
MANUAL

Presbytery of West Virginia

AUGUST 16, 2025



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MANUAL OF THE PRESBYTERY OF WEST VIRGINIA
SYNOD OF THE TRINITY
PRESBYTERIAN CHURCH (U.S.A.)

I. PREAMBLE

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

Transformed by the love of Christ, we are 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. It is our vision that everyone will experience this love. Thus, our mission is to strengthen, support, and serve our congregations and worshiping communities. This provides a firm foundation for the work of the Presbytery in partnership with other governing bodies of the Presbyterian Church (U.S.A.) and in cooperation with other communions of faith.

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

As we seek to accomplish our goals, we recognize that risk is involved and it is essential for the Presbytery to provide for evaluation and review of all programs and ministries. Our unity in Christ enables and requires the Presbytery to be open to all persons and to the varieties of talents and gifts of God's people. The Presbytery will give full expression to the rich diversity within its membership and shall provide for full participation and access to representation in decision-making and employment practices, which will assure a greater inclusiveness leading to wholeness in its emerging life. (G-3.0103)

¹ References to the *Book of Order* shall be given by using the abbreviations F for the Foundations of Presbyterian Polity, G for the Form of Government, W for the Directory for Worship and D for Church Discipline followed by the chapter number and a period followed by the numbering of the appropriate section and subsection and subsection. All references are to the 2023-2025 edition of the *Book of Order*.

II. THE PRESBYTERY

A. Name

The name of this Presbytery shall be Presbytery of West Virginia.

B. Boundaries

The Presbytery of West Virginia shall include the Presbyterian Churches (U.S.A.) in all these counties within the State of West Virginia: Barbour, Boone, Braxton, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Greenbrier, Harrison, Jackson, Kanawha, Lewis, Lincoln, Logan, Marion, Mason, McDowell, Mercer, Mingo, Monongalia, Monroe, Nicholas, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Upshur, Wayne, Webster, Wirt, Wood, and Wyoming. It shall also include the township of Rome in Lawrence County, Ohio in which lies the Rome Presbyterian Church.

C. Membership

Ministers of the Word and Sacrament and ruling elder commissioners shall be enrolled as continuing members of Presbytery as described in the *Book of Order* G-3.0301. Ministers of the Word and Sacrament who are members of other presbyteries and are serving within the bounds of the Presbytery of West Virginia may be enrolled as corresponding members of Presbytery for the duration of their service. Ministers of other Christian denominations serving congregations within this presbytery may be enrolled as temporary members of presbytery for the duration of their service. Further, each ruling elder elected as an officer of the Presbytery, Lead Presbyter, or as a member of the 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.

Churches with memberships of 1 to 199 may send one ruling elder commissioner to meetings of Presbytery. Churches with memberships of 200 to 499 may send two ruling elder commissioners. Churches with memberships of more than 500 may send three ruling elder commissioners.

D. Responsibilities and Powers

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

III. MEETINGS OF PRESBYTERY

A. Voice and Vote

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

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

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

B. Business Meetings

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

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

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

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

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

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

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

In the event of catastrophic weather conditions any two of the following leaders, Moderator of Presbytery, Chair of the Leadership Team, and Lead Presbyter/Stated Clerk, are authorized to postpone and reschedule meetings of Presbytery, communicating such decisions to all churches as quickly as possible.

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

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

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

C. Recording Clerk

1. Mode of Appointment

The Committee on Representation shall nominate a Recording Clerk for election by the Presbytery. The Recording Clerk shall serve a term of three (3) years and shall be eligible for reelection.

2. Duties

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

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

Honorarium and allowances shall be fixed by the Presbytery upon recommendation of the Commission on Operations.

D. Time and Place of Meetings

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

E. Open Meetings

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

F. Quorum

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

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

G. Business and Reports

Each committee and commission shall report to meetings of Presbytery as necessary but at least annually.

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

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

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 to the Lead Presbyter/Stated Clerk. For electronic meetings, new business must be submitted in writing to the Lead Presbyter/Stated Clerk by the beginning of the Lead Presbyter's report.

H. Minutes

In lieu of having the minutes read and approved at the end of a stated or special meeting of Presbytery, the Leadership Team is authorized to review and correct the minutes and report their review to the next stated meeting of Presbytery.

IV. POLICIES

The Presbytery has established a number of policies, which can be found in a separate advisory handbook. These and additional policies are also available on the Presbytery's website. Among these policies are

General Policies:

- Purpose and Policy for Presbytery of West Virginia
- Anti-Racism Policy
- Anti-Harassment and Bullying Policy
- Sexual Misconduct Prevention Policy
- Events Involving Children, Youth and Persons with Disabilities
- Conflict of Interest
- Dissolution of a Church
- Dismissal of a Church
- Overtures to the General Assembly
- General Assembly Commissioners and Young Adult Advisory

Delegate Selection Criteria

V. OFFICERS

The Officers of the Presbytery shall be Moderator, Moderator-Elect, Lead Presbyter/Stated Clerk, Connectional Presbyter, and Treasurer/Business Administrator.

A. Moderator

1. Mode of election

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

2. Duties

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

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

3. Inability to Complete Term

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

B. Moderator-Elect

1. Mode of Election

Upon nomination by the Presbytery's Committee on Representation and election by the Presbytery, the Moderator-Elect shall ordinarily be elected to serve for three years

in the following roles: Moderator-Elect, one year, and Moderator, two years. The formula for electing the Moderator shall govern the selection of the Moderator-Elect candidate. Ordinarily, the Moderator-Elect shall be installed at the last Stated Meeting of a year, and will take office immediately. Consideration shall be given when nominating persons to serve as Moderator-Elect to assure appropriate gender, race, and geographic diversity.

2. Duties

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

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

C. Lead Presbyter/Stated Clerk

1. Mode of Election

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

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

2. Duties

The Lead Presbyter shall be the Stated Clerk, coordinate ministry, mission, and relationship-building, be the administrator of the Presbytery, assist the Leadership Team in carrying out the Presbytery's mission and vision, and serve as head of staff.

As Stated Clerk, he/she shall be the continuing ecclesiastical officer of Presbytery, custodian of all ecclesiastical records, custodian of the rolls of Presbytery, and Parliamentarian for Presbytery.

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

D. Connectional Presbyter

1. Mode of Election

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

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

2. Duties

The Connectional Presbyter will work with the Committee on Nurture and Relationships for Leadership Development, including updating and implementing the curriculum for the Authorized Lay Preacher and Commissioned Pastor preparation programs.

The Connectional Presbyter will develop listening teams to engage with congregations more regularly and maintain healthy dialogue between our churches and the larger community of faith that they participate in through the Presbytery.

The Connectional Presbyter will work with the Committee on Nurture and Relationships and the Committee on Outreach and Ministry to build and maintain networks for ministry colleagues to share ideas and resources with others within their specific geographic region and throughout the wider presbytery.

The Connectional Presbyter, in collaboration with the Committee on Nurture and Relationships, will work to offer educational resources and events to the presbytery.

E. Treasurer and Business Administrator

1. Mode of Election

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

At the time of election, the Commission on Operations shall present a position description of this office to the Presbytery, which shall include the duties of the Treasurer and Business Administrator and the terms of employment. (Appendix C – Position Description Treasurer and Business Administrator)

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

2. Duties

The Treasurer and Business Administrator shall fulfill those duties and responsibilities assigned to this office by the Presbytery, and shall, at least annually, submit all records for financial review. The Commission on Operations shall report the findings of the financial review to the Presbytery.

The Treasurer and Business Administrator shall be bondable.

VI. LEADERSHIP TEAM

Membership 12

The Leadership Team is charged to:

- Discern a vision for the presbytery based on our core values.
- Communicate the vision throughout the presbytery.
- Delegate responsibilities and resources to the committees, commissions and staff to implement the vision.
- Assess the work of the presbytery in light of the vision.
- Revise the vision regularly in light of change.

A. Authority

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

B. Responsibilities of the Leadership Team are to:

- Promote the core values of ministry (service to those inside the church), mission (service to those in the community), and relationship-building (building connections with God and one another) through implementation of presbytery's written policies, plans, mission statements, and goals.
- Maintain, revise, and communicate a plan to implement the vision in order that the churches, committees, commissions, and staff of the presbytery may work together for the same purpose.
- Receive both ideas and feedback from churches, committees and commissions, and staff on their ministry, mission, and their work toward accomplishing the vision.

- Define, direct, and align the work of committees and commissions so that they may better engage the presbytery in their areas of ministry, mission, and relationship-building.
- Plan Presbytery meetings in cooperation with the Lead Presbyter and Moderator. This includes setting the theme, facilitating the logistics, and securing meeting sites, rotating throughout the Presbytery.
- The Leadership Team shall have the authority to appoint Administrative Commissions to address in a timely manner the dissolution of a congregation, and inquire into reports of churches affected with disorder or experiencing difficulty. Such action shall be reported to the next stated meeting of the Presbytery.

C. Members

- The Presbytery shall elect three classes of four members each, totaling 12 members of the Leadership Team. The moderator, moderator-elect, and chair of the Leadership Team shall be included in this number.
- The Committee on Representation makes nominations, supplemented by those from the floor of the appropriate Presbytery meeting.
- Each term is three years and may be renewed once. At least one year must pass after serving two consecutive terms before serving again.
- The Committee on Representation shall nominate a person to serve as Chair of Leadership Team. Ordinarily the chair is an active member of the team; care should be taken to assure service by both ruling elders and ministers of Word and Sacrament. The Leadership Team Chair shall be elected annually, with eligibility for reelection. The Leadership Team Chair shall not serve more than three consecutive years.
- Two staff members shall attend the meetings of the Leadership Team, the Lead Presbyter and the Connectional Presbyter. Both have the power of voice but not vote.

D. Meetings

The Leadership Team meets at least quarterly in person approximately one month in advance of four regular meetings of the presbytery, preferably in locations rotating throughout the presbytery.

Ordinarily one meeting per year will be designated by the Team to plan for the coming year and may, at the discretion of the Team, consist of an overnight retreat.

Regular meetings should be supplemented by subgroups as needed on particular issues facing the Leadership Team. The Leadership Team should meet in ways that best meet the needs of the team: face-to-face, conference call, or video conference.

Staff members and others may be invited to attend particular meetings and conversations, based on their areas of expertise, and service, and agenda before the Leadership Team.

E. Quorum

The quorum of the Leadership Team shall be a majority of its members.

Staff support: Lead Presbyter, Connectional Presbyter

VII. STANDING COMMITTEES AND COMMISSIONS

The standing committees and commissions of the Presbytery are: (see committee descriptions in Appendix B)

- Commission on Pastoral Ministry
- Committee on Outreach
- Committee on Nurture and Relationships
- Commission on Operations
- Committee on Representation
- Permanent Judicial Commission

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

A. Membership

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

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

B. Terms

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

C. Mode of Election

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

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

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

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

The Committee on Representation shall nominate a person to serve as Chair of each other committee and commission. Committee and commission Chairs are elected annually, with eligibility for reelection. A Committee or commission Chair shall not serve more than three consecutive years. Each committee shall elect its own secretary, vice chair, or any other officers it deems necessary for doing its work.

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

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

D. Quorum

The quorum of a committee shall be one-third of its members. The quorum of a commission shall be a majority of its members. The quorum of the Permanent Judicial Commission is specified in the *Book of Order*. (D-5.0204)

Committees and commissions are responsible for conducting orientation of their own members.

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

E. Electronic Meetings

A blend of traditional meeting and electronic meeting is permissible. Electronic meetings may be held to conduct business by the committees and commissions of the Presbytery, including the Leadership Team. When considering whether to meet traditionally or by electronic alternative, consideration should be made regarding the best way to complete the business at hand and the cost, both financial cost and the cost of time to the members of the committee or commission and the following:

Electronic meetings are permissible only if every member of the committee or commission can access the technology that allows participation in the meeting.

1. Electronic meetings must provide for simultaneous aural communication among all participants in order to allow for discussion of the issue(s) being considered. Collaborative technologies such as web-based Zoom and Skype, conference calls, and interactive video teleconferences fit the necessary requirements for maintaining the deliberative character of meetings held in accordance with the most recent edition of *Robert's Rules of Order*.
2. Only the chairperson of the committee or commission may call an electronic meeting; this may be done upon the request of three members.
3. Ordinarily notice of an electronic meeting shall be given by the committee or commission chair or Presbytery staff person at least three days before the meeting and shall include the purpose(s) of the meeting. Instructions on how to participate technologically shall accompany the call for the meeting.

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

A quorum for an electronic meeting shall be the same as traditional meetings: one-third of its members. The quorum for a commission shall be a majority of its members. The quorum of the Permanent Judicial Commission is specified in the *Book of Order*.

1. Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
2. The chair shall give attention to ensuring that all persons are included in the discussion and have the capability of hearing and participating fully in the meeting. If necessary, the chair shall use a system of roll call discussion and voting.

3. Minutes for an electronic meeting shall be the same as minutes of a traditional meeting.
4. The same rules regarding participation apply to electronic meetings as in traditional meetings: the body may but is not obligated to grant the privilege of the floor to a guest, who may not vote or speak to an issue once debate closes. A guest in an electronic meeting is someone who is not a member of a committee or commission.
5. Motions shall be processed in the same manner as a traditional meeting. The chair shall also give careful consideration to technological issues that might impact a person's ability to participate fully and give opportunity for adjustments before business is taken up. Before a vote is taken or consent measured, the chair will also determine whether any members are no longer present due to a technological disruption.
6. When email is used for sharing information and coming to consensus on the matter, the resulting decision shall be confirmed or rejected by vote at the next meeting of a committee or commission and recorded in the minutes of the meeting. Email consensus is only appropriate for actions that may be reconsidered or rescinded at the next meeting of the committee or commission.

F. Open Meeting Policy

1. The Presbytery of West Virginia is committed to the principle of openness in regard to the rights of individuals having access to the committees and commissions of the Presbytery. Each committee or commission shall give public notice of meeting times and places through the Presbytery website. The committee or commission may extend to any visitors who may wish to attend the privilege of the floor in order that they may take part in the committee's or commission's discussion of the business for which they are present. Ordinarily, persons making such presentations are excused from the meeting while the committee or commission deliberates and takes its action. After being informed of the committee's or commission's action, such persons are then ordinarily excused so that the committee or commission may resume its business.
2. Each committee and commission has the privilege to go into executive session with a majority vote of the members present, in accordance with *Robert's Rules of Order Newly Revised*.
3. The minutes and records of each committee and commission are the property of that committee or commission and the Presbytery of West Virginia. Consent of the current chairperson of the particular committee or commission and the Lead Presbyter, or consent of the committee or commission itself, must be given before material from a committee's or commission's records is allowed to be released.

VIII. PERSONNEL

As outlined in G-3.0110, the Presbytery may employ staff members to meet the ministry and mission needs of the church. The Lead Presbyter/Stated Clerk, Connectional Presbyter, and Treasurer/Business Administrator are elected by the Presbytery. Those officers employed by the Presbytery as interim or transitional staff may be considered for permanent positions when to do so is in keeping with its mission strategy and is approved by a three-quarter vote of the Presbytery. In every case, an open search shall be conducted.

A. Lead Presbyter/Stated Clerk

- The Lead Presbyter shall be the Stated Clerk, and shall coordinate ministry, mission, and relationship-building, as these are the core values of the Presbytery of West Virginia. The Lead Presbyter shall be the administrator of the Presbytery, accountable to Presbytery through the Leadership Team for the implementation of decisions and matters of strategy, program, and resources, and shall be the head of staff.
- As Stated Clerk, the Lead Presbyter shall serve as the continuing ecclesiastical officer, custodian of all ecclesiastical records and rolls, and parliamentarian of the Presbytery, and shall perform such other duties of office as are specified in the Book of Order.
- The Lead Presbyter shall be elected using an open search process. The Committee on Representation is responsible for nominating the search committee in consultation with the Leadership Team and the Commission on Operations, which the Presbytery then elects to service.
- The Commission on Operations will conduct an annual performance review of the Lead Presbyter. Two members of the Leadership Team (appointed by its Chair) shall actively participate in the review. Additional hiring, performance review, and termination information may be found in the Presbytery's Personnel Handbook.

B. Connectional Presbyter

- The Connectional Presbyter is responsible for the oversight of leadership development, relationship building through listening teams, educational resources and events, and building and maintaining networks for ministry colleagues to share ideas and resources.

C. Treasurer and Business Administrator

- As detailed in Section V. of this Manual, the Treasurer and Business Administrator is the continuing financial officer and custodian of all financial records of the Presbytery.
- The Treasurer and Business Administrator shall be elected by the Presbytery on the recommendation of a Search Committee appointed by and working under the Commission on Operations. This Search Committee will include voices from

Operations as well as other committees and members of the Presbytery to ensure diversity and representation in decision-making.

- Hiring, performance review, and termination information may be found in the Presbytery's Personnel Handbook.

All staff in the Presbytery shall be filled in accordance with the principles of participation and representation found in the *Book of Order*, G-3.0103.

D. Other Staff

The Commission on Operations may recommend additional staff positions which fulfill the ministry and mission needs of the Presbytery. These staff persons shall function in accord with this Manual, the Personnel Handbook, and an approved position description, which shall include duties and responsibilities, accountability, the process of calling, terms of service, method of annual review of work, and the manner of reelection or termination of employment.

IX. INITIATION OF PRELIMINARY PROCEDURES IN JUDICIAL PROCESS

When the Lead Presbyter/Stated Clerk receives notification that the Presbytery is a respondent in a remedial case, as soon as possible the Lead Presbyter/Stated Clerk shall notify the Moderator of Presbytery, who promptly shall appoint a Committee of Counsel of three persons as provided for in Section D-4.0204b of the *Book of Order*. These actions shall be reported to Presbytery at its next stated meeting.

When the Lead Presbyter/Stated Clerk receives an accusation filed in accordance with Section D-7.0201 of the *Book of Order*; as soon as possible the Lead Presbyter/Stated Clerk shall notify the Moderator of Presbytery, who promptly shall appoint an Investigating Committee of three to five persons as provided for in Section D-7.06 of the *Book of Order*. These actions shall be reported to Presbytery at its next stated meeting.

When the Lead Presbyter/Stated Clerk receives an allegation in a disciplinary matter under Section D-7.0201 of the *Book of Order*, the Lead Presbyter/Stated Clerk shall notify the Moderator of Presbytery, who promptly shall appoint an Investigating Committee of three to five persons as provided for in Section D-7.06 of the *Book of Order*. These actions shall be reported to Presbytery at its next stated meeting.

X. SUSPENSION OF MANUAL

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

XI. AMENDMENTS TO THIS MANUAL

A majority vote of the Presbytery will be necessary to amend this Manual. The proposed amendment shall be submitted to the Presbytery for two readings: the first to a stated meeting for information, the second to the following stated meeting for vote by the Presbytery. All amendments to this manual shall be provided to the Presbytery in written form as part of the packet or as a report.

APPENDIX A POSITION DESCRIPTIONS

Position Description

LEAD PRESBYTER/STATED CLERK

Position Title: Lead Presbyter/Stated Clerk

Purpose: The Lead Presbyter is responsible for facilitating the core values of the Presbytery, including community, shared values and purpose, belonging and collegiality, faith and nurturing, and opportunities to share gifts and ministry. Assisted by the staff and the Leadership Team, the Lead Presbyter will execute the mission and vision of the Presbytery.

Accountability: The candidate is accountable to the Presbytery through recommendations from the Leadership Team.

Term of Service: The position is a five-year term, renewable by the Presbytery upon recommendation from the Leadership Team.

Responsibilities:

- Collaborate with staff and Presbytery committees and commissions to implement the newly adopted strategic plan.
- Facilitate communication and understanding within the Presbytery.
- Serve as the administrator of the Presbytery.
- Function as Head of Staff, overseeing staff, developing, supervising, motivating, and coordinating the team to provide necessary ministries.
- Fulfill duties of the Stated Clerk as outlined in the Book of Order.
- Provide resources and support to the Leadership Team, Commission on Outreach, Commission on Operations, Commission on Pastoral Ministry, Committee on Representation, and other committees and commissions.

- Communicate to pastors and sessions, as well as to committees, elected leadership, and staff, the validity and value of their ministry, and to express the caring of the Presbytery for its members.
- Interpret the needs of the Presbytery to the Synod and General Assembly, and the needs of the Synod and General Assembly to the Presbytery.
- In collaboration with the Connectional Presbyter, regularly participate in the life and worship of congregations throughout the Presbytery, including mission events, Session meetings, fellowship events, and other activities as invited or needed.

Compensation: Defined in terms of call, reviewed annually by the Administration Committee, and recommended to the Stewardship Committee.

Evaluation: Representatives of the Commission on Operations and the Leadership Team will conduct an annual performance review. The Lead Presbyter/Stated Clerk will also meet with the Lead Presbyter Nominating Committee (LPNC) within six months of arrival (or sooner if needed) to discuss joys and concerns. The LPNC will provide support during the first year of call.

Termination: The relationship between the Lead Presbyter and the Presbytery can be dissolved by majority vote of the Presbytery upon request by the Lead Presbyter or recommendation from the Leadership Team, with fair and adequate notification given to the Lead Presbyter.

Desired Characteristics:

General and Personal:

- Commitment to and relationship with God.
- Ordained elder or minister of the Word and Sacrament of the Presbyterian Church (U.S.A.).
- Approximately fifteen years of experience in the Presbyterian Church (U.S.A.).
- Familiarity with best practices for building vital congregations.
- Knowledge of challenges faced by small congregations, particularly in rural areas.
- Familiarity with or willingness to learn about the geography and culture of Appalachia within the Presbytery of West Virginia.
- Strong working knowledge of Presbyterian polity and the theology which informs this polity.
- Leadership style characterized by service, energy, and creativity.
- Enthusiasm for engaging with church members and building rapport within the Presbytery.
- Ability to organize time effectively and maintain personal discipline to ensure time for family and personal Christian growth.

Professional and Pastoral Skills:

- Skills in church development and redevelopment, with awareness of ministry opportunities in small churches.

- Capability to advocate, interpret, and implement best practices from across the Presbyterian Church (U.S.A.).
- Ability to clearly articulate a practical theological vision for the Presbytery
- Pastoral nature, affirming, appreciating, mediating, and reconciling. Ability to have difficult conversations when needed.
- Ability to understand and maintain appropriate boundaries.
- Essential conflict management skills and an understanding of the need for confidentiality.
- Willingness to engage in honest conversations about challenges facing churches with diminishing congregants and resources.
- Skilled administrator capable of motivating and encouraging staff and volunteers.
- Understanding of dynamic factors affecting congregations, including theological, sociological, economic, and psychological elements.
- Relatable to people of diverse viewpoints, ages, genders, and backgrounds.

Position Description

CONNECTIONAL PRESBYTER

Overview and Purpose: Recognizing the changing spiritual and demographic landscape within the Presbytery of West Virginia, the Leadership Team embarked on a mission study to build a strategic plan to guide this body of faith into its next phase of ministry and mission. Through this process, the presbytery pinpointed five core values that uplift both its historical strengths and aspirational hopes: *Community, Shared Value and Purpose, Belonging and Collegiality, Faith and Nurturing, and Shared Gifts in Ministry.*

These core values signify that the churches within this presbytery understand themselves to be part of the larger body and ministry of Christ. This belief requires us to work collectively toward this mission and empowers us to build strong, connectional relationships with ministry partners. As such, the presbytery saw fit to form a new role that focuses specifically on building and maintaining relationships so that we may more deeply share together in the ministry of Christ. This is reflected in the mission statement that was formed through our strategic plan.

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

A person called to this position should be able to guide this Presbytery as it adapts to the changing needs and demographics of ministry in West Virginia.

Primary Responsibilities:

- Leadership Development— Building upon the need to educate and equip all believers for ministry, the Connectional Presbyter will work with the Committee on Nurture and Relationships to update and implement the curriculum for the Authorized Lay Preacher and Commissioned Pastor preparation programs.
- Oversight of Listening Teams—To strengthen bonds of community and collegiality within the presbytery, the Connectional Presbyter will develop listening teams to engage with congregations more regularly and maintain healthy dialogue between our churches and the larger community of faith that they participate in through the Presbytery. These listening teams allow congregations to engage with presbytery leadership in a less structured and more collegial context than typically done at a presbytery meeting.
- Assist in the creation and coordination of networks within the presbytery—Leaning on the five core principles noted above, this presbytery aspires to build upon a history of community and collegiality as we adapt to a changing religious and societal landscape. Therefore, the Connectional Presbyter will work with the Committee on Nurture and Relationships and the Committee on Outreach and Ministry to build and maintain

networks for ministry colleagues to share ideas and resources with others within their specific geographic region and throughout the wider presbytery.

- Educational Ministries (including oversight and promotion of the Resource Center)—The Connectional Presbyter, in collaboration with the Committee on Nurture and Relationships, will work to offer educational resources and events to the presbytery. This will include, but is not limited to:
 - Officer Training (Deacons and Elders)
 - Curriculum and Programming for:
 - Summer Camp
 - Youth and Adult Retreats
 - Festival of Faith
 - Leadership Development Events
 - Retreats for pastoral and educational leaders

Committee Responsibilities:

- Leadership Committee- The Connectional Presbyter will work closely with the Lead Presbyter and the Leadership Team to pursue the goals and milestones outlined in the newly adopted strategic plan:
 - Strategic Target: Relationships
 - We will offer intentional support with conversations of depth that include hearing and receiving honest feedback and prayer.
 - 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.
 - 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.
- Committee on Nurture and Relationships- The Connectional Presbyter will provide staff support to the Committee on Nurture and Relationships to ensure it can achieve its stated responsibilities:
 - Education
 - Congregational and Presbytery Leadership Development
 - Relationship Building
 - Officer Training
 - Develop and Find Curriculum and Programming to be made available for congregations and Christian Educators within the presbytery.

- With both the Committee on Nurture and Relationships and the Leadership Team, coordinate worship and programming for presbytery meetings.
- Committee on Outreach and Mission- The Connectional Presbyter will provide staff support to the Committee on Outreach and Mission to ensure it can achieve its stated responsibilities:
 - Build and maintain ministry partnerships with regional entities not related to the presbytery
 - Oversee mission projects of the presbytery
 - Prepare new ministry and outreach programs
 - Support congregational ministries and outreach programs
 - Oversee the New Life Grant Program
- Commission on Pastoral Ministry- The Connectional Presbyter will work with the Lead Presbyter to provide staff support to the Committee on Pastoral Ministry to ensure it can achieve its stated responsibilities:
 - Aiding in clergy transitions
 - Mediating congregational conflict
 - Clergy care and support
 - Aid congregations in strategic planning
 - Examine candidates for commissioned pastorates and authorized lay preaching
 - Oversee and aid those under the care of the presbytery for ordained ministry
- The Connectional Presbyter will work closely alongside the Communications Coordinator to ensure that resources and connectional opportunities are distributed consistently and readily available throughout the presbytery.

Qualifications:

Either through education or previous experience, a qualified candidate will have competencies in the following areas:

- Leadership development
- Curriculum development and evaluation
- Collaboration and network creation
- A Christian faith grounded in Reformed Theology and a familiarity with Presbyterian polity.
- Exceptional administrative, organizational, and communication skills, both verbal and written.
- Self-motivated and able to meet established deadlines.
- Able to manage conflicts in a manner that fosters grace, parity, justice, and reconciliation.
- Able to communicate actions and outcomes that are goal-oriented, solution-based, and rooted in fostering community.

- Comfortable with technology in an environment where technology is often unreliable or inaccessible.
- Being accessible, responsive, and flexible to handle the changing needs of the Presbytery and its churches, informed by the challenges and opportunities of our current times.
- Able to handle confidential information carefully and securely.
- Enthusiastically supporting the mission, values, and goals of the Presbyterian Church (USA).
- An ability and willingness to travel in rural areas.

Accountability:

The Connectional Presbyter shall be accountable to the Presbytery through recommendations from the Leadership Team.

Terms of Service:

The position is a five-year term and is renewable by the Presbytery upon recommendation from the Leadership Team.

Compensation:

Compensation will be defined in terms of call, reviewed annually by the Commission on Operations.

Evaluation:

An annual performance review will be done by the representatives of the Commission on Operations and the Leadership Team. Additionally, the Connectional Presbyter will meet with the Connectional Presbyter Nominating Committee within six months of arrival in the Presbytery (or sooner, if needed) to share joys and concerns with the committee. The CPNC covenants to be a support system for the Connectional Presbyter during the first year of call.

Termination:

The relationship between the Connectional Presbyter and the presbytery may be dissolved by majority vote of the Presbytery, either by the request of the Connectional Presbyter or by the recommendation of the Leadership Team. Fair and adequate notification shall be given to the Connectional Presbyter.

Position Description

TREASURE AND BUSINESS ADMINISTRATOR

TITLE: Treasurer/Business Administrator

FULL TIME (Salaried)

PURPOSE: The treasurer/business administrator shall be the continuing financial officer of the presbytery and custodian of all financial records as well as administration of presbytery operations.

RESPONSIBILITIES:

1. Provide bookkeeping, accounts payable/receivable, bank reconciliation, and financial information and services for the presbytery.
2. Oversight of purchasing, including oversight of the receipt and disbursement of all monies and other funds of the Presbytery.
3. To support the Commission on Operations in its work of developing, implementing and reviewing the annual Presbytery budget.
4. To provide all financial statements and records to the Commission on Operations for carrying out its function as the presbytery's audit committee, and to submit all requested schedules and other documents to an independent auditing firm hired by presbytery.
5. Serve as secondary resource to the Leadership Team on financial or operational issues.
6. Custodian of all financial records.
7. Responsible for assisting with goal and milestones in resources that require financial best practices.
8. Responsible for training and support of congregations in areas of financial operations, such as healthy stewardship practices and use of technology, including notifying congregations and individuals of the status of their financial commitments to presbytery and other mission beyond the congregation and to respond to related questions and concerns from church officers and ministers.
9. Provide monthly statement of activities; statement of financial position; and budget report.
10. Prepare other timely financial reports and budgets as needed, or requested, by the Presbytery, its Leadership Team, commissions and committees.
11. Administer the Presbytery's investments under the direction and oversight of the Commission on Operations.
12. Oversee the churchwide reporting forms required of Presbytery and its churches.
13. Prepare and submit required state and federal financial information, including IRS Form 990.
14. Initiate the creation of and/or update as needed of a written policy and procedure manual for presbytery operations.
15. Responsible for office administration tasks, including hiring administrative tasks and support, safety and security of digital systems and general business operations.
16. Act as the Presbytery's financial liaison with the Synod and the General Assembly.
17. Serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

QUALIFICATIONS

1. Bachelor's degree in financial management or related field or equivalent experience, especially in church and/or non-profits.
2. Excellent verbal and written communications skills.
3. Proven skills in working independently, yet within a team environment.
4. Excellent organizational and project management skills.
5. Demonstrated attention to detail and accuracy.
6. Demonstrated ability with standard spreadsheet and database programs.
7. Ability to manage multiple responsibilities simultaneously and independently.
8. Bondable

ACCOUNTABILITY:

The treasurer/business administrator shall be accountable to the Presbytery, through its Leadership Team and the Commission on Operations, and shall be supervised by the Lead Presbyter.

TERM OF SERVICE

The position is a three-year term, renewable by the Presbytery upon recommendation from the Leadership Team.

TERMINATION

The relationship between the Treasurer/Business Administrator can be dissolved by majority vote of the Presbytery upon request by the Lead Presbyter or recommendation from the Leadership Team, with fair and adequate notification given to the Treasurer/Business Administrator.

COMPENSATION:

Defined by Terms of Call and reviewed annually by the Commission on Operations and approved by the Leadership Team and presbytery.

EVALUATION:

The Commission on Operations will annually evaluate the Treasurer/Business Administrator's performance and review compensation. In addition to a six-month probation, a major evaluation will be conducted prior to the conclusion of the third year of service. Review and revise the position description as needed.

PERSON DESCRIPTION

1. Christian commitment and spiritual maturity.
2. A commitment to stewardship as a matter of faith and spiritual discipline in which money is a means to do mission and ministry.
3. Perceives self as a servant of the Presbytery and exhibits a working style that is both collegial and consultative.
4. Extensive and detailed working knowledge of computers and computer management.
5. Familiar with Presbyterian theology and polity. Presbyterian church involvement preferred but not required.
6. An understanding of and comfort with faith-based responsibilities.
7. Ability to and comfort with work in a remote environment.

8. Committed to work for the advancement of the shelter, nurture, spiritual fellowship, study, and worship of the covenant community of the disciples of Christ.

Position Description

COMMUNICATIONS COORDINATOR

TITLE: Communications Coordinator

PART TIME (Salaried)

PURPOSE: Using various media and tools, e.g. social media, videos, email, websites, and news media, the communications coordinator, consistent with the Presbytery of West Virginia's current strategic plan, is responsible for ensuring that all audiences, including internal, external, and community, are informed about the Presbytery of West Virginia, its mission and activities. As time and duties permit, the coordinator also serves as a resource for churches and sessions in the presbytery.

RESPONSIBILITIES:

1. With the Lead Presbyter and/or the Leadership Team, develop a communications plan, which shall include building and strengthening relationships among congregations and key church leaders and staff across the presbytery.
2. Create content for and manage all social media, website and informational emails, in accordance with the communication plan.
3. Coordinate communication technology (including audio-visual operation at stated presbytery meetings).
4. Create consistent communication across multiple platforms and media.
5. Coordinate with committees, commissions, task forces, and regions to enhance their communication both internally and externally.
6. Find and develop content for and publish an email newsletter no less than once a month, special promotion announcements, production and distribution of presbytery meeting packets (with information provided by various committees and commissions).
7. When applicable, connect with news media to help promote the mission of the presbytery and, as appropriate, its constituent congregations.
8. Some travel required.

QUALIFICATIONS

1. Associate degree in communications or related field, bachelor's degree preferred, or equivalent experience.
2. Excellent verbal and written communications skills with command of the English language, proper style.
3. Basic knowledge of and proficiency in photography and graphic design, including web design using WordPress.
4. Basic awareness and knowledge of multiple social media platforms, including but not limited to, Threads, BlueSky, Facebook, WhatsApp, etc.
5. Proven skills in working independently, yet within a team environment.
6. Excellent organizational and project management skills.
7. Demonstrated creativity.
8. Demonstrated attention to detail and accuracy.

9. Demonstrated ability with standard word processing, spreadsheet, database, video editing and publications software, including, in addition to social media platforms, Microsoft Office.
10. Ability to manage multiple responsibilities simultaneously and independently.

ACCOUNTABILITY:

The coordinator shall be accountable to the presbytery, through its Leadership Team and the Commission on Operations, and shall be supervised by the Lead Presbyter, in partnership with the Connectional Presbyter.

TERM OF SERVICE:

The communications coordinator is an at-will employee who serves at the will of the Presbytery of West Virginia.

EVALUATION:

The Commission on Operations will annually evaluate the Communications Coordinator's performance and review compensation. Conduct a major evaluation prior to the conclusion of the third year of service. Review and revise the position description as needed.

COMPENSATION:

Commensurate with experience.

PERSON DESCRIPTION

1. Christian commitment and spiritual maturity.
2. A commitment to stewardship as a matter of faith and spiritual discipline in which money is a means to do mission and ministry.
3. Perceives self as a servant of the Presbytery and exhibits a working style that is both collegial and consultative.
4. Extensive and detailed working knowledge of computers and computer management.
5. Familiar with Presbyterian theology and polity. Presbyterian church involvement not required, but preferred.
6. An understanding of and comfort with faith-based responsibilities. Ability to and comfort with work in a remote environment.
7. Committed to work for the advancement of the shelter, nurture, spiritual fellowship, study, and worship of the covenant community of the disciples of Christ.

APPENDIX B

STANDING COMMITTEE AND COMMISSION DESCRIPTIONS

Commission on Operations

Membership 6-12

Purpose: In conjunction with the Lead Presbyter, this commission will ensure that the Presbytery has the appropriate staff to carry out the mission of the Presbytery in light of available funding. Oversee staff compensation as well as the office equipment so that the staff can carry out their work affectively and faithfully.

Objectives: Develop and maintain staffing plans, policies, and procedures that implement the mission of the Presbytery, and provide for the functioning of Presbytery through the support of staff.

Responsible for:

1. Preparing the job description, terms of calls, and performance reviews of all members of staff.
2. Appointing staff positions, other than officers of the Presbytery, in consultation with the Lead Presbyter/Stated Clerk.
3. Conducting the performance review of the Lead Presbyter and ensuring that performance reviews of all other staff occur.
4. Reviewing the job descriptions for staff and performance evaluations conducted by the Lead Presbyter
5. Conducting an annual meeting with Presbytery staff.
6. Evaluating office storage space, equipment, and systems in terms of acquisition, utilization and effectiveness.
7. Overseeing the compensation of all Presbytery staff, making recommendations to the Presbytery as appropriate. On its own initiative or upon recommendation of the Lead Presbyter, taking action on human resource management matters
8. Maintaining the Presbytery's Personnel Handbook.
9. Making committee members available to sit on hiring committees.
10. Serving as Presbytery Trustees.
11. Approving the listing, (including cost determined by the church in consultation with the commission) of property by the congregations of the Presbytery.
12. Emphasizing and promoting special offerings approved by the Presbytery, Synod or General Assembly.
13. Developing the annual Presbytery budget.
14. Providing for the development and growth of the financial resources of the Presbytery.
15. Providing financial management of all Presbytery funds and investments.

16. Authorizing the opening of financial accounts, in consultation with the Lead
Presbyter/State Clerk and Treasurer/Business Administrator.
17. Contracting for an independent audit or review of Presbytery's financial records.
18. Assure that donor requests regarding the use of special gifts are fulfilled.

Membership: three (3) classes of two to four (2-4) including ruling elders, ministers of the Word and Sacrament, and laity from throughout the geographic bounds of the presbytery.

Staff support: Lead Presbyter/Stated Clerk, Treasurer and Business Administrator

Purpose: To provide that the Word of God may be truly preached and heard; to provide that the Sacraments may be rightly administered and received; to nurture the covenant community of disciples of Christ (G-3.0301). To enter into a covenant relationship with those exploring a call to church vocations and to provide oversight to the Authorized Lay Preacher (ALP)/Commissioned Pastor (CP) program in the Presbytery.

Objectives

1. Coordinate, guide, encourage, support and resource the work of its congregations for the most effective witness to the broader community (G-3.0301).
2. Serve as pastor and counselor to ministers of Word and Sacrament, ruling elders commissioned to particular pastoral service, and Certified Christian Educators of the Presbytery (G-3.0307).
3. Facilitate the relations between the Presbytery and its congregations, ministers of Word and Sacrament, ruling elders commissioned to particular pastoral service, and certified Christian educators (G-3.0307).
4. Settle difficulties on behalf of the Presbytery where possible and expedient (G-3.0307).
5. Promote the peace and harmony of congregations and inquire into the sources of congregational discord.
6. Take jurisdiction over members of dissolved congregations and granting transfers of their membership to other congregations.
7. Warn and bear witness against error in doctrine and immorality in practice within its bounds and serving in judicial matters in accordance with the Rules of Discipline. (G-3.0301).
8. Grow and nurture new worshipping communities and congregations.
9. Enter into covenant relationship with those considering and preparing for ordination to the office of Minister of the Word and Sacrament, along with the sessions and congregations of which they are members.
10. Enter into covenant relationship with those considering and preparing for Christian service in other ministries in the PCUSA, including, but not limited to, Certified Christian Educator, Pastoral Counselor, Missionary, Commissioned Ruling Elder/Authorized Lay Preacher, along with the sessions and congregations of which they are members.
11. Identify and encourage those who may be discerning a sense of call to ministry.
12. Prepare ruling elders to serve as ALPs or CPs in the Presbytery.
13. Provide ongoing oversight and accountability for those who have completed training to be ALPs and CPs in the Presbytery

Responsibilities with churches and new worshipping communities

1. Support the creation, development, and growth of churches.
2. Initiate and schedule follow-up visits with new pastors.
3. Recommend minimum compensation for pastoral calls and certified Christian educators within the Presbytery.
4. Assist congregations with mission studies.
5. Approve requests for waivers of rotation of officers.
6. Suggest to other entities of the Presbytery ideas for leadership training for churches and church professionals.
7. Provide, as needed, training opportunities in the Presbytery for congregations.
8. Discuss the dissolution and creation of churches and take these recommendations to the whole Presbytery.
9. Counsel with a session concerning reported difficulties within a congregation, including:
 - a. Advise the session as to appropriate actions to be taken to resolve the reported difficulties,
 - b. Offer to help as a mediator, and
 - c. Act to correct the difficulties if requested to do so by the session or, if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline (G-3.0303).

Responsibilities with church professionals

1. Initiate follow-up visits with new pastors.
2. Provide preparation program as needed; and recommend the commissioning of ruling elders to particular pastoral service and Authorized Lay Preachers to limited pastoral service.
3. Approve those on the Pulpit Supply List.
4. Approve validated ministries.
5. Provide support and encouragement to church professionals including making sure church professionals are caring for themselves and families.
6. Grant permission to labor within and outside the bounds of Presbytery.
7. Approve requests for retirement.

Responsibilities with churches and professionals in transition

1. Approve terms of call, changes of call, and other covenants for pastoral service within the Presbytery.
2. Meet with ministers of Word and Sacrament seeking to transfer in from another Presbytery, examine them on behalf of the whole presbytery, approve match, terms of call, and Presbytery membership.

3. Dismiss ministers of Word and Sacrament to receive a call from another Presbytery.
4. Approve moderators and liaisons for churches without installed pastors.
5. Establish and dissolve pastoral relationships.
6. Meet with congregations and sessions of churches seeking to dissolve, divide, or leave the Presbytery and make recommendations to the Presbytery.
7. Examine ministers of Word and Sacrament seeking membership in the Presbytery. The examination should include questions in the areas of Christian faith, theology, worship and sacraments, and polity as well as additional questions from committee members.
8. Approve ordination/installation commissions for ministers of Word and Sacrament.

Responsibilities with those seeking pastoral or educational leadership

1. With respect to those seeking ordination as Ministers of the Word and Sacrament, the committee shall oversee the process of meeting the requirements and timetables specified in the *Book of Order* G-2.06. The committee may also be guided by the handbook on preparation for ministry produced and recommended by the PC(USA).
2. With respect to those preparing for other forms of Christian service, the committee shall oversee the process of meeting all requirements and timetables specified in *Book of Order* G- 2.1103a or G-2.01101.
3. Receive and dismiss inquirers under care of the Presbytery.
4. Receive and dismiss candidates under care of the Presbytery.
5. Certify candidates as ready to receive a call.
6. With respect to those seeking certification as Christian Educators, three or four members of the committee will be appointed to serve as a reference group and carry out the duties of certifying the Christian Educator.
7. With respect to those preparing to become Commissioned Pastors/Authorized Lay Preachers, the committee shall provide a preparation process, including developing courses, recruiting leaders, encouraging participation, screening and evaluating applicants, and monitoring their progress throughout the program. The committee shall examine those elders seeking to be commissioned in the areas of personal Christian faith, motives for seeking such a commission, and the areas of instruction determined by the Presbytery.
8. To provide mentors for ALPs, defining roles and expectations of mentors.
9. To distribute and receive annual reports from ALPs.
10. To keep a record of ALPs available to serve within the Presbytery and to recommend for Presbytery approval those ALPs willing to celebrate the Sacrament of the Lord's Supper.
11. To grant reauthorization annually to preside at communion for ALPs who have been previously authorized by Presbytery to do so.

12. To request, receive, and review the reports of those ruling elders who have been authorized to celebrate the Sacrament of the Lord's Supper within their own congregation, to assess the needs for ongoing training, and to annually reauthorize those ruling elders to celebrate the Sacrament of the Lord's Supper within their own congregation for the following year as long as the session records of that church have been submitted for review.

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

Membership: The Commission on Pastoral Ministry membership will be made up of ministers of Word and Sacrament and ruling elders. Care will be given to have an equal distribution of ministers of Word and Sacrament and ruling elders with representation on the committee from throughout the geographic bounds of the presbytery. Ordinarily, the committee divides itself into teams to complete its work. such as Church Professional Care, Relationships, Congregational Development, and Transitions. The COPM ordinarily meets monthly with one retreat each year.

Staff support: Lead Presbyter/Stated Clerk, Connectional Presbyter

Committee on Nurture and Relationships

Membership 9-12

Purpose: To foster ever-deepening relationships throughout the Presbytery. To provide encouragement, guidance and resources to congregations in the areas of spiritual formation, discipleship, and leadership development.

Objectives

1. Encourage the disciplines that deepen the faith and witness of churches and their members (e.g. faithful participation in worship, Bible study, prayer, stewardship, and commitment) so that members of all ages are nurtured in their faith, learning, and service.
2. Deepen and enrich people's knowledge, love, and service of Jesus Christ that they may lead lives of faithful discipleship.
3. Help churches and members to listen for the call of God in their particular places of worship and life, and to respond in faithful partnership with Jesus Christ, understanding themselves as life-long learners.
4. Help develop and encourage relationships and communication among congregations and between congregations and the Presbytery.

Responsibilities:

1. Cultivate, plan, and develop resources for spiritual formation, discipleship, and leadership development in congregations and within the Presbytery.
2. Equip and support those called to educational ministries of the church.
3. Provide educational resources for people of all ages.
4. Oversee and administer scholarship funds available through the Presbytery for undergraduate studies.
5. Support, publicize, and encourage the use of the Presbytery Resource Center in developing and nurturing faith.
6. Provide for worship at Presbytery meetings.
7. Develop opportunities, resources, and/or events for leadership development.
8. Conduct training for ruling elders to preside at the Lord's Supper in their home congregation. Report the trained ruling elders to the Commission on Pastoral Ministry.
9. Strengthen the ways we get information to and receive information from the churches of the presbytery.
10. Plan and conduct ruling elder training.
11. Develop curriculum and programs for Bluestone Camp.
12. Celebrate events and programs of our congregations by writing articles for the Presbytery newsletter and/or sharing on social media.

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

Staff support: Connectional Presbyter, Communications Coordinator

Committee on Outreach

Membership 6-9

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

Objectives and Responsibilities

1. To interpret, articulate and advocate the Presbytery's missions
 - encouraging congregations to situate their efforts in the context of the PC(USA)'s local, national, and global initiatives,
 - recommending Presbytery support of mission ministries within the bounds of the Presbytery,
 - communicating to Presbytery and congregations the nature of the ministries of programs, entities, and churches in the Presbytery,
 - maintaining, promoting, and publicizing to the Presbytery ecumenical and interfaith partnerships such as the West Virginia Council of Churches.
2. To coordinate
 - Presbyterian ministries within the Presbytery,
 - congregations with similar ministries,
 - ecumenical and interfaith ministries within the Presbytery,
 - campus ministry with the Westminster Foundation.
3. To educate
 - providing training and support in the area of mission for pastors, sessions, congregations,
 - sponsoring and promoting missionary visits throughout the Presbytery.
4. To evaluate and allocate
 - assuring that the goals and programs of the ministries funded by the Presbytery are being carried out,
 - distributing available funds to applicants for hunger, garden, and other grants,
 - promoting and administering the New Life Congregational Grants.

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

Staff support: Connectional Presbyter

Committee on Representation

Membership 6

Purpose:

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

Objective: Ensure fair and effective representation in the decision making of the Presbytery to assist the Presbytery in having representation based on race, ethnicity, age, sex, disability, geography and theological conviction on its committees, its leadership, and its staff.

Responsibilities:

1. Advocate for diversity and representation for nominations in particular categories needing increased representation to ensure that various entities are represented on committees and in the leadership of the Presbytery;
2. Advise the Presbytery on the employment of personnel representing different racial ethnic, age, sex, disability, geography, and theological convictions, in conformity with the church-wide plan for equal employment opportunity;
3. Inform Presbytery of its progress toward fair representation based on race, ethnicity, age, sex, disability, geography, and theological conviction;
4. Nominate persons for various offices and committees in light of the membership needs of each committee.
5. Nominate a Recording Clerk to serve a term of three (3) years, eligible for reelection.

Membership: three (3) classes of two (2) including ruling elders, ministers of the Word and Sacrament, and laity from throughout the geographic bounds of the presbytery. Members of the Committee on Representation shall be nominated by the Presbytery Leadership Team.

Staff support: Lead Presbyter/Stated Clerk

Permanent Judicial Commission

Membership 7

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

Objective: To implement powers, duties, responsibilities, and membership applicable to this Presbytery as specified in the *Book of Order*, Church Discipline, chapter three, Permanent Judicial Commissions.

Responsibilities:

1. The implementation of powers, duties, responsibilities, and membership applicable to this Presbytery as specified in the *Book of Order*, Church Discipline, chapter three, Permanent Judicial Commissions.
2. Meeting for the purpose of organizing itself by electing its moderator and clerk.

Membership: The Presbytery shall elect a permanent judicial commission with as equal representation of ministers of the Word and Sacrament and ruling elders as possible with no more than one member from any one church. The term of office will be six (6) years, consisting of three (3) staggered classes of two or three (2 or 3) people each.

Staff support: Lead Presbyter/Stated Clerk