result of the criminal record check, the following items will automatically disqualify a person from participating in the leadership or sponsorship of any children or youth activity or program:

Any pending indictment alleging the offense of, or any conviction for: murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale, distribution, or display of harmful material to a minor; employment harmful to children; or abandonment or endangerment of a child.

All other convictions or charges for any other crimes not listed above will be reviewed by the Administrator as described in the second paragraph under Information Form. When leadership involves driving, driving records will be reviewed and carefully considered.

TYPES OF ABUSE

A commitment to the call to care for all of God's children includes preventing the following types of inappropriate conduct:

Physical Abuse, including any unwanted touch, any physical contact intended to coerce or do harm, any hitting or touch in anger.

Emotional/Verbal Abuse, including insults, name calling, belittling remarks, harassment, unfavorable comparisons with other children or youth, shaming, deliberately causing fear, using speech to hurt, and bullying.

Spiritual Abuse, including using scripture or church authority to coerce, control or shame; using threats about condemnation from God or making threats about God withholding love to control behavior.

Sexual Abuse, which is defined as any sexual contact with children, youth or persons with disabilities in a leader's charge, including:

- Fondling private parts
- Oral, genital, or anal penetration
- Sexual intercourse
- Forcible rape
- Suggestive sexual comments
- Showing pornography (sexually explicit materials)
- Exposing sex organs
- Allowing children to witness sexual activity

APPROPRIATE AND INAPPROPRIATE INTERACTIONS

With regard to appropriate and inappropriate interactions, the following guidelines apply:

1. **Approval and Affection** – In providing approval or affection:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none">• Side hugs• Shoulder-to-shoulder or "temple" hugs• Pats on the shoulder or back• Handshakes• High-fives and hand slapping• Verbal praise• Pats on the head when culturally appropriate• Touching hands, shoulders, and arms• Arms around shoulders	<ul style="list-style-type: none">• Full-frontal hugs• Kisses• Showing affection in isolated area• Lap sitting• Wrestling• Piggyback rides• Tickling• Allowing a child to cling to an employee's or volunteer's leg

<ul style="list-style-type: none"> • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Any type of massage given by or to a child • Any form of affection that is unwanted by the child or the employee or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas
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2. **Verbal and Social Media Interactions** – The manner of speaking with children establishes respect.

<i>Appropriate Verbal and Social Media Interactions</i>	<i>Inappropriate Verbal and Social Media Interactions</i>
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate children • Derogatory remarks about the child or his/her family

PROHIBITED ACTS

The following acts are prohibited by this Policy and will not be tolerated or accepted during any Presbytery activity or program or on any social media platform. Any observations or personal knowledge of such violations must be immediately reported to the Designated Person (see “Implications for Specific Programs” section) after the safety of the child, children, or youth involved has been assured.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards any participant;
- Sexual advances or sexual activity of any kind between any adult and a child, youth or person with disabilities;
- Allowing sexual advances or sexual activity of any kind between youth;

- Infliction of physically abusive behavior or bodily injury to a child, youth, or person with disabilities;
- Physical neglect of a child, children, youth or persons with disabilities, including failure to provide adequate supervision;
- Causing mental or emotional injury to a child, youth or person with disabilities;
- Possessing obscene or pornographic materials;
- Possessing, consuming or being under the influence of alcohol or illegal drugs;
- Possessing guns or other weapons.

ELECTRONIC COMMUNICATION CODE OF CONDUCT

Any person subject to this policy using the resources of electronic communication and social media to interact with youth or leaders shall comply with this Electronic Communication Code of Conduct:

- Adult leaders are discouraged from establishing direct social media connections with youth or children, although we realize there are times when for pastoral care concerns social media may be the best platform. There must be great care taken by the adult to avoid inappropriate discussions and adhere to boundaries set forth elsewhere in this policy.
- If there is social media contact, comments that are, or could be, construed by any observer to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating shall never be posted to or about any participant or adult advisor or staff member. All inappropriate sexually oriented conversations or discussions about sexual activities are prohibited, as well as any posting of inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or making inappropriate comments on pictures.
- Ordinarily, it is inappropriate for volunteers to privately message a youth; any such messages should include two adults. With regard to pastoral matters, if a private message is needed, another adult shall be informed of the communications.
- Private messages between adults at presbytery events and children or youth are subject to review by the General Presbyter or the Associate for Educational Ministry or Bluestone Program Director upon request.

- These rules apply to all social media platforms including but not limited to Facebook, Snapchat, Instagram, text messaging, facetime, and others.
- If a person fails a background check at any point, or violates this policy, they shall immediately disconnect themselves from all social media and email and text connections with youth that were established through Presbytery activities or events.
- If an adult whether paid staff or volunteer or pastor moves out of the Presbytery, they shall immediately disconnect themselves from all social media and email and text connections with children or youth that were established through Presbytery activities or events.

REPORTING SUSPECTED ABUSE

In order to maintain an environment free of destructive acts toward all children, youth, and persons with disabilities, the staff, employees, teachers, parents and volunteers of the Presbytery must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be abusive in accordance with this policy, including that which is reported by children or youth which has occurred outside of presbytery activities. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the Designated Person or in extenuating circumstances, the General Presbyter of the Presbytery of West Virginia. West Virginia law requires the prompt reporting of suspected abuse to the Department of Health and Human Services (DHHR), and, in the event of sexual abuse to the State Police and any law-enforcement agency having jurisdiction, and the designated person. Mandated reporters, according to G-4.302 in the Book of Order, are all those in ordered ministry in the Presbytery of West Virginia and any certified Christian educator. In addition, according to WV State Law, anyone who works with children is a mandated reporter.

In the event anyone personally witnesses, suspects or is made aware of an alleged violation of this policy they should follow these steps to ensure the security and protection of all persons involved:

A. Responsibilities of the Person who suspects or witnesses an incident

- Assure the safety of the alleged victim. Do not leave the alleged victim alone.
- Report the incident immediately to the Designated Person or, in extenuating circumstances, the General Presbyter.
- Complete an Incident Report immediately.
- Contact the law-mandated authorities to report the incident.
- Maintain the confidentiality of the accused, the accuser and the victim.

B. Responsibilities of the Designated Person

- Assure the safety of the alleged victim.

- Assure that an Incident Report is completed immediately.
- Contact the law-mandated authorities to report the incident.
- Report the incident to the person legally responsible for the victim.
- If possible, remove the alleged violator from direct contact with children, youth and adults with disabilities.
- With Incident Report in hand, contact the General Presbyter. Proceed at the direction of the General Presbyter.
- Maintain the confidentiality of the accused, the accuser and the victim.

C. Responsibilities of the General Presbyter

Upon notification by the Designated Person, the General Presbyter shall act in accordance with the procedures detailed in the “Committee on Ministry: Implementing Procedure for Presbytery of West Virginia Sexual Misconduct Policy.” (Appendix H)

D. Communications

Other than required reporting to authorities as stated above, all Presbytery staff and volunteers working with children and youth should be instructed that any other communications about any incidents come only from the General Presbyter of the Presbytery. No Presbytery staff or workers with children and youth shall make comments.

CONSEQUENCES OF ALLEGED VIOLATION

Any person accused of committing a Prohibited Act, whether an employee or volunteer, will be suspended immediately from participation in all children/youth activities and children/youth programs of the Presbytery. Such suspension shall continue during any investigation by the Presbytery, law enforcement or child protection agencies. Such removal does not assume guilt but makes the top priority the protection of those who are most vulnerable. Pastoral care for the accused must also be provided.

Any person, who after formal due process, has been found guilty of abuse shall ordinarily be prohibited from future participation in all children and youth activities and programs of the Presbytery. If the person, who after formal due process has been found guilty of abuse, is an employee of the presbytery, the Administration Committee shall be informed of the finding. If the person, who after formal due process has been found guilty of abuse, is an employee of Bluestone Conference Center, the Bluestone Director in consultation with the General Presbyter and the Chair of the Bluestone Committee shall decide regarding that person’s employment.

As required by West Virginia law, all reports of abuse will be forwarded to the appropriate child protection and law enforcement authorities. Such reporting must be accomplished in addition to complying with this Policy.

Failure to report a Prohibited Act to the designated person in a timely manner shall be considered a procedural violation of this Policy. This violation may be grounds for termination of

employment, or for suspension or dismissal from participation in all children and youth activities and programs of the Presbytery.

TRAINING

Ordinarily, adult participants/leaders will be expected to have read this policy in advance of the event. In addition, all adults at these events will be provided a time of training prior to or at the beginning of the event. Training will include a review of this policy.

MONITORING OF POLICY

The Nurture Committee will establish a Safe Child Oversight Team to review these policies and their implementation in all the programs and activities of the Presbytery every three to five years or as needed. Members of the Safe Child Oversight Team shall include the Associate for Educational Ministry for the Presbytery of WV, the Director of Bluestone, the Nurture Committee Chair (who will convene the team) and may include a member of the Administration Committee, a physician, an attorney, an educator, and others within the Presbytery, for a total of not more than eight members.

PWV COMMITTEE ON MINISTRY

IMPLEMENTING PROCEDURE FOR ALLEGED SEXUAL MISCONDUCT

In addition to this Child Protection Policy, in response to allegations of child sexual abuse, the Presbytery of West Virginia has a sexual misconduct prevention and response policy which covers all church professionals and those laboring on behalf of the presbytery.

APPENDIX A

PRESBYTERY OF WEST VIRGINIA INFORMATION FORM FOR WORKERS WITH CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

1. Name (last, first, middle, maiden name) _____
If you have ever used another name, please indicate the name and the time period(s) used: _____
Current Address: _____
How long have you lived at this address: _____
How long have you lived in West Virginia: _____
Gender: M ____ F ____ Birth date: _____
Home Phone: _____
Place of Employment: _____
Work Phone: _____
2. *(skip number 2 if your position does not include driving)*
Driver's License Number: _____
Have you ever had your driver's license suspended or restricted for any reason? _____
If yes, please describe the dates and reasons for each such occurrence on the back.
3. Please answer the following questions:
Name of church in which you participate _____
How long have you been regularly participating _____
Are you a member? _____ Date you became a member? _____
4. Have you served as a volunteer at any church in the past ten years? If so, please state the name and address of the church, the pastor of the church, the time period(s) of your volunteer work and describe generally the nature of your volunteer work:

5. Have you served as a volunteer for any civic organization in the past ten years? If so, please state the name and address of that organization, the person overseeing the volunteer work, the time period(s) of your volunteer work and describe generally the nature of your volunteer work. Please indicate which organizations involved working with children and youth.

6. Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a traffic violation? _____ (If yes, please explain on the back.)
7. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? _____ (If yes, please explain on the back.)
8. References: Please list the name, address, phone number, email, and relationship to you of three people who are not related to you who are familiar with your character and abilities. References will be contacted.

	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email</u>	<u>Relationship to You</u>
1.	_____				
2.	_____				
3.	_____				

12. I understand and agree that:
- a. All Information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including these persons I have listed as references. I understand and agree that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.
 - b. By signing this form, I certify and affirm that the information I have given is true, complete, and correct in all respects.
 - c. I have read, understood and agree to abide by the Statement of Policies and Procedures for the Protection of Children, Youth and Persons with Disabilities of the Presbytery of West Virginia.
 - d. [Only applicable to persons eighteen years of age and older] I have completed the release of information form.

Signature: _____ Date: _____

Parent or Guardian's Signature: _____ Date: _____
(If under age eighteen)

This form is confidential and will be kept in a locked file.

APPENDIX B**Background Check Consent Form***Applicant should complete all relevant information sign and date the form.***PLEASE WRITE LEGIBLY!**Applicant's Full Name (Printed): _____
FIRST MIDDLE LAST

Other Names Used: _____ Phone: _____ Gender: _____

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

*NOTE: The above information is **required** for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Presbytery of West Virginia abides by all applicable state and federal employment laws.**ADDRESSES (for the past 10 Years)****Present Address** _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Present Address? _____

Former Address _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Former Address? _____

Former Address _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Former Address? _____

MOTOR VEHICLE RECORDS

Names as it appears on License: _____

Driver's License Number: _____ State of License: _____

I, _____, hereby authorize Presbytery of West Virginia, and/or their agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with the Presbytery of West Virginia.

VOLUNTARY DISCLOSURE STATEMENT: Have you ever been arrested, charged, or convicted of any criminal offense, misdemeanor or felony, other than a traffic violation? ____ Have you ever been subject to any disciplinary action, complaint, or allegation that you violated any employer's or organization's sexual misconduct policy? _____

(If you answered yes to either question, please submit a type-written explanation along with this form.)

I release Presbytery of West Virginia and their agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used. The name above is my true and complete legal name and all information provided above is true and correct to the best of my knowledge:

Signature of Applicant_____
Date

APPENDIX C

REFERENCE CHECK

Identify yourself

Tell the person that (applicant's name) gave you permission to contact him/her/them for a personal reference and that you will keep the conversation confidential.

Explain what the applicant will be doing for the (church's name) and the age and sex of the children or youth with whom the volunteer will be working.

.....

NAME OF APPLICANT _____

NAME OF PERSON (AND POSITION IN THE PRESBYTERY) CALLING FOR REFERENCE _____

NAME OF REFERENCE _____

RELATIONSHIP TO APPLICANT _____

PHONE NUMBER and EMAIL _____

DATE CONTACTED _____

How long have you known (applicant's name) and in what capacity?

Have you observed (applicant's name) interacting with children/youth/persons with disabilities and in what kind of environment?

Please describe this interaction.

Is there any other information you can tell me about (applicant's name)?

Would you let (applicant's name) take care of your children or persons with disabilities?

APPENDIX D

INCIDENT REPORT FORM

Reason for report _____

Date of incident _____ Time _____

Name of Reporter _____ Title _____

Name(s) of Child(ren) _____ Age(s) _____

Quote the child's first words verbatim: _____

Briefly describe child's/youth's behavior/appearance. _____

Briefly describe what happened _____

What action did you take?: _____

Has the incident been resolved?: _____ yes _____ no Explain: _____

Were there any witnesses?

Names: _____

Signatures (If possible): _____

Report submitted to: _____

Appendix E

WAIVER OF TWO-ADULT RULE FOR TRANSPORTATION

**(NOTE – THIS NEEDS TO BE SIGNED BY A PARENT
AND WITNESSED by an UNRELATED ADULT not on the trip)**

The Child Youth Protection Policy the Presbytery of West Virginia requires that two adults be present at all activities involving children, youth and persons with disabilities. There are specific exceptions to this policy including “when prior permission has been given by a parent/guardian concerning transportation.”

There may be circumstances in providing transportation to and from presbytery events in which only one adult is present in a vehicle. This completed form will enable us to facilitate transportation needs as we also seek to keep your youth safe.

I hereby give my permission for my child, _____, to be alone with _____ (please insert names of particular adults or staff) in appropriate ways and settings for transportation purposes.

Signed

Witness

Date

Appendix F

IMPLICATIONS FOR SPECIFIC PROGRAMS

A. Bluestone Camps

1. **Screening and selection of staff**

- All staff members (employed and volunteer) must complete Information Form (Appendix A).
- A criminal record check will be performed by the Presbytery.
- All staff responsible for driving will be subject to a driving record check.

2. **Supervision by and of staff** See appropriate pages of this policy above regarding the “Two Adult Rule.” See page 4 of this policy.

3. **Staff training** - Each year, all summer staff will receive training during the designated time for staff training, which occurs prior to the beginning of summer camp.

4. **Reporting allegations**

All Bluestone staff must know the procedure for reporting alleged violations of this policy and the requirements of state and local laws regarding the reporting of child abuse. The Designated Person in such cases shall ordinarily be the Director of Bluestone, or the Director’s designee, or in extenuating circumstances the General Presbyter.

5. **Response to Allegations**

In the event an incident is reported, the Designated Person will notify the General Presbyter as noted above.

B. Presbytery meetings

1. **Screening and selection of childcare workers:**

- The screening and selection process of childcare workers will be handled by the host church which is providing the childcare. Childcare provided at presbytery meetings shall be in accordance with the Presbytery’s guidelines regarding a Policy for the Protection of Children, Youth and Persons with Disabilities.
- Ordinarily the Presbytery will not allow a Presbytery event involving care or activities for children and youth to be held at a church unless the host church has a Child Protection Policy in place.
- The host church should use the Acknowledgment Form (Appendix G) to verify the screening of its workers.
- Presbytery Staff, will see that policy information is distributed to the host church(es) and will see that the suitability of caregivers is verified.

2. **Supervision by and of childcare workers**

- The host church that is providing the childcare workers will handle supervision of workers.
- The “Two Adult Rule” will be standard procedure. See page 4 of this policy.

3. Reporting and responding to allegations

- Anyone aware of a violation of this policy should follow the procedure for reporting alleged violations. The Designated Person for such events shall ordinarily be the Stated Clerk of the Presbytery or, in extenuating circumstances, the General Presbyter.

C. Other Events such as Festival of Faith and Youth Retreats

1. Screening and selection of leaders

- All leaders must complete an Information Form (Appendix A) which provides personal and confidential information necessary to perform background and reference checks on each individual.
- A criminal record check will be performed by the committee of the Presbytery in charge of the event.
- All adults responsible for driving will be subject to a driving record check. This includes Youth Council adults as they often drive youth members to retreats and meetings.
- If these adults have been through a screening process at their own church, they must present verification of that fact using an Acknowledgement Form (Appendix G).
- The Presbytery committee planning the event is responsible for seeing that the policies are implemented.

APPENDIX G

ACKNOWLEDGEMENT OF POLICY FOR THE PROTECTION OF CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

_____ (“Church”)

The undersigned representative of the Church hereby acknowledges that the Church maintains a written policy for the protection of children, youth and persons with disabilities. Furthermore, all of those individuals named at the bottom of this form are members of the Church and have been screened in accordance with said Policy including a criminal record check, and will be working with the Presbytery-sponsored event. They have been, and currently are, authorized by the Church to work with the children, youth and persons with disabilities of the Church.

Signed this _____ day of _____, 20_____

Signature

Printed Name

Capacity with Church

Members authorized to work with Children and Youth of Church

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

ANTI-HARASSMENT AND BULLYING POLICY

ANTI-HARASSMENT AND BULLYING POLICY PRESBYTERY OF WEST VIRGINIA

INTRODUCTION

It is the policy of the Presbytery of West Virginia (the “Presbytery”) that people will be treated with respect, free from hostility, harassment, bullying, and in a manner which recognizes everyone’s right to dignity.

This policy sets out the commitment of the Presbytery to create an environment free from hostility in which all individuals are valued for their contribution and can develop to their full potential.

The Presbytery expects everyone to relate to each other properly and appropriately and treat their members, congregants, and staff of the churches of the Presbytery, the members and staff of the Presbytery, and the people we serve with respect and in a manner which recognizes everyone’s right to dignity. Any behavior that undermines this is unacceptable.

The Presbytery does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy is the duty of the Elders and Pastors, all members, congregants, and staff have a responsibility to ensure that harassment and bullying do not occur in the Presbytery.

SCOPE

The Book of Order states, “All councils shall adopt and implement the following policies: a sexual misconduct policy, a harassment policy, a child and youth protection policy, and an antiracism policy. Each council’s policy shall include requirements for boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months.” (G. 3.0106)

It is intended that the application of this policy is not to conflict with national, state, or local legislation. This policy applies to all Presbytery-related functions and communications.

DISTRIBUTION

This Policy shall apply to and be distributed to all of the following: Presbytery staff; inquirers and candidates for the ministry of Word and Sacrament who are enrolled in this Presbytery; Teaching Elders who are members of the Presbytery or who have permission to labor within its bounds; Certified and Certified Associate Christian educators; Commissioned Pastors; preachers who are approved by the Presbytery; all officers, employees and volunteers of the entities of the Presbytery of West Virginia. This policy shall also be available on the Presbytery’s website.

ACKNOWLEDGEMENT

Ministers of Word and Sacrament who are members of the Presbytery or who have permission to labor within its bounds, Certified and Certified Associate Christian educators; Commissioned Pastors, candidates, inquirers and preachers who are approved by the Presbytery; all officers, employees and volunteers of the entities of the Presbytery of West Virginia are required to

acknowledge that they have received, read, understand, and agree to conduct themselves in accordance with this Policy.

HARASSMENT DEFINITION

Harassment is unwanted conduct related to age, gender, marital or civil partnership status, pregnancy, maternity, family responsibilities, political beliefs, race, ethnicity, religion, disability, sexual orientation or gender identity, which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Unwanted sexual advances are also harassment.

Harassment also occurs where an employee is treated less favorably because they have rejected or refused to submit to unwanted advances.

Harassment is normally characterized by more than one incident of unacceptable behavior, particularly if it reoccurs once it has been made clear by the victim that they consider it offensive. However, a single incident may constitute harassment if it is sufficiently serious. Harassment on any grounds will not be tolerated.

EXAMPLES OF HARASSMENT

Examples of harassment include:

- Verbal — crude language, open hostility, offensive jokes, suggestive remarks, innuendoes, rude or vulgar comments, malicious gossip and offensive songs;
- Non-verbal — wolf-whistles, obscene gestures, sexually suggestive posters/calendars, pornographic material (both paper-based and generated on a computer, including offensive screen-savers), graffiti, offensive letters, offensive e-mails, text messages on mobile phones and messages on social media;
- Physical — unnecessary touching, patting, pinching or brushing against another person's body, intimidating behavior, assault and physical coercion;
- Coercion — pressure or promises in return for sexual favors (e.g. to get a job or be promoted) and pressure to participate in political groups, etc.;
- Isolation or non-cooperation and exclusion from social activities;
- Intrusion — following, pestering, spying, etc.

BULLYING DEFINITION

Bullying is a deliberate and consistent wearing down process comprising sustained psychological abuse that makes victims feel demeaned and/or threatened. Bullying is defined as offensive, intimidating, malicious or insulting behavior, or an abuse or misuse of power, which has the purpose, or effect, of intimidating, belittling and humiliating the recipient.

ANTI-HARASSMENT AND BULLYING POLICY

EXAMPLES OF BULLYING

Bullying can range from extreme forms such as violence and intimidation to less obvious forms such as psychological manipulation or isolating individuals, including the use of social media.

Examples include:

- Shouting or swearing at people in public and private;
- Persistent unjustified criticism, or criticism without offering constructive solution in case of criticism that may be justified;
- Ignoring or deliberately excluding people from professional activities for personal reasons;
- Persecution through threats and instilling fear;
- Spreading malicious rumors;
- Sending, posting, or sharing negative, harmful, false, or mean content about someone else on social media (SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content); and
- Sharing personal or private information about someone else over social media causing embarrassment or humiliation.

INVESTIGATION AND ENFORCEMENT

Allegations of harassment and/or bullying shall be made to Stated Clerk, Head of Presbytery Staff, Chair of Administration Committee and will be investigated in accordance with the Process For Reporting An Incident Of Sexual Misconduct included in the Presbytery's Policy on Preventing and Responding to Sexual Misconduct and/or Church Discipline in the Book of Order. When pertaining to Presbytery staff, this policy shall be administered by the Head of Staff and Administration Committee.

Examples of harassment and bullying are often highly context-specific and sensitive in nature. Individuals who believe they are being harassed or bullied may wish to, and are welcome to, discuss their situation before deciding what action to take. The Presbytery operates an open-door policy to discuss problems and members, congregants, and staff can discuss the matter with a pastor or ruling elder on an informal basis.

MONITORING

Where harassment or bullying has been reported and investigated, regular checks will be made to ensure that the harassment or bullying has stopped.

MALICIOUS COMPLAINTS

Where a complaint is blatantly untrue and has been brought out of malice, or for some other unacceptable motive, the complainant will be subject to the Presbytery's disciplinary procedures, as will any witnesses who have deliberately misled the Presbytery during its investigations.

PRESBYTERY OF WEST VIRGINIA

REPORT OF SYNOD COMMISSIONERS

Elizabeth Campbell Maleke, Minister of Word & Sacrament Commissioner &
James M. Wilson, Ruling Elder Commissioner
November 21, 2024

The 2024 Synod of the Trinity's annual assembly met October 27-29 at the Omni Bedford Springs Resort in Pennsylvania. It was a hybrid gathering, both Zoom and in-person, although most participants were able to participate at the conference center. At today's gathering, Elizabeth intends to share details of the meaningful panel on Ministry in Appalachia, as well as Forrest Claassen's report about the state of the synod. Elizabeth will also reflect on the worship experience. She especially enjoyed the Tuesday morning devotion led by Skip Noftzger, who will retire as Executive Presbyter/Stated Clerk of the Presbytery of the Redstone at the end of this year. He aptly reminded those gathered that no one gets to retire from being radically rooted in faith and challenged the assembly to remember how faith is a verb. After a meaningful Acknowledgment of the Land led by Forrest Claassen, the assembly grappled with other business, including an update on the merger between Lackawanna and Lehigh presbyteries. The Merger Coordinator, Karen Kinney, known to many here in WV Presbytery, updated the assembly about the progress. The assembly also bid farewell to Michael Wilson, who will be leaving his role as Stated Clerk of the Synod to take a new position as Director of Education with the Board of Pensions. It was quite evident that Michael will be missed and that he has helped to connect many of the Stated Clerks throughout the presbyteries in the synod. Jim and Elizabeth were grateful to experience the assembly as commissioners and to connect with others in our synod as well as many from our presbytery who were part of the Ministry in Appalachia panel.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE COMMITTEE ON REPRESENTATION

Susan Perry, Committee Chair

November 21, 2024

RECOMMENDATIONS:

1. For Presbytery 2025 Committee Chairs

- a. **Administration Committee** – Jim Musgrave (ruling elder, Highlawn Huntington)
- b. **Nurture Committee** – Amy Wallace Parker (minister, Village Chapel)

2. For Presbytery Committees:

a. Leadership Team – Class of 2027

James Morley (minister, Fleming Memorial)

Amy Wallace Parker (minister, Village Chapel)

b. Nurture Committee – Class of 2027

Sherri Elliot (ruling elder, Beverly)

Amy Wallace Parker (minister, Village Chapel)

c. Trustees – Class of 2027

S. Douglas Adkins (ruling elder, First Huntington)

3. For Ordination Exam Reader – Class of 2027

Susan Eason (ruling elder, First Morgantown)

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE COMMITTEE ON MINISTRY

George Lilley, Committee Chair

November 21, 2024

RECOMMENDATIONS:

1. That Presbytery direct the moderator appoint an administrative commission for the purpose of dissolving the **Rock Forge Presbyterian Church**, Morgantown, at its request. This commission is empowered pursuant to Presbytery policy, to do the following:
 - a. Assist the Session to wind up the affairs of the church, provide pastoral care during the dissolution process, transfer members as directed, and plan a final service of worship
 - b. Receive Session records, retain records to wind up the affairs and deposit the records with the Stated Clerk, who will forward them to the Presbyterian Historical Society
 - c. Grant letters of dismissal to members of the church within one year of the effective date of dissolution
 - d. With the aid of the Presbytery Trustees, arrange for the sale of the property or take possession of all real and personal property, inventories of equipment or other property and consult with legal counsel to arrange for the transfer of title to a new buyer or execute the terms of the original deed, transferring title of the property to the Presbytery if necessary
 - e. Take possession of appropriate financial records, arrange for transfer to the Presbytery of all accounts, consult with the remaining members regarding the financial legacy of the congregation, and make recommendations to Presbytery regarding the financial legacy of the church
 - f. Consult with the Session regarding requests of the congregation with regard to the disposition of the property and arrange for the disposition of the property or arrange for its retention and storage with the Presbytery Trustees
 - g. Assert claim of the Presbytery to any property of the church not known at this time or property which may come to the church as the beneficiary of a will or trust

This church shall be dissolved effective the date on which the Presbytery receives and approves the commission's final report.

2. That Presbytery direct the moderator appoint an administrative commission for the purpose of dissolving the **Trinity Presbyterian Church**, Shady Spring, at its request. This commission is empowered pursuant to Presbytery policy, to do the following:
 - a. Assist the Session to wind up the affairs of the church, provide pastoral care during the dissolution process, transfer members as directed, and plan a final service of worship

- b. Receive Session records, retain records to wind up the affairs and deposit the records with the Stated Clerk, who will forward them to the Presbyterian Historical Society
- c. Grant letters of dismissal to members of the church within one year of the effective date of dissolution
- d. With the aid of the Presbytery Trustees, arrange for the sale of the property or take possession of all real and personal property, inventories of equipment or other property and consult with legal counsel to arrange for the transfer of title to a new buyer or execute the terms of the original deed, transferring title of the property to the Presbytery if necessary
- e. Take possession of appropriate financial records, arrange for transfer to the Presbytery of all accounts, consult with the remaining members regarding the financial legacy of the congregation, and make recommendations to Presbytery regarding the financial legacy of the church
- f. Consult with the Session regarding requests of the congregation with regard to the disposition of the property and arrange for the disposition of the property or arrange for its retention and storage with the Presbytery Trustees
- g. Assert claim of the Presbytery to any property of the church not known at this time or property which may come to the church as the beneficiary of a will or trust

This church shall be dissolved effective the date on which the Presbytery receives and approves the commission's final report.

3. That the Presbytery of West Virginia appoint an Administrative Commission of three members to work with the session regarding the life, ministry, and vitality of the **Second Presbyterian Church**, Huntington.
 - a. The purpose of the Administrative Commission shall be to act on behalf of the presbytery on matters regarding the Second Presbyterian Church
 - b. The Administrative Commission shall be composed of both teaching elders and ruling elders from Presbytery.
 - c. A quorum of the commission members will be two members of the commission.
 - d. This commission is empowered pursuant to Presbytery policy, to do the following:
 - i. Authority to call session meetings
 - ii. Access to all church records, including but not limited to membership rolls, minutes of session and all boards and committees, financial records, membership directories, newsletters, and materials distributed for congregational information for Second Presbyterian Church

- iii. Authority to call congregational meetings (G-1.0502) and to obtain or determine current and accurate membership rolls for this purpose
- iv. Authority to develop and put into place ways to hear the joys and concerns of the session and membership of Second Presbyterian Church in order to determine the current mission, ministry, and vitality of the church
- v. Authority to consult with, advise, and guide the session regarding the future mission, ministry, and vitality of the church

To report its actions and findings to the Presbytery of West Virginia through the Stated Clerk and the Committee on Ministry.

INFORMATION:

1. Appointed the following ministers to serve as Moderator of a church without a pastor:
 - **Beechwood Presbyterian Church & Bill Dunfee**
 - **Davis Memorial Presbyterian Church & David Lee**
 - **Teays Valley Presbyterian Church and Doug Minnerly, effective January 1, 2025**
2. Appointed the following liaisons to work with a church in pastoral transition:
 - **Kanawha United Presbyterian Church & Jim Robinson**
3. Appointed mentors to the following Commissioned Pastors as outlined in G-2.1004.
 - **Nancy Bulla, CP – Cam Harkness**
4. Approved the Commissioned Pastor covenant between **Westminster Presbyterian Church** and **Bill Dunfee** from January 1, 2024, through December 31, 2025. The information provided met the standards of the Presbytery. It is on file with the Presbytery and may be reviewed. Mentor: Ken Calebaugh.
5. Approved the renewal of the Stated Supply Covenant between **Marlinton Presbyterian Church** and **David Lee** from January 1, 2024, through January 31, 2026. The information provided met the standards of the Presbytery. It is on file with the Presbytery and may be reviewed.
8. Reviewed the following exit interview:
 - **Patterson Lyle**
9. Approved the transfer of **Charla Waters Koerner** and **John Koerner** to **Central Florida Presbytery**.
10. The Congregational Development team continues its work with small churches.
11. Assigned exit interviews as needed.

12. Reviewed at each meeting those churches experiencing pastoral leadership transitions.
13. Lifted up the work of those ministers serving in Validated Ministry and approved the following **Validated Ministries** for 2024:
 - **Chris Bailey – campus pastor, Marshall UKirk**
 - **Noha Khoury Bailey – Chaplain, St. Mary’s Medical Center**
 - **Robin Blakeman – Executive Director, Energy Efficient WV**
14. Reviewed the following six-month interviews:
 - **Bridgeport Presbyterian Church and Steve Elderbrock**
15. Approved the match and covenant between **First Presbyterian Church, Colcord** and **Erica Layton, Commissioned Pastor** through January 31, 2026. This information is on file with the Presbytery and may be reviewed. Mentor: Joan Stewart.
16. The Presbytery will commission **Erica Layton** to **First Presbyterian Church, Colcord**, immediately following this report.
17. Approved the match and covenant between **First Presbyterian Church, White Sulphur Springs** and **Frank Naglic** with the exception of moderating session and administering the sacraments. This information is on file with the Presbytery and may be reviewed.
18. Approved the 2024 terms of call between **First United Presbyterian Church, Ravenswood and Point Pleasant Presbyterian Church** and **Claire Butler-Bass**. This information met Presbytery standards, is on file with the Presbytery and may be reviewed.
19. Approved the terms of call between **Frankford Presbyterian Church** and **Susan Sharp Campbell**. This information met Presbytery standards, is on file with the Presbytery and may be reviewed.
20. Approved the following **Installation Commission** for **Susan Sharp Campbell** as pastor of the **Frankford Presbyterian Church**: Dawn Adamy, Presbytery Moderator, Chair; Stephen Baldwin (minister); Amy Parker (minister); Andy Rice (minister); Sharon Vance (RE, Frankford); Amber Hinkle (RE, Edgewood); Larry Davis (RE, Clifton), and guest of the commission, Marianne F. Sharp (RE, First Presbyterian Church, Morristown, TN). The service of installation took place on November 3, 2024, at 4 PM.
21. Heard that Peter Vial would no longer serve federated Presbyterian and Lutheran Church of the Covenant, Grafton as Moderator and concurred with the appointment of Matthew Holbert, pastor at Grace Lutheran Church, Fairmont as Moderator of the Board by Bishop Matthew Riegel, West Virginia-Western Maryland Synod.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE TRUSTEES

Bonnie Boyce, Chair of Trustees

November 21, 2024

RECOMMENDATION:

1. That Presbytery approve the sale of the property of the dissolved Ruffner Memorial Presbyterian Church to BW Apartments, LLC for \$215,000.

INFORMATION:

1. The Trustees executed the release of the Deed of Trust for the property of the dissolved South Hills Presbyterian Church, Charleston, to Unity of Kanawha Valley following the completion of the sale agreement.
2. The Trustees are in the process of transferring the deed for the property of the dissolved McKinnon Presbyterian Church, Charleston, to the God's Lighthouse Church following the completion of the sale agreement.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE STEWARDSHIP COMMITTEE

Mark Boyd, Committee Chair

November 21, 2024

RECOMMENDATION:

1. That the Presbytery approve using \$20,000 from the New Life Grant Fund to establish a fund to match 50% of the increase a church sustains for enrollment of child, spouse, or family. Calculated as the difference between 2024 Pastor's Participation Plan cost and 2025 Congregational Pastors Package or Transitional Pastor's Package cost due to enrollment of child, spouse, or family.

Note: At the August 17, 2024, meeting of Presbytery, the body approved this recommendation from the Committee on Ministry. "That the Stewardship Committee establish a fund to match 50% of the increase a church sustains for enrollment of child, spouse, or family coverage. Calculated as the difference between 2024 Pastor's Participation Plan cost and 2025 Congregational Pastors Package or Transitional Pastor's Package cost due to enrollment of child, spouse, or family."

INFORMATION:

1. The committee met in person on October 16 to review the financial reports as of September 30, 2024. The committee also reviewed the final report of the financial audit from Suttle & Stalnaker, CPAs (Certified Public Accountants). There were no exceptions or issues noted.
2. The committee discussed the concerns raised by a minister member of Presbytery regarding the transfer of investment funds to the New Covenant Trust Company. The committee asked chair Mark Boyd and staff persons Chris Alfred and Maureen Wright to draft a letter of response to the concerns.
3. The 2024 third quarter financial reports follow this report and will be presented by Financial Administrator/Treasurer Chris Alfred.

PRESBYTERY of WEST VIRGINIA

Budget vs. Actual

YTD September 2024

COMPOSITE BY COMMITTEE

Committee	YTD 9/30/24	Budget	%	Restricted Fund Support
ADMINISTRATION	344,443.64	537,355	64.1%	192,400
BLUESTONE	0.00	5,500	0.0%	4,500
LEADERSHIP	14,283.78	27,000	52.9%	5,000
MINISTRY	3,348.89	15,500	21.6%	7,000
MISSIONS	33,475.00	53,500	62.6%	35,000
NURTURE	2,383.86	30,200	7.9%	18,600
PJC	402.00	200	201.0%	
PRESBYTERIAN WOMEN	0.00	0	0.0%	
RELATIONS	5.00	2,250	0.2%	2,000
REPRESENTATION	0.00	200	0.0%	
STEWARDSHIP	18,000.00	14,250	126.3%	
TRUSTEES	0.00	400	0.0%	
VOCATIONS	7,548.00	21,000	35.9%	18,000
TOTAL	\$ 423,890.17	707,355	59.9%	\$ 282,500
SHARED MISSION (net)	153,310.00	310,501	49.4%	
PER CAPITA (net)	60,216.06	112,057	53.7%	
PREV. YR BENEV./PER CAPITA	13,845.78	11,184	123.8%	
OUTSIDE FUNDING	40,000.00	6,300	634.9%	
INTEREST & GIFTS	6,360.62	16,150	39.4%	
Building Sale Proceeds	3,525.54	10,000	35.3%	
RESTRICTED FUND SUPPORT	146,632.17	241,163	60.8%	
TOTAL	\$ 423,890.17	\$ 707,355	59.9%	

PRESBYTERY of WEST VIRGINIA

Budget vs. Actual

YTD September 2024

	YTD 9/30/2024	Budget	%	Restricted Fund Support
<u>ADMINISTRATION</u>				
OFFICE EXPENSES				
Postage	831.59			35,500 Mission Dev. Fund
Supplies	1,998.44			12,000 Funds of PWV
Publications & Subscriptions	2,535.18			
Presbytery Directory	325.00			
Telephone	204.34			
Rent	1,400.00			
Equipment	429.99			
Equipment Maintenance	3,756.60			
Staff Expenses	3,868.27			
Insurance - Property	20,229.00			
Web Site Maintenance	225.00			
Internet Service	1,107.38			
Bank service fees	608.05			
Background Check Fees	288.00			
Miscellaneous	34.98			
TOTAL OFFICE EXPENSE	37,841.82	47,500	79.7%	
SALARY & PERSONNEL EXPENSE				
All Salaries (including housing & utilities)	203,637.28	300,303	67.8%	
Pension Expense	15,124.97	25,319	59.7%	
Medical Insurance Expense	60,604.45	99,056	61.2%	
Payroll Taxes	12,135.24	20,527	59.1%	
Workers' Compensation	683.25	1,750	39.0%	
Continuing Education & Professional Expense	4,379.89	14,900	29.4%	
Travel Expense	10,036.74	26,500	37.9%	
TOTAL SALARY & PERSONNEL EXPENSE	306,601.82	488,355	62.8%	92,000 \$46K Small Church, \$26,563K MDF \$26.5K Funds of PWV
COMMITTEE EXPENSE				
Consultant Fees	0.00	0	0.0%	
Staff Development		1,000	0.0%	1,000 Mission Development Fund
Committee Meetings		500	0.0%	
TOTAL COMMITTEE EXPENSE	0.00	1,500	0.0%	
	\$ 344,443.64	\$ 537,355	64.1%	
<u>BLUESTONE</u>				
CIT Support	0.00	4,500	0.0%	4,500 Rachel McClintic Fund
Committee Meetings	0.00	1,000	0.0%	
	\$ -	\$ 5,500	0.0%	
<u>LEADERSHIP TEAM</u>				
GOVERNING BODY EXPENSE				
Presbytery Meetings	3,453.05	2,500	138.1%	
Moderator Expenses		1,000	0.0%	
General Assembly	2,987.07	6,000	49.8%	6,000 Mission Development Fund
Denomination Resources	812.60			
COMMITTEE EXPENSE				
Consulting Group-Presbytery	3,525.54	10,000		10,000 Building Sale proceeds
Legal Consultation	2,841.00	5,000	56.8%	5,000 Funds of PWV
Leadership Team	664.52	2,500	26.6%	
	\$ 14,283.78	\$ 27,000	52.9%	

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD September 2024

	YTD 9/30/2024	Budget	%	Restricted Fund Support
<u>MINISTRY</u>				
CONGREGATIONAL DEVELOPMENT				
1,001 New Worshipping Comm.		500	0.0%	500 Small Church Fund
Small Church Conf.	500.00	500	100.0%	500 Small Church Fund
COMMITTEE ON MINISTRY				
CRE Training (Cont. Ed.)		500	0.0%	500 Small Church Fund
Ministry Training		500	0.0%	500 PEPS
Kanawha Pastoral Care Center		1,500	0.0%	
Professional Development		3,000	0.0%	3,000 Small Church Fund
Church Professional Orientation		1,000	0.0%	
COM Resources		500	0.0%	
Congregational Care Travel	52.80	500	10.6%	
Memorials	250.00	500	50.0%	500 Funds of PWV - COM Disc.
Miscellaneous		0	0.0%	
Emergency Church Assistance		1,500	0.0%	1,500 Small Church Fund
Committee Meetings	2,546.09	5,000	50.9%	
	\$ 3,348.89	\$ 15,500	21.6%	
<u>MISSIONS</u>				
INSTITUTIONAL PARTNERSHIPS				
Davis & Elkins College	937.50	1,250	75.0%	
Davis-Stuart	937.50	1,250	75.0%	
Covenant House, Inc	937.50	1,250	75.0%	
Westminster Foundation	937.50	1,250	75.0%	
MISSION PARTNERSHIPS				
Kenya Partnership	1,500.00	1,500	100.0%	1,500 Kenya Partnership
The Shack NH Support	11,250.00	15,000	75.0%	15,000 Mission Dev. Fund
Tyrand Coop. Ministry Support	1,875.00	2,500	75.0%	2,500 Midland Memorial
WVMAW	11,250.00	15,000	75.0%	15,000 Mission Dev. Fund
MISSION GRANTS				
	3,000.00	11,000	27.3%	
Older Adult Ministry		1,000	0.0%	
Children on the Spectrum	750.00	1,000	75.0%	
Peacemaker Support		1,000	0.0%	1,000 Mission Dev. Fund
Committee Meetings	100.00	500	20.0%	
	\$ 33,475.00	\$ 53,500	62.6%	
<u>NURTURE</u>				
CHRISTIAN NURTURE & WORSHIP				
Resource Ctr Acquisitions		1,000	0.0%	
Resource Ctr. - Supplies/Equip.		400	0.0%	
Resource Ctr. - Subscriptions		0	0.0%	
Resource Ctr. - Catalog Program		800	0.0%	
Video License	299.16	300	99.7%	
Festival of Faith	(70.10)	1,500	-4.7%	
Church Educators Support	131.07	400	32.8%	
Educator/Clergy/ALP/CP Retreat	(396.33)	1,300	-30.5%	
Spring Youth Retreat	206.86	7,000	3.0%	3,200 Rachel McClintic Fund
Fall Youth Retreat	(90.00)	4,000	-2.3%	3,000 Rachel McClintic Fund
HS Youth Conf. Mission Trip		5,000	0.0%	5,000 Rachel McClintic Fund
Youth Council	317.48	400	79.4%	400 Rachel McClintic Fund
Adult Spiritual Development		1,000	0.0%	1,000 Mission Dev. Fund
Scholarships		1,000	0.0%	1,000 PEPS
Presbytery Worship	19.78	300	6.6%	
Miscellaneous		200	0.0%	
APCE Membership		200	0.0%	
Leadership Development Program	1,965.94	5,000	39.3%	5,000 Small Church Fund
Committee Meetings		400	0.0%	
	\$ 2,383.86	\$ 30,200	7.9%	

PRESBYTERY of WEST VIRGINIA
Budget vs. Actual
YTD September 2024

	YTD 9/30/2024	Budget	%	Restricted Fund Support
<u>PJC</u>				
Permanent Judicial Commission	402.00	200	201.0%	
<u>RELATIONS</u>				
Cluster Support		2,000	0.0%	2,000 Small Church Fund
Relations Committee Expenses	5.00	250	2.0%	
	\$ 5.00	\$ 2,250	0.2%	
<u>REPRESENTATION</u>				
Committee on Representation		200	0.0%	
<u>STEWARDSHIP</u>				
FINANCE & DEVELOPMENT				
Outside CPA Costs	18,000.00	14,000	128.6%	
Committee Meetings		250	0.0%	
	\$ 18,000.00	\$ 14,250	126.3%	
<u>TRUSTEES</u>				
Trustees	0.00	400	0.0%	
<u>VOCATIONS</u>				
PREPARATION FOR MINISTRY				
Care of Candidates		1,000	0.0%	
Career Counseling	1,087.50	3,000	36.3%	
Scholarships		5,000	0.0%	5,000 Bush Fund
Conferences		500	0.0%	
ALP/CP Preparation Program	5,880.20	8,000	73.5%	8,000 Small Church Fund
Support of ALP/CP	580.30	3,000	19.3%	
Committee Meetings		500	0.0%	3,000 2K Slaughterm 1K Funds of PWV
	\$ 7,548.00	\$ 21,000	35.9%	
TOTAL	\$ 423,890.17	\$ 707,355	59.9%	

REVENUE IN SUPPORT of BUDGET	YTD 6/30/2024	Budget
Shared Mission (net of GA & Synod support)	153,310.00	310,501
Per Capita (net of GA & Synod support)	60,216.06	112,057
Previous Year Shared Mission & Per Capita	13,845.78	11,184
Outside Funding (Presby. Housing & PHP)	40,000.00	6,300
Interest & Gifts	6,360.62	16,150
Building Sale Proceeds	3,525.54	10,000
Restricted Fund Support	146,632.17	241,163
TOTAL	423,890.17	\$ 707,355

Presbytery of West Virginia
Statement of Financial Position
As of Sept 30, 2024

	<u>09/30/24</u>	<u>09/30/23</u>
ASSETS		
Current Assets		
CHECKING/SAVINGS		
Petty Cash	133.93	250.00
Payroll - WesBanco Bank	1,651.77	2,635.80
Cash - United Bank Checking	195,682.65	145,062.85
WV Federal Credit Union	238,415.38	235,943.69
New Life Fund - WesBanco Bank	382,693.61	267,653.94
Building Sale proceeds - WesBanco Bank	465,144.95	464,573.00
Total Cash/Checking	1,283,722.29	1,116,119.28
Wells Fargo - MDF		
Equities -- Index Fund	1,474,777.61	1,129,731.51
Fixed Income	469,342.45	478,165.52
Total Wells Fargo - MDF	1,944,120.06	1,607,897.03
Wells Fargo Money Market		
Wells Fargo MM - PWV	67,010.91	59,472.23
Kay Long Memorial Fund	10,703.28	9,381.19
Molly Gant Scholarship Fund	17,270.59	15,137.31
Kenya Partnership	4,199.35	5,109.86
Presbyterian Hunger Program	45,915.67	21,284.21
Pack Endowment Fund	222,181.20	339,779.51
Total Wells Fargo Money Market	367,281.00	450,164.31
INVESTMENTS		
New Covenant Funds of PWV	263,900.97	212,387.83
New Covenant New Ch. Devel	244,672.39	196,912.66
New Covenant PEPS	4,009.24	3,661.99
New Covenant Slaughter	2,317.71	1,962.84
New Covenant Riner	97,665.27	78,225.19
New Covenant Scholarship	11,086.18	9,388.88
New Covenant Seminary Student	53,145.40	42,771.56
New Covenant Dickinson	80,345.48	64,662.10
New Covenant Bush Fund	294,352.39	241,247.48
New Covenant Midland Mem.	111,897.84	92,231.65
New Covenant Small Church	1,307,589.76	1,156,091.76
T Rowe Price - Rachel McClintic	1,681,292.00	1,359,001.59
Total INVESTMENTS	4,152,274.63	3,458,545.53
TOTAL CHECKING/SAVINGS	7,747,397.98	6,632,726.15
Accounts Receivable	0.00	0.00

Presbytery of West Virginia
Statement of Financial Position
As of Sept 30, 2024

	<u>09/30/24</u>	<u>09/30/23</u>
Total Accounts Receivable	0.00	0.00
Other Current Assets		
Notes Receivable MDF	51,338.49	35,570.49
Notes Receivable Riner	3,415.04	4,615.04
Notes Receivable R. McClintic	86,837.83	115,621.93
Workers Comp Deposit	247.09	247.09
Total Other Current Assets	<u>141,838.45</u>	<u>156,054.55</u>
Total Current Assets	7,889,236.43	6,788,780.70
Fixed Assets		
Land	0.00	0.00
Building & Grounds	0.00	0.00
Furniture & Fixtures	0.00	0.00
Capital Equipment	16,456.11	16,456.11
Software	669.51	669.51
Accumulated Depreciation	-16,947.05	-16,542.05
Total Fixed Assets	<u>178.57</u>	<u>583.57</u>
TOTAL ASSETS	<u><u>7,889,415.00</u></u>	<u><u>6,789,364.27</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Benevolence Receipts Payable	-42,243.17	-43,121.87
Payroll Liabilities	18,736.42	13,038.94
Total Other Current Liabilities	<u>-23,506.75</u>	<u>-30,082.93</u>
Deferred Revenue	40,396.50	40,345.01
Total Liabilities	<u>16,889.75</u>	<u>10,262.08</u>

Presbytery of West Virginia
Statement of Financial Position
As of Sept 30, 2024

	<u>09/30/24</u>	<u>09/30/23</u>
Equity		
Fund Balance Funds of PWV	1,638,878.54	1,490,131.99
Fund Balance - MDF	1,750,467.27	1,520,744.27
Fund Balance New Ch. Devel	214,345.33	184,604.99
Fund Balance Hunger Prog	24,085.86	19,287.29
Fund Balance PEPS	3,986.00	3,433.06
Fund Balance Slaughter	2,085.69	1,892.07
Fund Balance Riner	81,749.65	92,835.12
Fund Balance Scholarship	10,007.14	9,050.41
Fund Balance Seminary Student	46,556.29	40,097.71
Fund Balance Dickinson	70,385.39	60,619.84
Fund Balance Bush Fund	262,601.27	225,822.10
Fund Balance Midland Mem.	100,394.03	86,293.77
Fund Balance Small Church	1,203,179.55	1,030,282.28
Fund Balance Kenya Partnership	3,869.89	2,751.95
Fund Balance Rachel McClintic	1,465,130.44	1,363,483.00
Fund Balance Kay Long Memorial	8,907.84	8,906.84
Fund Balance Molly Gant Fund	15,561.87	14,371.94
Fund Balance Pack Endowment	220,974.40	220,290.01
Fund Balance New Life	426,537.40	348,218.99
Net Income		-53,828.29
Total Equity	<u>7,549,703.85</u>	<u>6,669,289.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,566,593.60</u></u>	<u><u>6,679,551.42</u></u>

2024 BENEVOLENCE PLEDGING & PER CAPITA REPORT

	2024 Pledge	2024 Giving at 9/30/24		2024 Per Capita	Per Capita
			12/31/22 Membership	Per Capita (\$30.30/mbr)	Rec'd at 09/30/24
Alderson			7	212.10	
Alexander Memorial	290.00	290.00	7	212.10	212.00
Anderson Memorial			22	666.60	
Bates Memorial			83	2,514.90	1,914.90
Baxter			10	303.00	
Beckley	12,000.00	5,333.32	196	5,938.80	3,272.40
Beechwood	319.00	159.50	35	1,060.50	530.50
Belington	720.00	480.00	19	575.70	383.82
Belle	1,633.00	816.50	6	181.80	181.80
Bethlehem		100.00	18	545.40	240.00
Beulah Humble			13	393.90	
Beverly			17	515.10	515.10
Big Spring			10	303.00	303.00
Bluefield-First		5,400.00	80	2,424.00	1,616.00
Bradley	-		17	515.10	394.00
Bramwell			16	484.80	
Bream Memorial		750.00	115	3,484.50	1,828.16
Bridgeport (all PWV)	3,000.00	2,000.00	113	3,423.90	2,283.50
Buckhannon-First	273.00	273.00	9	272.70	272.70
Canyon Community		500.00	6	181.80	181.80
Centerville	5,360.00	5,360.00	26	787.80	787.80
Charleston-First (all PWV)	38,588.00	25,725.28	712	21,573.60	14,382.40
Church of Our Saviour	800.00	800.00	7	212.10	212.10
Ch. of the Covenant-Grafton	2,388.55	2,185.35	26	787.80	196.95
Clarksburg-First	6,500.00	4,875.00	133	4,029.90	3,067.50
Clear Creek			18	545.40	545.40
Clifton	3,000.00	2,000.00	62	1,878.60	1,252.40
Clothier			9	272.70	242.40
Comfort		545.50	15	454.50	454.50
Arthurdale - Community	1,300.00	1,300.00	26	787.80	787.80
Davis Mem. - Elkins	11,000.00	7,333.36	152	4,605.60	3,070.40
Davis Mem. - Gassaway	1,061.00	480.00	11	333.30	240.42
Dunbar-First	2,121.00	533.34	70	2,121.00	1,414.00
Edgewood	3,528.00	2,646.00	42	1,272.60	954.45
Eleanor			12	363.60	
Elk Hills	1,000.00	848.40	42	1,272.60	666.64
Enslow Park			96	2,908.80	1,454.50
Fairmont-First	5,150.00	858.33	100	3,030.00	505.00
Falls View	1,855.00		8	242.40	
Fayetteville	9,119.00	4,560.00	83	2,514.90	1,470.00

2024 BENEVOLENCE PLEDGING & PER CAPITA REPORT

	2024 Pledge	2024 Giving at 9/30/24		12/31/22 Membership	2024 Per Capita (\$30.30/mbr)	Per Capita Rec'd at 09/30/24
Colcord-First				25	757.50	459.55
Kingwood-First	6,000.00	4,500.00		30	909.00	681.75
Nitro-First	1,000.00			79	2,393.70	
Fleming Memorial	2,700.00	1,350.00		28	848.40	425.00
Frankford	2,956.00	2,956.00		20	606.00	606.00
Gilbert				48	1,454.40	
Glenville	4,520.00	4,520.00		20	606.00	606.00
Grace Covenant				15	454.50	
Harman				16	484.80	
Highlawn Huntington	14,000.00	10,000.00		146	4,423.80	2,949.20
Highlawn St. Albans	4,000.00	3,010.00		45	1,363.50	1,025.00
Hinton-First	2,100.00	525.00		25	757.50	681.75
Hughes River - Cairo		2,000.00		8	242.40	303.00
Huntington-First				258	7,817.40	
Kanawha United	15,225.00	7,613.00		157	4,757.10	4,775.00
Kenova-First				29	878.70	450.00
Kesler Memorial				27	818.10	
Kuhn Memorial	1,500.00	1,249.36		81	2,454.30	1,840.73
Liberty				17	515.10	
Logan-First	9,791.00	6,527.36		74	2,242.20	2,242.20
Mannington-First				20	606.00	
Marlinton	2,260.80	1,130.40		64	1,939.20	969.60
Marsh Fork				13	393.90	
Mill Creek		2,547.50		19	575.70	575.70
Milton				20	606.00	
Mingo				19	575.70	575.70
Morgantown-First		11,010.00		238	7,211.40	4,720.00
Mount Hope				8	242.40	242.40
Oak Grove	1,200.00			62	1,878.60	
Oak Hill-First				39	1,181.70	
Old Stone				200	6,060.00	
Parkersburg-First				108	3,272.40	510.42
Parsons				16	484.80	121.20
Philippi	-			8	242.40	242.40
Pineville				35	1,060.50	707.04
Pt. Pleasant	10,343.00	6,895.36		70	2,121.00	1,414.00
Ravenswood-First	4,603.40	4,058.00		18	545.40	545.40
Ripley-First		710.50		16	484.80	323.20
Riverlawn		2,000.00		71	2,151.30	1,613.59
Rock Forge				14	424.20	

2024 BENEVOLENCE PLEDGING & PER CAPITA REPORT

	2024 Pledge	2024 Giving at 9/30/24			2024	Per Capita
				12/31/22	Per Capita	Rec'd at 09/30/24
				Membership	(\$30.30/mbr)	
Rock Lake	2,636.00	1,537.90		87	2,636.10	1,318.20
Rome	189.00	125.25		4	121.20	70.70
Ronceverte	3,100.00	2,325.00		73	2,211.90	1,650.00
Salem	1,000.00	500.00		13	393.90	196.00
Huntington Second	454.50			15	454.50	454.50
Smithers	1,000.00	1,046.00		18	545.40	400.00
South Charleston-First				124	3,757.20	2,817.90
South Park	2,300.00	1,150.00		30	909.00	454.50
Spencer	1,124.00			7	212.10	
Spring Creek	1,313.00	1,313.00		34	1,030.20	1,030.20
Spring Valley				54	1,636.20	
St. Albans-First				116	3,514.80	3,514.80
St. Andrew	1,697.00			56	1,696.80	
Sugar Grove	2,378.00	2,378.00		12	363.60	363.60
Summerlee	210.00	157.50		9	272.70	204.54
Summersville	3,138.00	1,217.25		50	1,515.00	1,136.25
Teays Valley	-			108	3,272.40	1,318.06
Thomas-First	424.20	264.00		14	424.20	212.10
Trinity				10	303.00	50.00
Tygarts Valley				29	878.70	878.70
Union	2,536.00	800.00		21	636.30	320.00
Upper Glade	1,000.00	500.00		41	1,242.30	850.00
Valley Bend	2,399.00	1,799.25		30	909.00	681.75
Village Chapel	15,000.00	8,750.00		193	5,847.90	3,411.24
Waverly-Bethel	1,628.00	1,628.00		11	333.30	333.30
Westminster-Vienna	5,630.00	4,223.00		92	2,787.60	2,091.00
Weston-First	1,400.00	1,402.00		10	303.00	
White Sulphur Springs-First		508.00		33	999.90	590.00
Whitesville-First	-			9	272.70	
Williamson-First	-			63	1,908.90	1,908.90
Williamstown-First				73	2,211.90	
Winfield	575.00	288.00		12	363.60	181.80
Zion				34	1,030.20	
TOTALS	244,336.45	180,667.51		6,140	186,042.00	101,878.21

Bluestone
Financial Report 9.30.24

INCOME	2024 Actual	2024 Budget				Balance Sheet	
Grant Subsidy - McClintic Fund	-	\$ -				06/30/24	06/30/23
Retreats - Bluestone Events	2,914.00	6,500	44.8%		ASSETS		
Retreats - Presbyterian	3,146.40	5,000	62.9%		Current Assets	\$ 35,515.55	\$ 22,739.56
Retreats - Non - Presbyterian	47,391.60	60,000	79.0%	Property & Equip. (net of depr.)		140,501.82	174,302.87
Summer Camp Registrations	40,336.75	40,500	99.6%		TOTAL ASSETS	\$ 176,017.37	\$ 197,042
RV/Tent Camping	1,899.00	2,000	95.0%				
Donations	10,023.02	15,000	66.8%		LIABILITIES		
Friends of Bluestone	20,000.00	60,000	33.3%		Current Liabilities	\$ 90,848.65	\$ 91,861.17
MDF-Line of credit		0			Long Term Debt	75,518.17	65,571.97
Hinton Account		2,000	0.0%		TOTAL LIABILITIES	\$ 166,366.82	\$ 157,433
Reserves		19,000	0.0%				
Interest	2.34	0			EQUITY	\$ 9,650.55	\$ 39,609.29
Miscellaneous	23,844.59	-			TOTAL LIABILITIES & EQUITY	\$ 176,017.37	\$ 197,042.43
TOTAL INCOME	\$ 149,558	\$ 210,000	71.2%				
EXPENSES	2024 Actual	2024 Budget					
Salaries & Personnel	\$ 33,809	\$ 46,100	73.3%				
Office & Administration	8,996	17,058	52.7%				
Plant & Operation	49,732.11	67,259	73.9%				
Special Expenses	6,450	6,624	97.4%				
Special Projects	1,317	37,000	3.6%				
Planned Expenses	11,927	15,000	79.5%				
Summer Camp Registration Exp	2,121	2,289	92.7%				
Summer Staff & Salary	18,011	13,120	137.3%				
Summer Program	1,689	1,550	108.9%				
Summer Camp Trips	1,891	4,000	47.3%				
TOTAL EXPENSE	\$ 135,941	\$ 210,000	64.7%				107,819
NET GAIN/(LOSS)	\$ 13,616						

***NOTE* - Presbytery Budget Support**

Facilities Director comp	\$ 71,597
Program Director comp	20,000
Property Insurance	15,172
Committee expense	1,000
Banking fees	50

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE ADMINISTRATION COMMITTEE

Monte Mitchell, Committee Chair

November 21, 2024

RECOMMENDATIONS:

1. The Committee unanimously recommends that Mark Miller serve as 2025 Summer Camp Director, which includes the duties of summer camp program director for Camp Bluestone.
2. The Committee recommends \$10,000 be paid to Mark to compensate him for his additional duties and that up to \$10,000 be divided among the assistant camp director and other summer staff as a bonus to their base pay, which comes from the operations budget of Bluestone.

Rationale: This was in keeping with what was done last summer. The vote took place at the Administration Committee meeting on September 11. Monte and Transitional General Presbyter Maureen Wright met by Zoom on September 4 with Mark and with David Kaufman, chair of the Bluestone Committee. Mark said that camp went well this past season, although he would like to see greater attendance. Mark said he believes he has returning summer staff.

3. The Committee unanimously recommends that Juneteenth, held annually on June 19, be observed as an additional staff holiday.

INFORMATION:

1. **Staff Retreat:** The fall staff retreat is being rescheduled, in part so that staff can meet after the Presbytery Vision Plan is recommended to Presbytery.
2. **Office Hours and Availability:** Maureen has asked for clarification on office hours since people no longer work out of a central office. The office was open from 8:30 a.m. to 5:30 p.m. Mondays-Thursdays. She has been concerned her phone calls have sometimes gone unanswered during those hours. On the other hand, there is also a concern that staff is not expected to be available for work 24/7. She raised the question as to whether it would make sense to have shorter hours daily with a five-day work week. The consensus was that a four-day work week was seen as a positive by staff, despite longer hours each day. She will reiterate the expected office hours with staff.
3. **Staff Luncheon:** The Administration Committee will meet on Dec. 4 and afterward have a catered lunch with staff at Bream Memorial Presbyterian Church in Charleston.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE BLUESTONE COMMITTEE

David Kaufman, Committee Chair

November 21, 2024

INFORMATION:

1. The Bluestone Committee met twice since the last presbytery meeting. Updates on facility operations and usage were received as information.
2. A successful Fall Getaway Retreat took place the weekend of October 4–6. The theme was “Shine Like the Stars” (Phil 2:14-16a). Recreation and devotional activities were led by committee members with a communion service taking place on Saturday afternoon officiated by Rev. Steve Cort, assisted by Dave Kaufman, Authorized Lay Pastor (ALP).
3. A facilitated planning retreat is scheduled for November 2 at Bluestone for committee members to develop a marketing and recruitment plan with the goal of increasing enrollment for Summer Camp 2025.
4. The Swimming Pool Filtration Room construction project has been delayed twice since autumn 2023. In September, the Committee agreed to hire a different contractor and revised the scope of work. No added funding is needed in 2024, but additional expenses for project continuations and additional maintenance tasks will be planned for in 2025. The project is scheduled to begin in late November 2024.
5. Calendar Dates for Summer Camps and Retreat Events through July 2025:
 - The Guys Weekend 4/25 – 4/27
 - Spring Getaway Retreat 5/2 – 5/4
 - Camp Kick-Off Retreat 6/13 – 6/15
 - Summer Camp: Week 1 6/15 – 6/21
 - Summer Camp: Week 2 6/22 – 6/28
 - Summer Camp: Week 3 6/29 – 7/5
 - Summer Send-Off Retreat 7/4–7/6

Find our announcement flyer printed in the Flyers & Information section of the packet, and please post our information in a high visibility area at your church.

2025 Summer Camp brochures are also available! Please seek out Mark Miller and/or visit the Bluestone display table. We encourage everyone to share these with your church and extended community and to think creatively how YOU can encourage participation in 2025 Camp & Retreat events!

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE MISSION COMMITTEE

Sharon Bell, Committee Chair

November 21, 2024

RECOMMENDATION:

1. **(CA)** That the offering received at the November 21 Presbytery meeting be directed to Presbyterian Hunger Program.

Note: The Presbyterian Hunger Program of the PC(USA) works to alleviate hunger and eliminate the underlying causes, in the United States and around the world. We seek to find out why people are hungry and encourage action that will help address the underlying causes. Together we approach hunger holistically, using a variety of approaches, including direct food relief combined with root cause work, sustainable development, advocacy, intentional and sustainable living, and education. Learn more about the Presbyterian Hunger Program at <https://www.presbyterianmission.org/ministries/compassion-peace-justice/hunger/>.

INFORMATION:

1. The committee continues to receive and review grant applications for the Hunger Grant and the Mission Grant. In September, the committee approved a grant for the Braxton County United Christian Food Pantry. The committee previously awarded them \$2,000 in January of this year. Since that time, the Hunger Grant was increased to \$3,000. This grant awarded them an additional \$1,000.
2. If any organization or church has applied for and received a Hunger or Mission grant in the last 12 months for \$2,000 and would like to receive an additional \$1,000, please contact the committee.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE NURTURE COMMITTEE

Claire Butler-Bass, Committee Chair

November 21, 2024

INFORMATION:

1. The committee reviewed the presbytery's Child Protection Policy, required by the Book of Order, at the request of the Policy Review task force and has proposed several revisions that will align with the proposed changes to the presbytery's Sexual Misconduct Policy and make it a more streamlined document. See the Leadership Team Report for details.
2. **Presbytery Resource Center Report:** Looking for Lent and Easter Resources? Check out what the Resource Center has available by going to www.wvpresbytery.org/resource-center and clicking on the blue Online Catalog box. Resources can be mailed or delivered to you if needed.
3. **2025 Upcoming Events Sponsored by the Nurture Committee** – Registration information can be found at www.wvpresbytery.org and in the flyers section of this packet.
 - **Expanding Your Ministry Toolbox Course:** "Dealing with Difficult People," led by Sarah Moore-Nokes, Saturday, January 18, 9 AM - noon on Zoom
 - **Educator, Clergy, CP, ALP Retreat,** Monday, February 17-Tuesday, February 18, John XXIII, Charleston
 - **Expanding Your Ministry Toolbox Course:** "Pastoral Care with the Dying and Their Loved Ones," led by Kathryn Willoughby Weed, Saturday, March 1, 9 AM - noon on Zoom
 - **Spring Youth Retreat,** Sunday, April 27, 10 AM - 4 PM, Charleston
 - **Presbyterian Youth Triennium,** Monday, July 28-Thursday, July 31, Louisville, KY
 - **Expanding Your Ministry Toolbox Course:** "Preaching the Bible for Our Times" with Karoline Lewis, Saturday, October 18, 9:30 AM – 4:30 PM, Charleston and on Zoom

For more information on any of these events, contact Susan Sharp Campbell, Associate for Educational Ministry, at susan_sharp_campbell@hotmail.com or 304-667-9428.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE RELATIONS COMMITTEE

Margaret Bolt, Committee Chair

November 21, 2024

INFORMATION:

1. The committee welcomed invitations for a triennial visit from First Presbyterian Church in Kingwood; Community Presbyterian Church in Arthurdale; and the four churches in the Valley Parish – Belington, Beverly, Mill Creek, and Tygarts Valley Presbyterian Churches. Members enjoyed worshipping with these churches and meeting with the sessions of the churches. The committee looks forward to the opportunity to visit other churches. If your church is willing to visit with us in person, please contact Margaret Bolt using the contact information at the end of this report.
2. The committee is continuing calls to each of the churches not already in conversation with the Committee on Ministry. The committee offers our prayers and support to all of the churches of the Presbytery and stands ready to assist in any way possible.
3. The committee has *Ministry Collaboration/Cluster Support Grants* available for collaboration between churches in our Presbytery. The committee is pleased to award a grant to the Edgewood and Frankford churches in Greenbrier County to support the Saturday of Service Free Drive-Thru Meals program. The committee welcomes the opportunity to support your mission and work in your community as well. Here is a link to the 2026 grant application: <https://wvpresbytery.org/wp-content/uploads/2024/01/Cluster-Support-Fund-application.pdf>

Contact Chair Margaret Bolt at mboltwv@gmail.com or 304-395-3698.

PRESBYTERY OF WEST VIRGINIA

REPORT OF THE VOCATIONS COMMITTEE

Todd Wright, Committee Chair

November 21, 2024

INFORMATION:

1. The committee met on August 12 and reviewed the applications of those wanting to begin Level 2 of the ALP/CP preparation process. Chris Alfred, Kelly Beckett, Nick Blain, Tim Burton, Erin Fink, Amy Kesterson, and Jennifer Runyan were all approved. The committee is waiting for a session endorsement for one other applicant.
2. The committee examined Erica Layton on September 16 and found her ready to seek a call as a Commissioned Pastor (CP). Subsequently, having received a call to be the CP at First Presbyterian Church, Colcord, she was examined on October 14 and, following that examination, the committee recommended her to the Committee on Ministry as ready to be commissioned.
3. The committee examined Susan Perry on October 14 and found her ready to seek a call as a Commissioned Pastor.
4. On behalf of the committee, the chair, Todd Wright, followed up on a request that counsel for the Presbytery of West Virginia review whether funding for ALP/CP classes can come from the Rachel McClintic fund.
5. Mossy Creek Presbyterian Church has made arrangements to make payments on Jamie Smith's McClintic loans. Cliff Haddox has made a payment on his McClintic loans. As of mid-October, the Presbytery has received McClintic loan payments totaling \$4,867 in 2024.
6. Through regular check-ins with Inquirers and Candidates via their liaisons, the committee offers continuing support to those preparing for ministry under the care of our presbytery.
7. The committee has scheduled a class for Commissioned Moderator training for November 9. Susan Sharp Campbell and Todd Wright will facilitate the training.

FEEDBACK

We want to hear from you!

1. What part of today's meeting was meaningful to you?
2. Please share ways that we can improve meetings in a hybrid format.
3. How can Presbytery help your congregation? (Please include your name and church in answer.)
4. Would you be willing to help with worship at a future Presbytery meeting? If yes, please share your name and contact information here:
5. Did you view the orientation video for the meeting? If so, did you find it helpful and is there anything you wish had been included in it that wasn't?
6. How did you attend today's meeting, in person or on Zoom?
7. If you attended on Zoom, was it clear to you how to seek recognition? Why or why not?
8. If you attended in person, did you experience any issues with accessibility and the meeting? Do you know anyone who did not attend today's meeting due to accessibility?
9. Additional comments:

OPTIONAL: Your name _____

Phone _____ Email _____

Please return the form by emailing to office@wvpresbytery.org or mail to:
Presbytery of West Virginia, P.O. Box 11720, Charleston, WV 25339



Worship

Bulletin

CALLED TOGETHER

PRELUDE

***INTROIT NO. 285** “Like the Murmur of the Dove’s Song” v. 2 BRIDEGROOM

**To the members of Christ’s body, to the branches of the Vine,
to the church in faith assembled, to our midst as gift and sign: Come Holy Spirit, come.**

“Like the Murmur of the Dove’s Song” words by Carl P. Daw Jr., 1982, music by Peter Cutts, 1969

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***CALL TO WORSHIP** (based on Ephesians 4:4-16 and the PWV Mission Statement)

Leader: We come together as one body:

People: We are a baptized, covenant people,

Leader: called to the one hope of our calling, one Lord, one faith, one baptism,

People: called by God to reflect Christ’s love through mission,

Leader: each of us was given grace according to the measure of Christ’s gift...that some would be apostles, some prophets, some evangelists,

People: called by God to reflect Christ’s love through ministry,

Leader: some pastors and teachers, to equip the saints for the work of ministry,
for building up the body of Christ,

People: called by God to reflect Christ’s love through relationships,

Leader: until all of us come to the unity of the faith and of the knowledge
of the Son of God.

People: Let us worship God.

***HYMN NO. 321** “The Church’s One Foundation”

AURELIA

1 The church's one foundation is Jesus Christ her Lord.

She is his new creation by water and the word.

From heaven he came and sought her to be his holy bride.

With his own blood he bought her, and for her life he died.

2 Elect from every nation, yet one o'er all the earth,

her charter of salvation: one Lord, one faith, one birth.

**One holy name she blesses, partakes one holy food,
and to one hope she presses, with every grace endued.**

3 Though with a scornful wonder this world sees her oppressed,

by schisms rent asunder, by heresies distressed,

yet saints their watch are keeping; their cry goes up: "How long?"

And soon the night of weeping shall be the morn of song.

* You are invited to stand as you are able.

**4 Mid toil and tribulation, and tumult of her war,
she waits the consummation of peace forevermore:
till with the vision glorious her longing eyes are blest,
and the great church victorious shall be the church at rest.**

**5 Yet she on earth has union with God, the Three in One,
and mystic sweet communion with those whose rest is won:
O happy ones and holy! Lord, give us grace that we,
like them, the meek and lowly, may live eternally.**

"The Church's One Foundation," words by Samuel John Stone, 1866,
music by Samuel Sebastian Wesley, 1864, Public Domain

***LITURGY OF CONFESSION** *(based on Ephesians 4: 4-16 & Ezekiel 37:1-6)*

***Invitation to Confession**

Leader: In Ephesians, the apostle writes, "We must no longer be children, tossed to and fro and blown about by every wind of doctrine, by people's trickery, by their craftiness in deceitful scheming." It is time we confessed our immaturity, our willingness to be tossed around by the loudest of the voices screaming for our attention, and the fear that rises to the surface in our thoughts of the future. Let us go to God in prayer to find forgiveness and a path to peace.

***Unison Prayer of Confession**

God of grace and compassion, we bring to you our burdens of guilt, shame, and regret, for we have not been the faithful, mature saints that you intend for us to be. We have neglected the gifts you give us for leading your people in favor of following fads and the world's wisdom. We have damaged the body of the Church with careless, easy words rather than speaking the truth in love. We have been blown about by doctrine rather than grounded in your abiding, all-encompassing love. Forgive us, Lord of new life, so we may grow up in every way into your likeness, and be vital members of your one body. *(silent prayers of confession)*

And all God's people say, **Amen.**

***Assurance of Pardon**

Leader: In the valley of dry bones, the Word of the Lord went forth:

People: "I will cause breath to enter you, and you shall live.

Leader: "I will lay sinews on you, and will cause flesh to come upon you,
and cover you with skin, and put breath in you, and you shall live;
and you shall know that I am the Lord."

People: Christ the Lord forgives us and gives us new life. Thanks be to God! Amen.

***Song of Praise**

"O for a Thousand Tongues to Sing" (v. 5)

AZMON

**To God all glory, praise and love be now and ever given
by saints below and saints above, the church in earth and heaven.**

"O for a Thousand Tongues to Sing" words by Charles Wesley, 1739,
music by Carl Gotthelf Glaser, 1828, arranger Lowell Mason, 1839,
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TO RECEIVE GOD'S WORD

PRAYER FOR ILLUMINATION

SCRIPTURE

Ezekiel 37:1-6; Ephesians 4:4-16

SERMON

TO RESPOND IN FAITH

*AFFIRMATION OF FAITH

from *The Confession of 1967* (2.9.34-35)

The institutions of the people of God change and vary as their mission requires in different times and places. The unity of the church is compatible with a wide variety of forms, but it is hidden and distorted when variant forms are allowed to harden into sectarian divisions, exclusive denominations, and rival factions.

Wherever the church exists, its members are both gathered in corporate life and dispersed in society for the sake of mission in the world.

*HYMN NO. 516

"For the Bread Which You Have Broken"

KINGDOM

**1 For the bread which you have broken, for the wine which you have poured,
for the words which you have spoken, now we give you thanks, O Lord.**

**2 By this promise that you love us, by your gift of peace restored,
by your call to heaven above us, hallow all our lives, O Lord.**

**3 With the saints who now adore you seated at the heavenly board,
may the church still waiting for you keep love's tie unbroken, Lord.**

**4 In your service, Lord, defend us; in our hearts keep watch and ward;
in the world to which you send us let your kingdom come, O Lord.**

"For the Bread Which You Have Broken," words by Louis Fitzgerald Benson, 1924, music by V. Earles Copes,
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OFFERING OURSELVES AND OUR GIFTS

Offertory Invitation: The Spirit gives each of us spiritual gifts to use in service to the church and to do God's work around the world. In gratitude for these gifts, we, in turn, give offerings of financial support from our abundance. With grateful hearts, let us make our contributions to the Presbyterian Hunger Program, which seeks to alleviate hunger and eliminate its causes in the United States and around the world.

*Doxology

"Praise God from Whom All Blessings Flow"

OLD HUNDREDTH

**Praise God from whom all blessings flow;
praise God, all creatures here below;
praise God above, ye heavenly host;
praise Father, Son, and Holy Ghost. Amen.**

"Praise God, from Whom All Blessings Flow," words by Thomas Ken, 1695, 1709,
Music, Genevan Psalter, 1551. Public Domain

THE SACRAMENT OF COMMUNION

The Invitation to the Table

We come from many different places – geographical, emotional, social –
but we are all baptized in one baptism and proclaim one faith;
we are, each of us, uniquely gifted,
yet we are all members of one body and beloved by God;
we have different fears, doubts, comforts, dreams,
yet we proclaim one hope;
We all come to this one Table, all are welcomed by our one Host,
our one Lord and Savior, Jesus Christ.

The Great Prayer of Thanksgiving

Leader: The gift-giving God be with you.

People: And also with you.

Leader: Lift up your hearts and your heads.

People: Joined and knitted together by God's love and power, we lift them up.

Leader: Let us give thanks to the One who equips us for use in God's kingdom!

People: It is right to give our praise to the One who is the head, Jesus Christ.

Leader: Let us pray: In the time before time, you were there,

People: one God and Father of all, who is above all and through all and in all.

Leader: You spoke, and your breath entered the void, and the bones of the universe took shape and became covered with sinews of matter – land and water and sky,

People: All gasping in your breath of life and being quickened by your Spirit.

Leader: Lastly, you molded us out of the elements of creation, breathed life into clay, and placed us in an abundant world to be the bearers of your likeness;

People: but our minds were curious and child-like, and disobedience soon took root, leading us away from the bountiful life you had given us.

Leader: For generations we wandered through the world, following scheming and deceitful ways, ignoring the prophets and lawgivers you sent to bring us home. When the time was ripe, Christ descended into the lower parts of the earth.

People: When his redemptive work was done, he ascended on high, and gave good gifts to his people.

Leader: At his holy meal, we take of Christ's good gifts of bread and cup and remember his broken body and his life poured out to bring the gift of grace to us.

People: We come to this table in the unity of the faith in the Son of God, longing for the time when we understand the measure of the full stature of Christ.

Leaders: Spirit, give life to this bread we break, that it might enliven our work of bringing bread and hope to those who are hungry and in despair.

And as we take this cup of salvation, build us up as your body in love for those who seek forgiveness and restoration to life abundant.

People: For now we look to the one hope of our calling, a day we shall gather from all corners of the world and all ages of time, to feast at the eternal table of grace and love in the realm of Christ Jesus, our Lord. Amen.

The Words of Institution *(based on 1 Corinthians 11:23-26)*

On the night that he was betrayed, Jesus shared a last meal with his closest followers.
Filled with the Spirit, he took up the bread.

After giving thanks for it, he said to his disciples,

“This bread is my body, broken for you.

Every time you break into a loaf of bread

I want you to remember me.”

After they had eaten, he did the same thing with the cup, saying,

“This cup is my blood, my life poured out for you.

whenever you share a cup like this,

I want you to remember me.

So every time we gather to share this holy meal

breaking into a new loaf of bread, sharing a cup amongst ourselves,

let us remember and proclaim the death of the Lord, until he comes again.

The Communion and Blessing of the People

*All are invited to come to the front of the sanctuary to receive communion by intinction
(all bread will be gluten free).*

The Prayer After Communion (Unison)

**Christ our host, gathered round your table, nourished by our presence and your
gifts of bread and cup, we celebrate our oneness in you. Now send us forth to share
our bread and to offer others forgiveness and grace in your name. Amen.**

TO LIVE AS DISCIPLES

***HYMN NO. 733**

“We All Are One in Mission”

ES FLOG EIN KLEINS WALDVOGELEIN

**1 We all are one in mission; we all are one in call,
our varied gifts united by Christ, the Lord of all.**

**A single, great commission compels us from above
to plan and work together that all may know Christ's love.**

**2 We all are called for service to witness in God's name.
Our ministries are different; our purpose is the same:
to touch the lives of others by God's surprising grace,
so every folk and nation may feel God's warm embrace.**

**3 Now let us be united and let our song be heard.
Now let us be a vessel for God's redeeming word.
We all are one in mission; we all are one in call,
our varied gifts united by Christ, the Lord of all.**

“We All Are One in Mission,” words Rusty Edwards, 1985, music Memmingen ms., 17th century
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***BLESSING AND BENEDICTION**

***BENEDICTION RESPONSE** “O God in Whom All Life Begins” (v. 2)

ELLACOMBE

**Unite in mutual ministry our minds and hands and hearts
that we may have the grace to seek the power your peace imparts.**

**So let our varied gifts combine to glorify your Name
that in all things by word and deed we may your love proclaim.**

“O God in Whom All Life Begins,” words, Carl P. Daw Jr., 1990, music, English melody,
Arranger Arthur S. Sullivan, 1874. Copyright 1990 Hope Publishing Company
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POSTLUDE

TODAY’S OFFERING will go to The Presbyterian Hunger Program. Online participants may contribute to the offering by sending a check, payable to the Presbytery of West Virginia with the notation “November 2024 meeting offering,” to Presbytery of WV, PO Box 11720, Charleston, WV 25339, or paying by credit card using the “Donate” button under “About Us” at www.wvpresbytery.org, with the notation “November 2024 meeting offering.”

WORSHIP LEADERS:

Liturgist: Margaret Bolt, First Presbyterian Church, Morgantown

Preacher: Andy Rice, Pastor, Oak Grove Presbyterian Church

Officiants: Steve Elderbrock, Pastor, Bridgeport Presbyterian Church and Cinda Harkless,
Pastor, Kuhn Memorial Presbyterian Church

Musician: John Morrison, First Presbyterian Church, Fairmont

RESOURCES: Unless otherwise noted, all liturgy was created by Rev. Dr. Amy Wallace Parker and may be used for congregational worship with attribution.



Flyers & Information



EXPANDING YOUR MINISTRY TOOLBOX COURSES 2025

“Expanding Your Ministry Toolbox” courses are designed for congregational leaders to assist them in adding skills and resources to their ministry toolbox and thus to strengthen our congregations with strong and capable leadership. These local opportunities for leadership development and/or continuing education are meant to be affordable and timely for pastoral leaders, preachers, ruling elders and members.

Below you will find information on the courses to be offered in 2025.

Mark your calendars and plan to join us.

- ***“Get Better at Dealing with Difficult People”***

Saturday, January 18, 9 AM – noon on Zoom

Focus: Who are the challenging people in your life? We’ve all got them - a co-worker, a board member, a family member, a church member - they get under our skin, take us by surprise, and sometimes undermine our leadership. Join your colleagues for some lively learning and skill-building to be better equipped to deal with difficult people.

Leader: Sarah Moore-Nokes is a pastor in the Presbyterian Church (USA), a consultant, and an ICF certified coach (ACC). Sarah has served in judicatory positions in the Presbyterian Church (USA) and has held leadership positions regionally and nationally.

- ***Pastoral Care with the Dying and Their Loved Ones***

Saturday, March 1, 9 AM – noon on Zoom

Focus: This course will share practical information on illness, dying, and death for pastors and others ministering to the dying and their loved ones. Topics to be covered include: pastoral, spiritual and physical issues surrounding the dying process; treatment issues and facilitation of medical-ethical decision making; grief, including helpful and unhelpful responses; and grief ministry and self-care resources for further study.

Leader: Kathryn Willoughby Weed is a board-certified chaplain who has served as staff chaplain at Saint Francis and Thomas Memorial hospitals. She currently serves as Associate for Ministry to Older Adults for the Presbytery of West Virginia.

- ***Preaching the Bible for Our Times***

Saturday, October 18, 9:30 AM – 4:30 PM in person in Charleston and on Zoom

Focus: We know the Bible is the living word of God, but how does that belief connect to biblical authority and the relevance of scripture? This course will explore what it means to preach biblically, preach the Bible faithfully, and how our intercontextualities truly make for a sermon to be an encounter with the resurrected Christ.

Leader: Karoline M. Lewis is the Marbury E. Anderson Chair in Biblical Preaching at Luther Seminary, St. Paul, MN, the Program Director for the Festival of Homiletics, a contributing writer for Working Preacher, and co-host of the site's weekly podcast, Sermon Brainwave.

Full information with registration forms for each particular Toolbox course will be made available several months in advance by email and the presbytery newsletter.

Questions? Contact Susan Sharp Campbell, susan_sharp_campbell@hotmail.com.

“GET BETTER AT DEALING WITH DIFFICULT PEOPLE”

with

Rev. Sarah Moore-Nokes

Saturday, January 18, 2025

9:00 AM – 12:00 PM

on ZOOM



Course Description:

Who are the challenging people in your life? We've all got them - a co-worker, a board member, a family member, a church member - they get under our skin, take us by surprise, and sometimes undermine our leadership. Join your colleagues and facilitator for some lively learning and skill-building to be better equipped to deal with difficult people.

We'll consider power dynamics, social capital, and decision making in organizations powered by volunteers. We'll practice bite-sized strategies for navigating challenging situations and we'll have some fun along the way.

Facilitator: Sarah Moore-Nokes is a pastor in the Presbyterian Church (USA), a consultant, and an ICF certified coach (ACC), drawing on her previous experience in mid-council ministry, human resources, and organizational development. Sarah has served in judicatory positions in the Presbyterian Church (USA) and has held leadership positions regionally and nationally. When she's not working, you can find her gardening, parenting, knitting, cooking, reading, and running. She believes that everyone should have at least one really hard thing to work on at any given moment - currently hers is economic justice as a volunteer program advocate for an initiative called Restorative Actions (restorativeactions.org).

Registration deadline: **Friday, January 10** Cost: **\$20**, due with registration

To register and pay online, go to www.wvpresbytery.org.

To pay by check, complete the form below and return it with a check to:

Presbytery of West Virginia, c/o Susan Sharp Campbell, 683 Dwyer Lane, Lewisburg, WV 24901.

Questions? Contact Susan Sharp Campbell at susan_sharp_campbell@hotmail.com or 304-667-9428.

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Name _____ Phone _____

Church _____ Email _____



"Pastoral Care with the Dying and their Loved Ones"

with

Rev. Kathryn Willoughby Weed

Saturday, March 1, 2025

9:00 AM – 12:00 PM

on ZOOM



Course Description: Practical information on illness, dying, and death for pastors ministering to the dying and their loved ones. Covered topics:

- pastoral, spiritual, and physical issues surrounding the dying process
- treatment issues and facilitation of medical-ethical decision making
- grief, including helpful and unhelpful responses
- grief ministry and self-care
- resources for further study

Leader: A native of Atlanta, Rev. Kathryn Willoughby Weed has called West Virginia home for thirty years. Board certified through the Association of Professional Chaplains, she served as staff chaplain at Saint Francis and Thomas Memorial hospitals. Kathy currently serves as Associate for Ministry to Older Adults with the Presbytery of West Virginia and is a board member of Presbyterian Homes, a low-income housing ministry in Charleston.

Registration deadline: **Friday, February 21** Cost: **\$20**, due with registration

To register and pay online, go to www.wvpresbytery.org.

To pay by check, complete the form below and return it with a check to:

Presbytery of West Virginia, c/o Susan Sharp Campbell, 683 Dwyer Lane, Lewisburg, WV 24901.

Questions? Contact Susan Sharp Campbell at susan_sharp_campbell@hotmail.com or 304-667-9428.

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Name _____ Phone _____

Church _____ Email _____



BLUESTONE CAMP & RETREAT

2025 DATES TO REMEMBER

SUMMER CAMPS



CAMP KICK-OFF RETREAT: JUNE 13-15

WEEK 1: JUNE 15-21

WEEK 2: JUNE 22-28

WEEK 3: JUNE 29-JULY 5

SUMMER SEND-OFF RETREAT: JULY 4-6



RETREATS



GUYS' WEEKEND: APRIL 25-27

SPRING GETAWAY: MAY 2-4

[http://](http://www.bluestonecamp.org) **WWW.BLUESTONECAMP.ORG**

f **BLUESTONE CAMP & RETREAT CENTER**

Presbyterian Youth Triennium 2025



- WHO:** YOUTH, currently in grades 8-12
YOUNG ADULTS, ages 19-23 (as participants or work crew)
ADULT ADVISORS, at least 25 years old
- WHERE:** Kentucky International Convention Center, Louisville, KY
Lodging will be at nearby Triennium-designated hotels.
- WHEN:** Monday, July 28-Thursdays, July 31
(There will be a mandatory meeting for all participants traveling with the presbytery delegation in late May, early June. Every attempt will be made to find a date all can attend.)
- THEME:** "As If We Were Dreaming," Psalm 126:1
- COST:** The cost per youth and young adult is \$375.
This cost, which is supplemented by the Rachel McClintic funds, includes housing, meals, t-shirts, program costs, and transportation.
Churches are encouraged to assist with the registration costs.

Registration Deadline: March 31, 2025

Information and registration forms can be found at www.wvpresbytery.org and from church leaders. A registration form also follows this flyer.

The Presbytery's Registrar for this event is Susan Sharp Campbell.
Please contact her with questions at susan_sharp_campbell@hotmail.com or 304-667-9428.

More information on this event can be found at <https://presbyterianyouthtriennium.org>.



**YOUTH and YOUNG ADULT REGISTRATION
FOR 2025 PRESBYTERIAN YOUTH TRIENNIUM**

Please:

1. Use a **BLACK PEN** and write **LEGIBLY**.
2. Complete the following form on both sides (you will need a church leader and parent to sign it), and return it to Presbytery of West Virginia, c/o Susan Sharp Campbell, 683 Dwyer Lane, Lewisburg, WV 24901, no later than Monday, March 31, 2025.
3. With the registration form, send your non-refundable deposit of \$188 (Note: The balance of \$187 is due by Monday, May 5, 2025. Anyone registering is expected to pay the balance if they are unable to attend unless their spot can be filled by another youth of the same gender.
4. When you receive log-in information, fill out a Participant Release Form on the PYT website. As you complete the information below, please remember the **black pen** and make sure that all information is **LEGIBLE**, particularly email addresses.

I. Name _____

Complete Address _____

Phone (cell) _____ (other) _____

E-mail: _____

Church/City _____ t-shirt size _____

Male _____ Female _____ Other _____ Birthdate _____

Parent Name (for youth) _____

Parent phone _____; email _____

In the space below, please identify any special needs (food, allergies, meds, disabilities):

I agree to abide by the Presbyterian Youth Triennium Community Guidelines and to attend a pre-Triennium gathering of the Presbytery of West Virginia Delegation.

Signed _____

(next page)

II. Church Endorsement (to be signed by Pastor, Educator, CRE or Clerk of Session - this person should NOT be related to the participant):

_____ (name of youth) is an active participant in
_____ Presbyterian Church in _____ (town) and I
endorse him/her as a member of the Presbytery of West Virginia's Delegation to the
2025 Presbyterian Youth Triennium.

Signed _____

Print Name _____ Position _____

III. Parental Acknowledgement to be completed for Youth (grades 8-12)

I support my youth _____ as a youth participant to
the 2025 Presbyterian Youth Triennium and as part of my support promise to pay fees in
full, assist them in traveling to Charleston on July 28, and encourage their full
participation in this event. I understand that in the event my youth withdraws from this
event after May 5, 2025, I am responsible for full payment unless their place can be
filled by another youth of the same gender. In the event that they fail to live up to the
Triennium Community Guidelines and are asked to leave the event, I will be responsible
for their transportation home and any costs associated with it.

Signed _____

Name _____

* * * * *

for office use only

Date registration received _____ Deposit received: yes or no

Date balance received _____