

PRESBYTERY OF WEST VIRGINIA

Presbyterian Church (U.S.A.)

Synod of the Trinity

First Presbyterian Church

Fairmont, West Virginia

November 21, 2024

ONE HUNDRED SIXTY FIRST STATED MEETING

CALL TO ORDER

The meeting was called to order with prayer at 10:00 a.m. by Moderator Dawm Adamy. This meeting was a hybrid meeting of in-person and Zoom participation. Zoom participants were able to fully see, hear, vote and respond to the business on the floor.

GREETINGS FIRST PRESBYTERIAN CHURCH

Evan Walker, Pastor of First Presbyterian Church, extended a warm welcome to the Presbytery.

SEATING OF CORRESPONDING MEMBERS

Transitional General Presbyter and Stated Clerk Maureen Wright moved that Forrest Claassen, minister member of Pittsburgh Presbytery and Executive of the Synod of the Trinity, and Nick Cammarata, member of the Presbytery of the James, be seated as Corresponding Members for the duration of this meeting.

After receiving a second, the Presbytery adopted the recommendation.

Ms. Wright moved that Matt Holbert, member of the West Virginia-Western Maryland Synod, Evangelical Lutheran Church in America, pastor of Gace Lutheran church in Fairmont, and Moderator of the Board of the federated Church of the Covenant, Grafton, be seated as a Corresponding Member for the duration of his relationship with the Church of the Covenant, Grafton.

After receiving a second, Presbytery adopted the recommendation.

INTRODUCTION OF FIRST TIME RULING ELDER COMMISSIONERS

Ruling Elder Commissioners attending Presbytery for the first time were introduced and welcomed.

STATEMENT OF QUORUM

The Stated Clerk stated an official quorum with Commissioners from 29 churches and 33 Ministers of Word and Sacrament. (Attendance record in Appendix A, pages 159-164.)

DOCKET

The Stated Clerk moved that the docket be approved as amended. The motion was seconded, and the docket was approved. (Appendix B, pages 165-166.)

CONSENT AGENDA

The Moderator called on Stated Clerk Maureen Wright who moved the approval of the Consent Agenda.

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.

Stated Clerk Wright moved both recommendations. After receiving a second, the Consent Agenda was adopted.

MODERATORIAL APPOINTMENTS

The Moderator appointed Margaret Bolt (ruling elder, First Presbyterian Church, Morgantown), Doug Jenkins (retired minister), Julie Olt (minister, Old Stone Presbyterian Church), Jim Gamble (ruling elder, Upperplade Presbyterian Church), and George Lilley (ruling elder, First Presbyterian Church, Morgantown) as Temporary Clerks.

The Moderator appointed members of the Leadership Team in attendance as the Committee on Bills and Overtures.

WORSHIP

Presbytery gathered to worship, led by liturgist, Margaret Bolt (First Presbyterian Church, Morgantown); preacher, Andy Rice (minister of Word and Sacrament), Oak Grove Presbyterian Church); celebrants Steve Elderbrock (minister of Word and Sacrament), Bridgeport Presbyterian Church) and Amy Parker (Minister, Village Chapel Presbyterian Church, Charleson; and musician, John Morrison (First Presbyterian Church, Fairmont).

ANNOUNCEMENTS

The Moderator recognized Susan Sharp Campbell who gave information about the 2025 Presbyterian Youth Triennium, Kari Preslar who gave information about the Festival of Faith and Sharon Bell who gave information about available assistance from the Mission Committee for churches' mission projects.

REPORT OF THE STATED CLERK

Ms. Wright then presented the Stated Clerk's report.

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

1. 9/42024 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. (Appendix C, pages 167-168.)
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.

PROCEDURAL MATTERS

The Stated Clerk presented Procedural Matters and moved the adoption of Item C3, limiting debate to 30 minutes per main motion, with each individual limited to three minutes per speech. After receiving a second, the Presbytery adopted the motion by a two-thirds vote. (Appendix D, page 169.)

REPORT OF THE TRANSITIONAL GENERAL PRESBYTER

The Moderator recognized Transitional General Presbyter Maureen Wright who gave her report. Ms.

Wright recognized that Native Peoples occupied this land before white people came.

Ms. Wright gave an update on the incorporation of churches. The legal decision is that incorporation of churches is not permitted in this state, in accordance with the West Virginia Constitution. Churches that have already completed the incorporation process will be advised about next steps.

EDUCATIONAL FOCUS

The subject of this meeting's educational focus was the *Presbytery of West Virginia Strategic Plan: A New Season*. The presentation was led by Randy Fife, Chair of the Leadership Team. Mr. Fife briefly reviewed the discernment process. Members of the Leadership Team explained different parts of the plan. Presbytery then broke into small groups for further discussion.

BUSINESS OF THE PRESBYTERY

Presbytery recessed for lunch, reconvening with afternoon prayer led by Moderator Adamy.

REPORT OF THE LEADERSHIP TEAM

The Moderator recognized Randy Fife, Leadership Team Chair, who gave the report of the Leadership Team.

RECOMMENDATIONS:

1. That the 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 plan is available from the Presbytery staff. A summary is in Appendix E, pages 170-177.)

Presbytery adopted the recommendation

2. That the proposed updated Policy for Preventing and Responding to Sexual Misconduct be approved. (Appendix F, pages 178-186.)

Presbytery adopted the recommendation.

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. (Appendix G, pages 187-206.)

Presbytery adopted the recommendation.

4. That Doug Jenkins (retired minister) and Kari Preslar (ruling elder, First Charleston) be elected to serve on the Committee on Representation in the Class of 2027. After the Moderator asked for nominations from the floor, Presbytery adopted the recommendation.
5. That Doug Jenkins be elected to serve as Chair of the Committee on Representation for 2025. After the Moderator asked for nominations from the floor, Presbytery adopted the recommendation.
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 2025 Stated Meeting.

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 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.

REPORT OF THE SYNOD COMMISSIONERS

The Moderator recognized Elizabeth Campbell-Maleke (minister of Word and Sacrament), Synod Commissioner, to present the report on the Synod Assembly. James M. Wilson (ruling elder, First Presbyterian Church, Clarksburg) was also a commissioner.

Rev. Campbell-Maleke showed pictures of the event and spoke about the panel on Ministry in Appalachia. She noted that the per capita will remain the same. The Merger Coordinator, Karen Kinney, updated the Assembly on the merger of Lackawanna and Lehigh Presbyteries. Rev. Campbell-Maleke noted personnel changes in the Synod. She expressed gratitude for the opportunity to serve as Synod Commissioner.

GOOD NEWS FROM THE PEWS

The Moderator invited Ruling Elder Commissioners to share news about what is happening in their congregations.

REPORT OF THE COMMITTEE ON REPRESENTATION

The Moderator recognized Susan Shelton Perry, Chair, to present the report on the Committee on Representation.

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)
 - c. Leadership Team – Andy Rice (minister, Oak Grove)
 - d. Trustees – James Rowe (ruling elder, Old Stone)

The Moderator asked for nominations from the floor; there was none. Presbytery adopted the recommendation.

2. For Presbytery Committees:
 - a. Leadership Team – Class of 2027
James Morley (minister, Fleming Memorial, Fairmont)
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
S. Douglas Adkins (ruling elder, First Church, Huntington) – Class of 2027
Barbara Smith (ruling elder, Village Chapel)

- d. Stewardship – Class of 2027
Doug Gray (ruling elder, Bridgeport)

The Moderator asked for nominations from the floor; there was none. Presbytery adopted the recommendation.

- 3. For Ordination Exam Reader – Class of 2027
Susan Eason (ruling elder, First Church, Morgantown)

The Moderator asked for nominations from the floor; there was none. Presbytery adopted the recommendation.

REPORT OF THE VOCATIONS COMMITTEE

The Moderator recognized Todd Wright, Chair, who presented the report of the Vocations Committee.

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, Jennifer Runyan, and Mary Beth Paletta were all approved.
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.

REPORT OF THE COMMITTEE ON MINISTRY

The Moderator recognized George Lilley, Chair, to present the report on the Committee on Ministry.

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.

Presbytery adopted the recommendation.

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.

Presbytery adopted the recommendation.

- 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.

Presbytery adopted the recommendation.

- 4. Approve the change of relationship for minister Stephen Baldwin from Installed Pastor to Stated Supply of the Ronceverte Church.

Presbytery adopted the recommendation

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.
6. Reviewed the following exit interview:
 - Patterson Lyles
7. Approved the transfer of Charla Waters Koerner and John Koerner to Central Florida Presbytery.
8. The Congregational Development team continues its work with small churches.
9. Assigned exit interviews as needed.
10. Reviewed at each meeting those churches experiencing pastoral leadership transitions.
11. 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
12. Reviewed the following six-month interviews:
 - Bridgeport Presbyterian Church and Steve Elderbrock
13. 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.

14. The Presbytery will commission Erica Layton to First Presbyterian Church, Colcord, immediately following this report.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.

Moderator Dawn Adamy and Committee Chair George Lilley led Presbytery in a commissioning service for Erica Layton to serve the First Presbyterian Church, Colcord. The Moderator asked Ms. Layton the constitutional questions, which she answered successfully.

Moderator Dawn Adamy and Committee Chair George Lilley led Presbytery in a service recognizing the retirement of minister Kyle Key.

REPORT OF THE TRUSTEES

The Moderator recognized Roger Perry, a member of Trustees, to present the report of the Trustees.

RECOMMENDATION:

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

Presbytery adopted the recommendation.

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.

REPORT OF THE STEWARDSHIP COMMITTEE

The Moderator recognized Mark Boyd to present the report of the Stewardship Committee.

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."

Presbytery adopted the recommendation.

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. (Appendix H, pages 207-217.)

REPORT OF THE ADMINISTRATION COMMITTEE

The Moderator recognized Senta Goudy, committee member, to present the report of the Administration Committee.

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.

Presbytery adopted the recommendation.

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.

Presbytery adopted the recommendation.

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

Presbytery adopted the recommendation

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.

NEW BUSINESS

There was no new business.

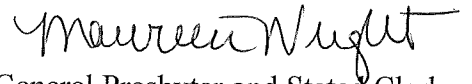
ADJOURNMENT

The Moderator encouraged those present to review the information in the packet for upcoming events, to complete the feedback form, and to read the printed reports of the Bluestone, Mission, Nurture, and Relations Committees. (Appendix I, pages 218-220.) She reminded Presbytery to complete and return a feedback form.

The next stated meeting of the Presbytery will be a Zoom meeting on February 20, 2025.

The meeting was adjourned with charge and benediction by Moderator Adamy at 2:40 p.m.

Pamilla Ferrell, Recording Clerk

A handwritten signature in black ink, appearing to read "Maureen Wright". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Maureen Wright, Transitional General Presbyter and Stated Clerk

Dawn Adamy, Moderator

APPENDIX A – ATTENDANCE

OFFICERS OF PRESBYTERY: Dawn Adamy (also listed as minister member below), Moderator; Maureen Wright, Stated Clerk; Chris Alfred, Treasurer; Pam Ferrell, Recording Clerk.

CHAIR OF LEADERSHIP TEAM: Randy Fife.

COMMISSIONED PASTORS: Jeff Barton, Erica Layton, Jim Musgrave, John Nelson, Debbie Penn, Kari Preslar, Cherrie Sizemore.

MEMBERS OF LEADERSHIP TEAM (who are not Ministers or Elder Commissioners): Senta Goudy, Amy Kesterson, Jane Lothes.

CHAIRS OF PRESBYTERY COMMITTEES: Margaret Bolt, George Lilley, Susan Shelton Perry.

CORRESPONDING MEMBERS: David Bush (Coastal Carolina Presbytery), Forrest Claassen (Pittsburgh Presbytery), Matt Holbert (Evangelical Lutheran Church America).

MINISTERS OF OTHER DENOMINATIONS: Peter Barclay (United Church of Christ), James Harris (African Methodist Episcopal), James Riggs (Methodist).

STAFF: Susan Sharp Campbell (minister member below), Mark Miller, Amy Robinson, Kathryn Willoughby Weed.

VISITORS (who registered): John Bolt, Tim Burton, Nikki Byrne-Hoffman, Tanner Capps (Davis & Elkins College), Dawn Hammat, Rod Jones, Joe Lothes, Karen Robinson, Tina Vial (Davis & Elkins College).

ATTENDANCE OF MINISTERS

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

Name of Minister	2/17/24	5/16/24	8/17/24	11/21/24
Accord, Barbara A.	AE	AE	E	AE
Adamy, Dawn M.	P	P	P	P
Alford, Ralph Judson, II	AE	AE	AE	AE
Atkins, Ken	AE	AE	AE	AE
Bailey, Christopher	A	P	A	A
Baldwin, Stephen	A	P	A	P
Bell, Sharon	P	P	P	P
Blakeman, Robin	P	A	A	P
Bondurant, Robert K.	AE	AE	AE	AE
Bower, David	AE	AE	AE	AE
Boyce, Bonnie	AE	AE	P	AE
Boyd, Mark Allen	P	A	P	P
Brady, Agnes L.	P	P	A	*
Buckalew, Ronald W.	AE	AE	AE	AE
Butler-Bass, Claire	E	P	P	A
Calebaugh, Kenneth B.	E	AE	AE	AE
Campbell-Maleke, Elizabeth	E	P	P	P
Campbell, Susan Sharp	A	P	P	P
Cardot, Guy Richard	A	A	A	P
Carey, Garland Dale	A	A	A	A
Carroll, R. Leon, Jr.	E	AE	E	AE
Carter, Robert	AE	P	AE	AE
Case, Walter A.	AE	AE	AE	AE
Cort, Stephen Carter	P	P	E	AE

Name of Minister	2/17/24	5/16/24	8/17/24	11/21/24
Deaderick, David S.	AE	AE	AE	AE
Debnam, Robert W.	AE	AE	AE	AE
Dodson, E. Denison	P	E	E	E
Dreyer, Charles B.	AE	AE	AE	AE
Ducheneau, Mike	A	A	A	A
Elderbrock, Steve	P	A	A	P
Glaser, Robert H.	AE	AE	AE	AE
Goehner, Paul E.	AE	AE	AE	AE
Graham, Leonard E.	AE	AE	AE	AE
Gurley, Ben E.	AE	AE	E	AE
Haig, Kristine	AE	AE	AE	AE
Harden, Emily	P	A	A	P
Harkless, Cinda	A	P	E	P
Harkness, Cameron	AE	AE	AE	AE
Harrah, Jerry D.	AE	AE	AE	AE
Heidt, Paul Douglas	AE	*	*	*
Hitsman, Julie	A	A	A	A
Holland, John	P	P	E	P
Hollis, Virginia Kay	AE	AE	AE	AE
Jenkins, Doug	P	AE	AE	AE
Jenkins, Janet	AE	AE	AE	AE
Johnson, Rick	P	A	A	AE
Johnston, Thomas M., Jr.	AE	AE	AE	AE
Key, Kyle	P	P	E	P
Khoury Bailey, Noha	A	A	P	A
Kilbert, Chris	P	P	P	P
Kim, Se Hwan Isaiah	P	P	P	P
Koerner, Charla Waters	P	A	A	AE
Koerner, John F.	P	A	A	AE
Lee, David A.	P	P	P	P
Lewis, Elizabeth	P	P	P	P
Lyles, W. Patterson	P	A	A	A
MacBeth, Bruce	AE	AE	AE	AE
Macy, Marietta	A	P	A	A
McChesney, Charles S.	AE	AE	AE	AE
McCoy, William	AE	AE	AE	AE
McGrew, Gary S.	AE	AE	AE	AE
McGuire, Richard W.	AE	AE	AE	AE
McMillan, Annie Elizabeth	P	E	P	P
McMorran, William G., Jr.	AE	AE	AE	AE
Minnerly, Douglas A.	AE	AE	AE	AE
Mitchell, Monte Dean	P	P	A	P
Mohrman, James A.	AE	AE	AE	AE
Moore, Kristi Shay	A	A	A	A
Morgan, Norman K.	AE	AE	AE	AE
Morley, James E.	P	A	P	P
Morton, Zachary M.	A	P	P	P
Myers, Will (WVU Chaplain)	A	P	E	P
Myers, William C.	A	P	P	P
Olt, Julie	P	A	P	P
Olt, Schuyler	P	P	P	P

Name of Minister	2/17/24	5/16/24	8/17/24	11/21/24
Parker, Amy S.W.	A	P	P	P
Pendleton, P. Douglas, Jr.	A	E	P	P
Perkins, Chris	AE	AE	AE	AE
Purcell, Boyd C.	P	A	E	AE
Rice, Andrew "Andy"	A	P	A	P
Richards, David P.	AE	AE	AE	AE
Riley, John A.	AE	AE	AE	AE
Ringe, Charles	AE	AE	AE	AE
Robertson, M. Bruce	AE	AE	AE	AE
Robinson, James E.	P	P	P	P
Seely, Mike	AE	AE	AE	AE
Seibel, Frank L. "Skip"	AE	AE	AE	AE
Shaffer, David	AE	AE	AE	AE
Shogren, Donna Lee	AE	AE	AE	AE
Snyder, Richard J. Daly	AE	AE	AE	AE
Sonnenday, John	AE	AE	AE	AE
Spencer, Donald L.	AE	AE	AE	AE
Spring, Charles M.	AE	AE	AE	AE
Stevens, Bruce	AE	AE	AE	AE
Stewart, Joan W.	E	A	A	P
Stone, Greg	A	A	A	AE
Sutton, Jean C.	A	A	A	A
Taylor, J. Dexter	AE	AE	AE	AE
Thompson, Edward J.	A	A	A	AE
Vial, Peter	P	P	A	AE
Walker, Gary C.	AE	AE	AE	AE
Walker, William Evan	P	E	P	P
Walther, James A., Jr.	AE	AE	AE	AE
Washburn, Francis T.	AE	AE	AE	AE
Willoughby Weed, Kathryn A.	AE	AE	P	AE
Wilson, Richard B.	AE	AE	AE	AE
Woodard, Sara G. (Sally)	P	P	A	P
Wright, Todd	P	P	P	P

ATTENDANCE OF CHURCHES

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

Name of Church	2/17/24	5/16/24	8/17/24	11/21/24
Alderson	N	N	N	*
Alexander Memorial, Stony Bottom	E	N	N	E
Anderson Memorial, Welch	N	N	N	N
Bates Memorial, Huntington	Kim Burcham	N	N	N
Baxter, Dunmore	N	N	Betty Herbster	E
Beckley	N	Billy Richmond	N	N
Beechwood, Parkersburg	N	N	N	N
Belington	N	N	N	N
Belle	N	E	E	E
Bethlehem, Shinnston,	N	N	N	N
Beulah Humble, Elizabeth	N	N	N	N
Beverly	N	N	N	E
Bradley	N	N	N	N

Name of Church	2/17/24	5/16/24	8/17/24	11/21/24
Bramwell	N	N	N	N
Bream Memorial, Charleston	N	Melody Simpson	N	N
Bridgeport	N	Penny Ranson	N	N
Canyon Community, Morgantown	N	N	N	N
Centerville, Greenville	N	N	N	Charlotte Wilson
Church of our Saviour, Clarksburg	N	N	N	N
Church of the Covenant, Grafton	N	Sandy Kennedy	E	Sandy Kennedy
Clear Creek	N	N	N	N
Clifton, Maxwelton	N	Larry Davis	N	N
Clothier	N	N	N	N
Comfort	N	N	N	N
Community, Arthurdale	E	E	E	E
Davis Memorial, Elkins	N	Lynn Proudfoot	N	Lynn Proudfoot
Davis Memorial, Gassaway	N	N	N	N
Dupont City, Belle	N	N	N	N
Edgewood, Lewisburg	Mary Campbell	Julian Arbuckle	N	E
Eleanor	N	E	E	N
Elk Hills, Charleston	Nadeane Freguson	N	Debbie Schwirian	N
Enslow Park, Huntington,	N	N	Susan Fabry	Jane Jone
Falls View, Charlton Heights	N	N	N	N
Fayetteville	N	N	Phil Tissue	N
First, Bluefield	N	Daveen Denardo	E	N
First, Buckhannon	N	Steve Hornback	Steve Hornbeck	Steve Hornbeck
First, Charleston	David Thomas	N	N	Frankie McCain
	N	N	N	N
First, Clarksburg	Byron Delawder	E	N	Beckie Alvaro
First, Colcord	N	N	N	N
First, Dunbar	N	Ruth Cisco	Judi Hazelwood	Terri McDougal
First, Fairmont	N	N	N	N
First, Hinton	Ann Wells	Elizabeth Reed	N	N
First, Huntington	N	N	Skip Gephart	Isaiah Saul
First, Kenova	N	N	N	N
First, Kingwood	N	N	N	N
First, Logan	N	Roger Perry	E	Roger Perry
First, Mannington	N	N	N	N
First, Morgantown	N	Margaret Bolt	Margaret Bolt	Margaret Bolt
First, Nitro	N	Ed Hamilton	N	N
First, Oak Hill	N	N	N	N
First, Parkersburg	Mike Beckett	N	N	Kelly Beckett
First, Ravenswood	N	N	N	N
First, Ripley	N	N	N	N
First, St. Albans	N	N	N	N
First, South Charleston	N	N	N	N
First, Thomas	Anne Felty	N	N	N
First, Weston	N	N	N	N
First, White Sulphur Springs	N	Eric Crane	E	E
First, Whitesville	N	N	N	N
First, Williamson	Mike Baldwin	N	N	N

Name of Church	2/17/24	5/16/24	8/17/24	11/21/24
First, Williamstown	N	Andrew Badgley	John Esenwine	Diane Campbell
Fleming Memorial, Fairmont	N	Rhonda Bradshaw	N	N
Frankford	Kenneth Vance	Clifford Gililan	E	E
Gilbert	N	N	N	E
Glenville	N	Marissa Fox	Susan Lilly	Marissa Fox
Grace Covenant, Charleston	N	N	N	N
Green Bank, Liberty	N	N	N	N
Harman	N	N	N	N
Highlawn, Huntington,	Terri Effingham	Gary Baldwin	Pam Curtis	N
Highlawn, St. Albans	N	E	E	N
Hughes River, Cairo	N	N	N	N
Kanawha United, Charleston	N	Kathy Giltinan	N	Matt Waldie
Keller, Pence Springs	N	N	N	N
Kesler Memorial, Hico	N	N	N	N
Kuhn Memorial, Barboursville	N	N	N	N
Marlinton	E	N	E	E
Marsh Fork, Dry Creek	N	N	N	N
Mill Creek	N	N	N	N
Milton	N	N	N	N
Mingo	N	N	N	N
Mount Hope	N	N	N	N
Oak Grove, Hillsboro	N	Sue Hollandsworth	N	N
Old Stone, Lewisburg	Anne Walker	E	Joan Montgomery	Andy Kelso
Parsons	N	N	N	N
Philippi	N	Sue Murphy	E	Suzann Murphy
Pineville	N	N	N	N
Point Pleasant	N	Elaine Matheny	Elaine Matheny	Elaine Matheny
Riverlawn, St. Albans	N	Sharon Herndon	Parry Johnson	Sharon Herndon
Rock Forge, Morgantown	N	N	N	Colletta Messenger
Rock Lake, South Charleston	Mary Wagner	Ken Schmidt	John Solberg	E
Rome, Proctorville	N	N	N	N
Ronceverte	N	Alyson Dotson	N	Allan Clower
Ruffner Memorial, Charleston	N	N	N	N
St. Andrew, Pinch	N	N	N	N
St. Marys	N	N	N	N
Salem, Ronceverte	N	N	N	N
Second, Huntington	Andrew Tilley	N	N	Andrew Tilley
Slatyfork, Big Spring	N	N	N	N
Smithers	N	N	N	N
South Park, Charleston	Jim Sothen	N	Jim Sothen	Jim Sothen
Spencer	N	E	Carroll Christiansen	Norma Randall-Myers
Spring Creek, Renick	Robin Cort	Robin Cort	N	N
Spring Valley, Huntington	N	N	N	N
Sugar Grove, Morgantown	N	N	N	N
Summerlee	N	N	N	N
Summersville	N	Lauren Jarroll	E	Lauren Jarroll

Name of Church	2/17/24	5/16/24	8/17/24	11/21/24
Teays Valley, Scott Depot	N	Dianne Harrah	N	N
Trinity, Shady Spring	N	E	N	N
Tygarts Valley, Huttonsville	N	N	N	N
Union	N	N	N	N
Upperglade	N	Jim Gamble	E	Jim Gamble
Valley Bend, Beverly	N	N	N	N
Village Chapel, Charleston	Teresa Lawlor	Jim Smith	Sharon King	Kathy Kruk
Waverly – Bethel, Waverly	N	Dawn Hammat	Marijean Stockwell	Nellie Howard
Westminster, Vienna	N	N	N	N
Whittico Memorial, Keystone	N	N	N	N
Winfield	N	Betsy Scott	Nancy Baldwin	Sue Littlejohn
Zion, Helvetia	N	N	N	N

APPENDIX B – DOCKET

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

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

*10:00 Call to Order 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
 - 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, Mission Committee

*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

- o 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 Vocations Committee

Todd Wright

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, and
Relations Committees

2025 Stated Meetings:

February 20 – Zoom

May 15 – First Presbyterian Church, Logan

August 16 – Fleming Memorial Presbyterian Church, Fairmont

November 15 – Old Stone Presbyterian Church, Lewisburg

APPENDIX C – ROLLS & REGISTERS OF PRESBYTERY

The 2023-2025 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.

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.

APPENDIX D – PROCEDURAL MATTERS

A. Principles of Parliamentary Law

- Courtesy to all
- Majority rule
- Justice for all
- One Item at a time
- Respect the rights of the minority
- Partiality for none
- Usually pro and con speakers will alternate and individual speaking will identify his or her position.
- No one is allowed to speak more than once on a pending question until all wishing to speak have been heard; a person can then speak a second time, but no more than twice (unless the body gives special permission by two-thirds vote for a third speech).

B. Relevant Provisions of Presbytery's Manual (Section III of Manual)

1. "No new business shall be introduced after Presbytery recesses for lunch (unless by two-thirds vote Presbytery sets a different deadline for introduction of new business), and any new business not listed on the docket shall be presented in written form."
2. "...each elder elected an officer, General Presbyter, or a member of Leadership Team shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session."
3. "The privilege of the floor without vote shall be granted to lay members of Presbytery's committees and to laypersons serving on Presbytery's staff, if not enrolled as members of the Presbytery."
4. "The privilege of the floor without vote shall be granted to certified church educators serving the churches of Presbytery, if not enrolled as members of the Presbytery. Certified church educators who are ruling elders and serving churches of Presbytery shall have voice and vote privileges. (G-2.1103b)"

NOTE: The phrase, "privilege of the floor without vote," means that the person has the privilege of speaking on the floor of Presbytery, including debating a motion under consideration, subject to rules and guidelines that govern discussion and debate. However, the person does not have the privilege to make motions or to vote.

Those who have "privilege of the floor without vote" are lay members of committees, lay members of Presbytery staff, church educators, and youth advisory delegates. Those with "voice and vote" privileges are member Teaching Elders, Ruling Elder commissioners, Certified Christian Educators*, Commissioned Ruling Elders, General Presbyter, Stated Clerk, Recording Clerk, Treasurer, Moderator, Members of Leadership Team and Presbytery Committee chairs.

C. Procedural Rules for the meeting of Presbytery (approval by two-thirds vote required to adopt #3).

1. Persons wishing to speak to the Presbytery – giving a report, debating a motion, raising questions – will do so by using the microphones.
2. Each speaker, after recognition by the Moderator, will give his or her name and church name (or other relationship to the Presbytery if not pastor or elder commissioner from a session).
3. Limitation of Debate – 30 minutes per main motion, with each individual limited to 3 minutes per speech.
4. A recommendation from a committee or other entity elected by the Presbytery, upon being presented to Presbytery by an elected member of that entity, is considered to be on the floor for Presbytery's debate, amendment, and disposition without the necessity of a motion placing the recommendation on the floor.

APPENDIX E –STRATIGIC PLAN SUMMARY

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,

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

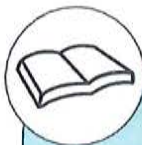
Through ongoing relationships, the Presbytery will provide consultation and access to resources for congregations to fulfill the ministries to which they are called.

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)

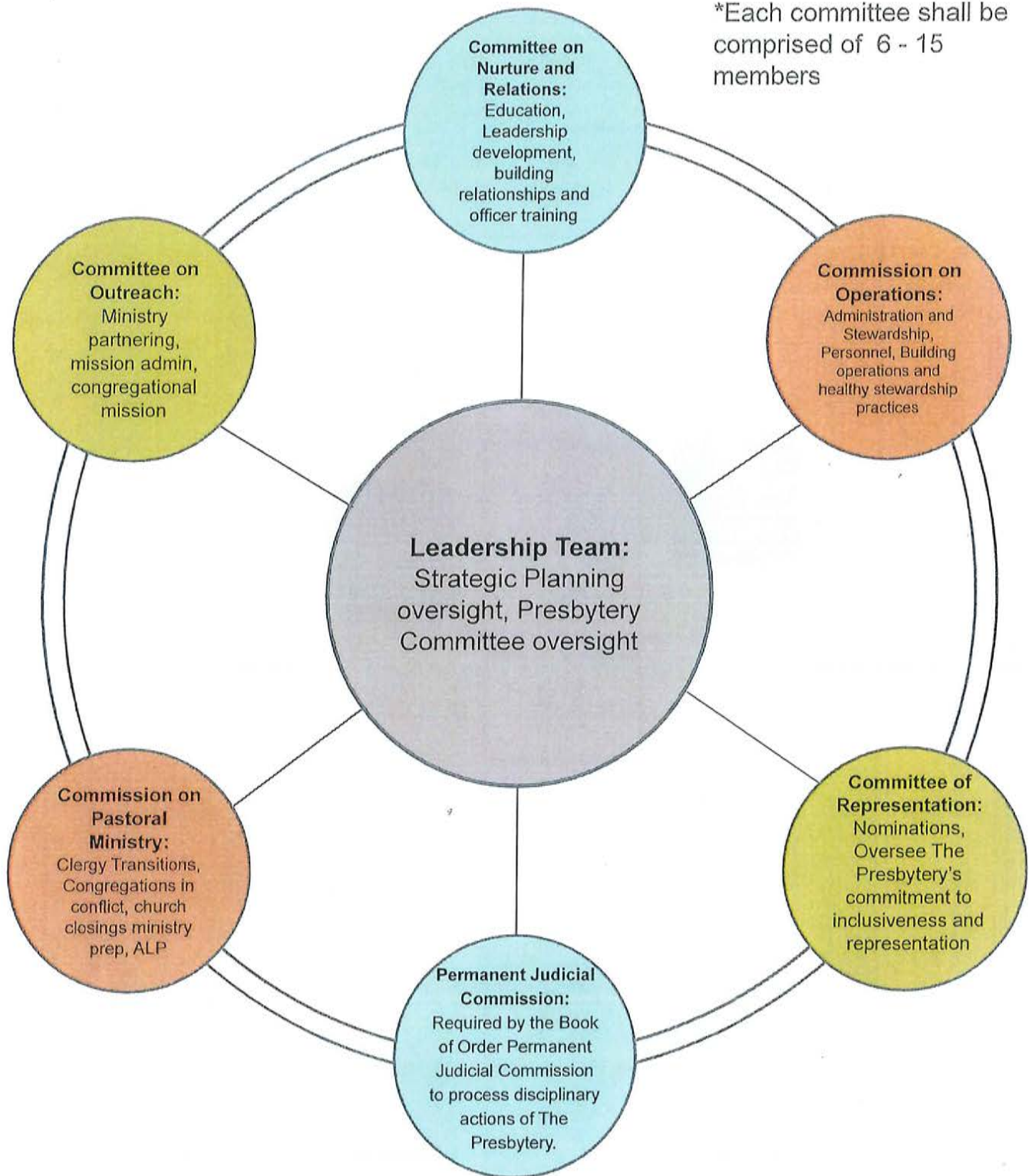
*Position annually renewable dependant on grant from National Church Residences

*Fully funded by the NCR grant

*For more detail see the document in its entirety

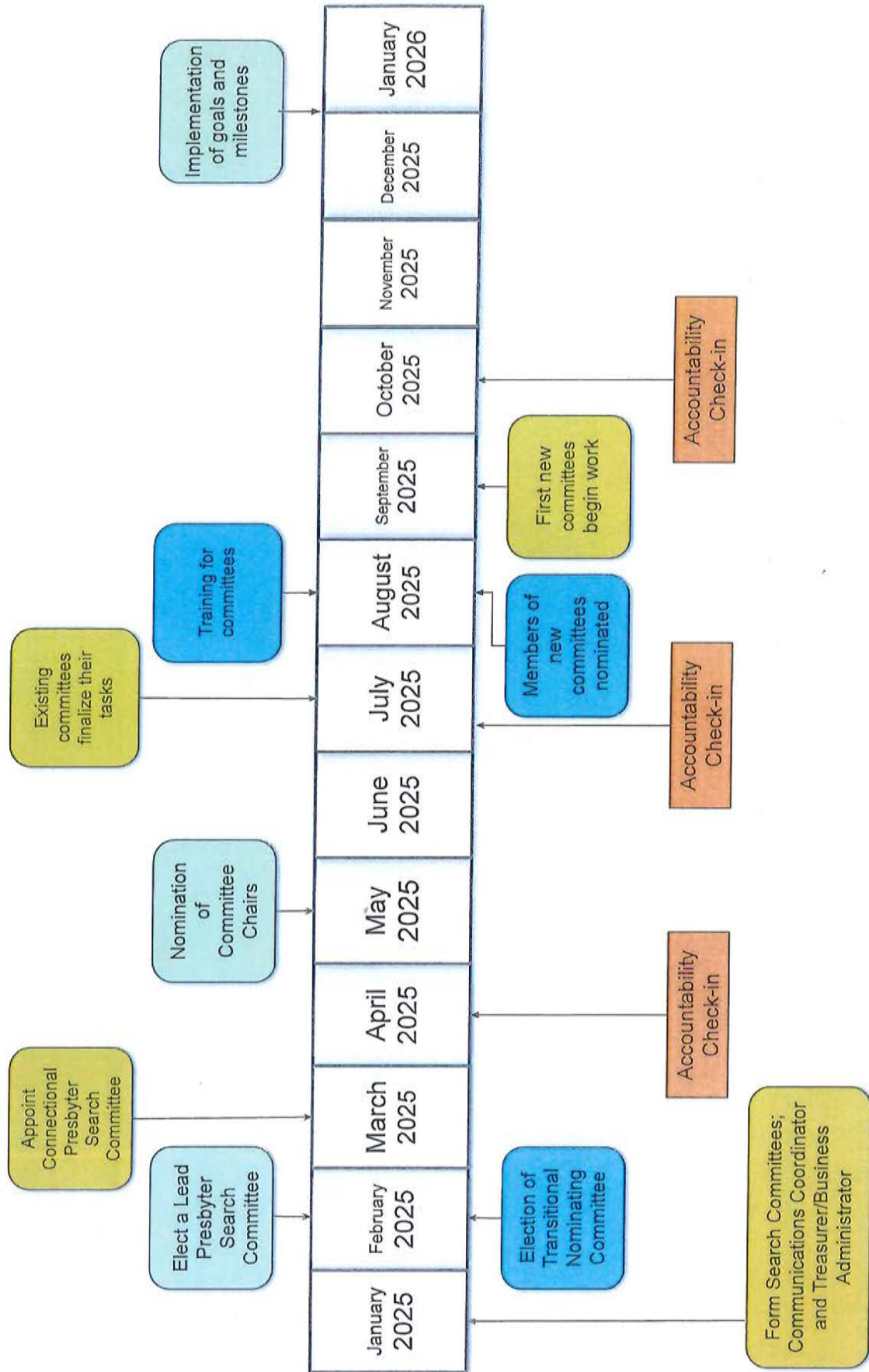
New Committee Structure

*Each committee shall be comprised of 6 - 15 members



*For more detail see the document in its entirety

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.

APPENDIX F

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.

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 not presume the guilt of the accused while the matter is being investigated and
7. shall comply with all applicable local, state and federal laws.

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 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.

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.

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.))

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 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.
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 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 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

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 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?

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 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.

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.

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.

APPENDIX G

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
Revisions approved by Presbytery on November 21, 2024

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• Holding hands (with young children in escorting situations)	<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• Any type of massage given by or to a child

	<ul style="list-style-type: none"> 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:

E. 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 _____ Countr

y _____

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. _____

APPENDIX H – FINANCIAL REPORTS

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
ADMINISTRATION				
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
COMMITTEE EXPENSE				
Consultant Fees	0.00	0	0.0%	\$26.5K Funds of PWV
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%	
BLUESTONE				
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%	
LEADERSHIP TEAM				
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%	3,000 2K Slaughterterm 1K Funds of PWV
Committee Meetings		500	0.0%	
	\$ 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

	09/30/24	09/30/23
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	<u>-16,947.05</u>	<u>-16,542.05</u>
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	<u>18,736.42</u>	<u>13,038.94</u>
Total Other Current Liabilities	<u>-23,506.75</u>	<u>-30,082.93</u>
Deferred Revenue	<u>40,396.50</u>	<u>40,345.01</u>
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>7,566,593.60</u>	<u>6,679,551.42</u>

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
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 (\$30.30/mbr)	Per Capita Rec'd at 09/30/24
			12/31/22 Membership		
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

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
Retreats - Non - Presbyterian		47,391.60	60,000	79.0%		Property & Equip. (net of depr.)	\$ 140,501.82
Summer Camp Registrations		40,336.75	40,500	99.6%		TOTAL ASSETS	\$ 176,017.37
RV/Tent Camping		1,899.00	2,000	95.0%			\$ 197,042
Donations		10,023.02	15,000	66.8%		LIABILITIES	
Friends of Bluestone		20,000.00	60,000	33.3%		Current Liabilities	\$ 90,848.65
MDF-Line of credit			0			Long Term Debt	\$ 75,518.17
Hinton Account						TOTAL LIABILITIES	\$ 166,366.82
Reserves			2,000	0.0%			\$ 157,433
Interest		2.34	0	0.0%		EQUITY	
Miscellaneous		23,844.59	19,000				\$ 9,650.55
						\$ 39,609.29	
TOTAL INCOME		\$ 149,558	\$ 210,000	71.2%		TOTAL LIABILITIES & EQUITY	
						\$ 176,017.37	
						\$ 197,042.43	
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%			
NET GAIN/(LOSS)		\$ 13,616					

APPENDIX I – ADDITIONAL COMMITTEE REPORTS

The following committees provided written reports but did not ask for time on the docket. The reports are for information only.

BLUESTONE COMMITTEE

David Kaufman, Chair

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

MISSION COMMITTEE

Sharon Bell, Chair

RECOMMENDATION:

2. (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.

NURTURE COMMITTEE

Clair Butler-Bass, Chair

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

RELATIONS COMMITTEE

Margaret Bolt, Chair

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>