

# HANDBOOK OF REPORTS

for the

181<sup>st</sup> STATED MEETING

of the

SHENANDOAH PRESBYTERY

Saturday, February 23, 2019

9:30 a.m.

Place:

Bethel Presbyterian Church  
Staunton, Virginia

Shenandoah Presbytery is a covenant body where:

- ~congregations are empowered to be centers for mission,
- ~people of God are equipped to be Disciples of Christ in a challenging world,
- ~church professionals are nurtured and strengthened for service,
- ~open communication and information are used constructively and creatively to keep us connected.

MEMO TO: Pastors and Commissioners to Presbytery  
FROM: Bronwen W. Boswell, Stated Clerk  
RE: February 23 MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session at Bethel Presbyterian Church in Staunton, Virginia, on Saturday, February 23, 2019.

**PROPOSED AMENDMENTS:**

Below is the link to the amendments coming before our presbytery for discernment and then voting. This contains essential information for advanced study to enable Presbytery to make informed and prompt decisions. Please be sure all voting members of Presbytery receive a copy. They include all pastors and elected commissioners.

[http://www.pcusa.org/site\\_media/media/uploads/oga/pdf/proposed\\_amendments\\_to\\_the\\_constitution2018\\_121018.pdf](http://www.pcusa.org/site_media/media/uploads/oga/pdf/proposed_amendments_to_the_constitution2018_121018.pdf)

**CHILDCARE:** for childcare, please contact Adrienne at 540-886-6041 no later than Friday, February 15.

**LUNCH:** can be purchased before the convening hour of 9:30 a.m. for the price of \$10. If you have dietary needs, please contact Adrienne at 540-886-6041 no later than Friday, February 15.

**DIRECTIONS:**

For your GPC, the church address is: 563 Bethel Green Rd, Staunton VA 24401

Traveling South from the Harrisonburg area on I-81:

Take I-81 South to Exit 213B (Greenville) and follow signs for North US Rt 11.

Once on US Rt 11, get in left lane to take a left on Howardsville Rd. (Directly in front of Riverheads High School)

Once on Howardsville Rd. go approximately 2.1 miles. Bethel Church will be on the right.

Traveling North from the Roanoke/Lexington areas:

Take I-81 north to Exit 213 (Greenville Exit)

Turn left on US Rt. 11

Go approximately 0.6 miles and take a left on Howardsville Rd. (Directly in front of Riverheads High School)

Once on Howardsville Rd. go approximately 2.1 miles. Bethel Church will be on the right.

## ***BAD WEATHER POLICY***

*The Chair of the Coordinating and Planning Commission, the General Presbyter/Stated Clerk, and the Moderator together will determine whether to cancel the Presbytery meeting. IDEALLY the decision will be made by noon the day before the Presbytery meeting. Everyone should consult either the web site ([www.shenpres.org](http://www.shenpres.org)) or call the answering machine at Presbytery's office (540-433-2556) for the decision. In case of a cancellation, the Chair of the Coordinating and Planning Commission, the General Presbyter/Stated Clerk, and the Moderator will determine the alternate date and place and will announce this as soon as possible.*

## INFORMATION PERTAINING TO MEETINGS OF PRESBYTERY

Per Presbytery Manual Chapter V

Number of Meetings – Our Book of Order (G-3.0304) requires presbytery to hold stated meetings at least twice each year. At this time, there will be four STATED meetings for 2019: February 23, May 21, August 24, and November 19.

Kind of Meetings – Besides stated meetings there are adjourned meetings and special meetings.

Adjourned Meetings – Held to conclude unfinished business of preceding stated meeting. New Business may be placed on docket.

Special Meetings – The moderator shall call a special meeting at the request of, or with the concurrence of, two ministers and two elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three ministers and three elders, the elders being of different churches, may call a special meeting. The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten (10) days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted.

Who Determines Type of Meetings? – The presbytery itself. If the business at a stated meeting is not completed in the time allowed on the docket, then the presbytery votes to extend the time on that day or votes to schedule an adjourned meeting later. Special meetings may be called in conformity with presbytery's policy, expressed in its manual.

Docket Preparation – The Presbytery Meeting Planning Committee composes the docket. Time periods for committee reports are arranged in consultation with chairs and others responsible for reports.

Docket Problems – The times listed for the presentation of reports are only general orders, and not orders of the day, unless specifically noted (see Procedural Rule A). Frequently, debate bogs down over procedural matters, and controversial issues create considerable discussion. Presbytery can always limit debate. Candidates and transferring ministers of necessity may require special considerations for their examinations because of such things as travel schedules and seminary schedules. The docket may be amended at any time during the meeting. Commissioners should be aware of possible extension of time needed for such amendments and the possible delay in adjournment.

## PROCEDURAL RULES

### 5.5. OPERATING PROCEDURES

- 5.5.1. The Presbytery shall in its proceedings abide by the requirements of the Constitution of the Presbyterian Church (U.S.A.), its Standing Rules or Manual of Operations, and Robert's Rules of Order (newly revised) in this order. A list of procedural rules adopted by Presbytery shall be printed on the inside cover of each handbook.
- 5.5.2. A report of any agency of Presbytery requiring more than 10 minutes of Presbytery time may be made an Order of the Day.
- 5.5.3. Reports having been mailed out in advance, the committee chairperson shall not read the report except to make reference to a few highlights of the report and to recommendations by numbers, moving their adoption.
  - A. Any reports not included in the Handbook shall be submitted as part of a Supplemental Report available either electronically or on paper distributed prior to the beginning of the Presbytery meeting at which the report is presented.
  - B. Any report not so circulated shall not be received by the Presbytery except by approval of the governing body by a two-thirds vote of those present and voting. If a group wishes to submit such a report, a person shall summarize its content and purpose before the vote is taken.
- 5.5.4. On matters where there may be deep concern, possible controversy or lack of information, the committee making the report shall provide critical background information, so that the governing body may expeditiously make wise and considered decisions.
- 5.5.5. Debate shall be free and open, with equal time being given to proponents and opponents insofar as possible.
- 5.5.6. Any member of the governing body desiring to speak must stand, identify themselves by name and congregation, be recognized by the Moderator, and go to a microphone if available.
- 5.5.7. A member of the presbytery may speak twice on any particular motion, and not for more than a total of five minutes, but the second time may only be granted after all who have not yet spoken have had an opportunity to do so. The maker of the motion is entitled to speak first, if desired.
- 5.5.8. Lengthy motions must be written out and presented to the Stated Clerk.
- 5.5.9. References to the following procedures from Robert's Rules of Order may prove useful:
  - A. A committee recommendation does not require a second to be on the floor.
  - B. Other motions require a second prior to discussion or action.
  - C. When there is no apparent disagreement or objection to a motion, the Moderator may declare it is adopted by common or general consent.
- 5.5.10. No flash photography will be allowed during the worship service at meetings of Presbytery.
- 5.5.11. When Presbytery meets in a location where seating is limited, priority shall be given to voting members for seating within the meeting area. If it is necessary to use other rooms for overflow seating, visitors and other non-voting members shall use these areas.
- 5.5.12. QUORUM:  
A quorum of the Presbytery shall be any ten teaching elders and ten ruling elders from at least ten different congregations. (G-3.0304).

Seeking to be Faithful Together:

Guidelines for Presbyterians During Times of Disagreement

In a spirit of trust and love, we promise we will . . .

|   |   |
|---|---|
| <p>Give them a hearing . . . listen before we answer<br/>John 7:51 and Proverbs 18:13</p> | <ol style="list-style-type: none"> <li>1. Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;             <ul style="list-style-type: none"> <li>· we will keep our conversations and communications open for candid and forthright exchange,</li> <li>· we will not ask questions or make statements in a way which will intimidate or judge others.</li> </ul> </li> <li>2. Learn about various positions on the topic of disagreement.</li> <li>3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.</li> </ol>   |
| <p>Speak the truth in love<br/>Ephesians 4:15</p>   | <ol style="list-style-type: none"> <li>4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teaching.</li> <li>5. Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity;             <ul style="list-style-type: none"> <li>· we will not engage in name-calling or labeling of others prior to, during, or following the discussion.</li> </ul> </li> <li>6. Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.</li> </ol>  |
| <p>Maintain the unity of the spirit in the bond of peace<br/>Ephesians 4:3</p>            | <ol style="list-style-type: none"> <li>7. Indicate where we agree with those of other viewpoints as well as where we disagree.</li> <li>8. Seek to stay in community with each other though the discussion may be vigorous and full of tension;             <ul style="list-style-type: none"> <li>· we will be ready to forgive and be forgiven.</li> </ul> </li> <li>9. Follow these additional Guidelines when we meet in decision-making bodies:             <ul style="list-style-type: none"> <li>· urge persons of various points of view to speak and promise to listen to these positions seriously;</li> <li>· seek conclusions informed by our points of agreement;</li> <li>· be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;</li> <li>· abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with the Guidelines.</li> </ul> </li> <li>10. Include our disagreements in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.</li> </ol> |

ANNOUNCEMENTS  
VOTING MEMBERS OF SHENANDOAH PRESBYTERY

All ministers enrolled in Shenandoah Presbytery

Ruling elders commissioned to churches

Ruling elders from each church session

0-400 members = 1 ruling elder

401-800 members = 2 ruling elders

801-1200 members = 3 ruling elders

1201+ = 4 ruling elders

Ruling Elders who serve in the following capacities shall be enrolled as members of Presbytery for the term of their service:

- moderator or vice moderator of Presbytery
- chair or vice chair of Coordinating and Planning Commission
  - chair of a committee
- exempt employees of the Presbytery (on at least a half-time basis)
- Commissioned Ruling Elders providing particular pastoral services, as authorized by presbytery
- Certified Christian Educators who are serving in an educational ministry under the jurisdiction of the presbytery

Such service does not count towards the number of ruling elders a congregation is entitled to send.

\*\*\*\*\*

ACRONYMS YOU MAY HEAR AT THE MEETING

|   |  |
|---|--|
| AC – Administrative Commission                      | EPC – Evangelical Presbyterian Church                      |
| ARE – Authorized Ruling Elder                       | GA – General Assembly                                      |
| CCVT– Committee on Church Vitality & Transformation | IC – Investigating Committee                               |
| CER - Committee on Educational Resources            | KCC – Key Church Communicator                              |
| CMO – Committee on Mission & Outreach               | LRT – Listening Response Team                              |
| CNCD–Committee on New Congregational Development    | MIF – Ministry Information Form                            |
| CPA – Committee on Presbytery Administration        | PAM – Presbyterian Association of Musicians                |
| CPC – Coordinating and Planning Commission          | PCA – Presbyterian Church in America                       |
| CPM – Committee on Preparation for Ministry         | PCUS – Presbyterian Church in the United States            |
| CPT – Committee on Pastoral Transition              | PCUSA – Presbyterian Church (U.S.A.)                       |
| CRE – Commissioned Ruling Elder                     | PDA – Presbyterian Disaster Assistance                     |
| CRM – Committee on Relational Ministry              | PIF – Pastor Information Form                              |
| DPRT – Disaster Preparedness Response Team          | PJC – Permanent Judicial Commission                        |
| ECO – A Covenant Order of Evangelical Presbyterians | PNC – Pastor Nominating Committee                          |
| EECMY - Ethiopian Evangelical Church Mekane Yesus   | RE - Ruling Elder  |
|   | SPYCE – Shenandoah Presbytery Youth Council Extraordinaire |
|   | TE – Teaching Elder  |
|   | TPR – Temporary Pastor Relationship                        |

DOCKET

(Members of Presbytery are urged to be registered and seated by 9:30 a.m. If not yet registered, please do so right after worship)

- 8:30 a.m. Registration Begins
- 9:30 a.m. Call to Order, Opening Prayer, and Morning Worship
- 10:30 a.m. Determining a Quorum  
Procedural Rules  
Welcome and Introduction of Guests  
First time commissioners  
Seating corresponding members  
Welcome from Bethel Church – TE Kelly-Ann Rayle  
Appointments by the Moderator  
Adoption of the Docket  
Report of the Stated Clerk – TE Bronwen Boswell  
Correction and Approval of Minutes  
New Business  
Report of the Associate General Presbyter – TE Nancy Meehan Yao
- 11:00 a.m. Board of Pensions – Martha Reisner, Church Consultant
- 11:15 a.m. Committee on Educational Resources – TEs April Cranford & Sarah Hill
- 11:35 a.m. Educational Time – Olanda Carr, Presbyterian Foundation
- 12:35 p.m. Directions for Lunch and Prayer – TE Kelly-Ann Rayle
- 12:40 p.m. Lunch - ORDER of the DAY
- 1:40 p.m. Intercessory Prayer
- 1:45 p.m. Young Adult Volunteer - Cherokee Adams
- 1:55 p.m. Committee on Pastoral Transition – TE Patrick Pettit
- 2:15 p.m. Committee on New Congregational Development – TE Karen Greenawalt
- 2:20 p.m. Sherando Administrative Commission – TE Karen Greenawalt
- 2:25 p.m. Women in Community
- 2:30 p.m. Moffett Fund Grant – RE Mary Lou Cox
- 2:35 p.m. Committee on Nominations – RE Mary Lou Cox
- 2:40 p.m. Coordinating and Planning Commission – RE Kate Lewis Brown
- 2:45 p.m. Proposed Amendments to the Book of Order - Stated Clerk Bronwen Boswell
- 3:15 p.m. Anticipated adjournment

## STATED CLERK REPORT

### I. FOR INFORMATION:

- A. PJC Reserve List. The roster of former members of the Permanent Judicial Commission (PJC) who may be called when necessary to constitute a quorum (see Book of Order D-5.0206b):
- Class of 2017: David Howard (TE), Frank Wyche (TE), and Creigh Deeds (RE)
  - Class of 2015: Ed Brown (RE), Ann Massie (RE)
  - Class of 2013: Phil Sommer (TE)
- B. Dates for the meetings of Shenandoah Presbytery for 2019:
- Tuesday, May 21: Massanetta Springs
  - Saturday, August 24: Your church name here\*
  - Tuesday, November 19: Opequon Church  
\*seeking host congregation
- C. Please see pages 26-30 for informational reports from the Committee on Relational Ministry, Committee on Church Vitality and Transformation, and the Committee on Presbytery Administration.
- D. The Stated Clerk presents the list of ruling elders of the churches of the Presbytery who died in 2018. The information listed depends on reports from clerks of sessions of the churches. See pages 4-5
- E. Tim Arnold has renounced jurisdiction of the PCUSA as he has discerned that his calling is no longer within ordained ministry.

### II. RECOMMENDATIONS:

- A. That presbytery excuse from attendance all or a part of this meeting those whom have requested to be excused.
- B. That Presbytery approve the minutes from the November 27, 2018, meeting of Presbytery as distributed.
- C. Proposed Amendment to the Presbytery Manual (second reading)
- 4.1.16  
Electronic Meetings  
A committee, commission or task group of the Presbytery may use electronic communications to conduct its meetings, provided that such meetings provide opportunity for simultaneous aural and oral communication among all participating members equivalent to those of meetings held in one room or area (e.g. conference call). When possible, technology enabling participants to see and hear one another (e.g. Skype, Facetime) may be used. Notice of any such electronic meeting shall include a full description of how to participate (e.g. access number and passcode). The actions taken at any such electronic meeting shall constitute the actions of the committee/commission/task force as if that body had met in person, and all other provisions (e.g. quorum) shall be applicable.
- D. That Presbytery receives the financial summary for the year ending December 31, 2018 as found on page 6.

- E. It is the policy of Shenandoah Presbytery to allow resident retired minister members who for good reason decide that they will not be participating in the Presbytery’s voting for the year to remove themselves from the need to attend and the need to be counted in the Stated Clerk’s recommendation for balancing minister/elder voting.

While the Presbytery strongly encourages participation in the full life of the Presbytery, the following have by signed request asked to be automatically excused from Presbytery meetings for the year 2019 indicating they will not be voting and will be “inactive participants” for Presbytery business: (If you are a resident retired minister member of Presbytery and did NOT sign such a form for 2019, you are counted and expected to attend Presbytery.)

|                |                  |                  |
|----------------|------------------|------------------|
| Don Allen      | Joe Brandon      | William Caperton |
| William Cox    | Richard Dietrich | John Garrison    |
| Bart Hellmuth  | William Painter  | Thomas Rhyne     |
| Charles Symons | Randy Tremba     | Nancy Whiteley   |
| Jack Wilkers   | Robert Woodworth | Richard Young    |

- F. Membership and Attendance Balance. Each year the Stated Clerk is required to recommend to Presbytery a way of balancing the representation of ruling elders and ministers (Manual 5.2.2.). The following is the analysis for 2019 (for ministers as of 12/31/18 and church membership as of 12/31/17.

|   |            |
|---|------------|
| <b>TEACHING ELDERS:</b>   |            |
| Total Enrollment of Teaching Elders, 12/31/2018.....  | 160        |
| <b>Active Participants</b>  |            |
| Installed Pastors and Temporary Supplies .....  | 69         |
| Serving in other validated ministries.....  | 6          |
| Parish Associates .....   | 2          |
| Members at Large .....  | 11         |
| Resident Honorably Retired (not inactive or infirm) .....   | 34         |
| <b>Total Active Participants.....</b>   | <b>122</b> |
| <b>Non-participants for 2019</b>  |            |
| Resident Honorably Retired requesting to be inactive .....  | 15         |
| Resident Honorably Retired who are infirm .....   | 4          |
| Honorably Retired living outside the bounds of presbytery .....   | 18         |
| Overseas Personnel .....  | 1          |
| <b>Total Non-Participants .....</b>   | <b>38</b>  |
| <b>TOTAL TEACHING ELDERS PARTICIPATION .....</b>  | <b>122</b> |
| <b>RULING ELDERS:</b>   |            |
| Ninety-three (93) congregations send one ruling elder .....   | 93         |
| Six congregations send two ruling elders: Covenant, Lexington, Massanutten,<br>Opequon, Tinkling Spring, Warrenton..... | 12         |
| One congregation sends three ruling elders: Winchester 1st .....  | 3          |
| Commissioned Ruling Elders for Particular Pastoral Services .....   | 12         |
| Certified Christian Educators serving .....   | 0          |
| Presbytery staff .....  | 1          |
| Ruling elders serving on Coordinating and Planning Commission.....  | 1          |
| <b>TOTAL POTENTIAL RULING ELDERS PARTICIPATION .....</b>  | <b>122</b> |

*CONCLUSION: No imbalance exists for 2019*

## 2018 NECROLOGY REPORT

|                  |   |
|------------------|---|
| Augusta Stone    | Howard Ralph Guffey   |
| Berkeley Springs | Nancy Hewitt Garbark<br>Mabel Louise Michael<br>Ed Weber                        |
| Bethany          | William Schoenthaler<br>Elridge Sorrells  |
| Bethel           | Judith Olson  |
| Beulah           | John Douglas Brock  |
| Cooks Creek      | Richard Weaver  |
| Covenant         | Linda Heatwole<br>Virginia Wetzel   |
| Franklin         | James Howard Garrett<br>John Edgar Jenkins                                      |
| Gerrardstown     | Donald Becker   |
| Hebron           | John Ott  |
| Hermitage        | Walter Abbott<br>Tom Glover   |
| Ivanhoe          | Edna Wood   |
| Lexington        | William Castleman Dawson, Jr.<br>John Frederick DeVogt<br>Richard Bryant Minnix |
| Massanutten      | Jean Goshorn<br>John Irvine   |
| Middletown       | Roy McDonald, Sr.   |
| Moorefield       | Harold Hiser  |
| Mossy Creek      | Norman Puffenbarger   |
| Mt. Carmel       | Mildred Campbell  |
| Mt. Horeb        | Robert Binda, Sr.<br>Mattie Fulton<br>Helen Hart Wise                           |
| Mt. Storm        | Wilma Lee Carr  |
| New Monmouth     | Jim Swink   |
| Opequon          | John Boyd   |
| Pines Chapel     | Timothy Allan Cole  |
| Second Opequon   | Nancy Carper<br>Warren Driver   |
| Shepherdstown    | Robert Proudman   |
| Timber Ridge     | Allen Strecker  |

|                   |  |
|-------------------|--|
| Tinkling Spring   | Thomas Curd Yancey                     |
| Tomahawk          | Robert Bartgis                         |
| Waynesboro Second | Mary Strickler                         |
| Wardensville      | Dave Wilbur                            |
| Williamsville     | Donald McCaig                          |
| Winchester First  | Dottie Edwards<br>Charles Schutte, Jr. |
| Woodstock         | William Coffman<br>Barry Haigh         |

Teaching Elders that died in 2018 are:

Ralph Bucy  
Donna Coffman  
James Cushman  
Herb Lewis  
Joseph Pancake

|                                       | Actual Twelve Months | 2018 Twelve Month Budget | Remaining Budgeted Funds | % Used |
|---------------------------------------|----------------------|--------------------------|--------------------------|--------|
| Resources Provided by:                |                      |                          |                          |        |
| Acceptances From Congregations        | \$530,699.13         | \$558,100.00             | \$27,400.87              | 95%    |
| Resources Used for:                   |                      |                          |                          |        |
| Church Vitality & Transformation CCVT | \$603.80             | \$1,000.00               | \$396.20                 | 60%    |
| Educational Resources CER             | \$4,485.82           | \$6,000.00               | \$1,514.18               | 75%    |
| Mission and Outreach CMO              | \$9,553.35           | \$12,575.00              | \$3,021.65               | 76%    |
| Presbytery Administration CPA         |                      |                          |                          |        |
| GA – Per Capita                       | \$93,933.49          | \$93,633.49              |                          | 100%   |
| Synod – Per Capita                    | \$10,296.05          | \$10,296.05              |                          | 100%   |
| GA – Shared Mission                   | \$4,000.00           | \$4,000.00               |                          | 100%   |
| Synod – Shared Mission                | \$200.00             | \$200.00                 |                          | 100%   |
| Total to GA and Synod                 | \$108,129.54         | \$108,129.54             |                          | 100%   |
| Occupancy                             | \$34,554.15          | \$38,000.00              | \$3,445.85               | 91%    |
| Office Expenses                       | \$26,414.56          | \$27,100.00              | \$685.44                 | 97%    |
| Presbytery                            | \$1,830.40           | \$5,000.00               | \$3,169.60               | 37%    |
| Personnel Expenses                    | \$341,747.19         | \$353,482.03             | \$11,734.84              | 97%    |
| Total CPA                             | \$404,546.30         | \$423,582.03             | \$19,035.73              | 96%    |
| Pastoral Transition CPT               | \$875.60             | \$6,000.00               | \$5,124.40               | 15%    |
| Relational Ministry CRM               | \$317.67             | \$775.00                 | \$457.33                 | 41%    |
| Total                                 | \$528,512.08         | \$558,061.57             | \$29,549.49              | 95%    |

COMMITTEE ON EDUCATIONAL RESOURCES (CER)

RECOMMENDATION:

That Presbytery approve the Child, Youth, and Vulnerable Adult Protection Policy on pages 8-19.

## SHENANDOAH PRESBYTERY ~ CHILD, YOUTH, and VULNERABLE ADULT PROTECTION POLICY

*... "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth; anyone who will not receive the kingdom of God like a little child will never enter it." And he took the children in his arms, put his hands on them and blessed them. Mark 10: 14-16.*

### A Vision for Children and the Church

Because we affirm that all children are a gift of God, created by God and created good;  
all children are a gift to the whole of the human community;  
all children have a real faith, and gifts for ministry;  
all children have the right to be children;  
and all children are not just tomorrow, they are today.

Because we believe that all children depend upon adults for safety and security  
in a world that does not always value children;  
all children are affected first and most deeply by those things that work against health  
and wholeness:  
where there is disease, children sicken and die;  
where there is homelessness, children sleep on the streets and in other dangerous places;  
where there is war, children are frightened and without a safe place;  
where the air and water are polluted, children feel the effect in their bodies and in their  
futures;  
where there is shame, children's spirits are wounded.

Therefore we hope for a world where all children can find a safe place;  
where all ages, races, genders, creeds, and abilities are recognized, valued, and  
celebrated;  
where all adults hear the voices of children and speak with as well as for them;  
where all children have "first call" on the world's resources and first place in the minds  
and hearts of the world's adults.

Because Jesus welcomed children and encouraged us to welcome them in his name;  
Jesus lifted up a child as an example of what the realm of God is like;  
Therefore we hope for a church  
where we take seriously our baptismal vow to nurture all children committed to our care;  
where we bring good news to all those places where children are in need;  
where adults and children alike share in ministry.

*We covenant to act so that this vision may be made real for all children, now and in times to come.*

Adopted by the 205th General Assembly, 1993

## Preamble

Because we believe that children are a gift of God as demonstrated by Jesus welcoming them; because we believe in the *Vision for Children* adopted by the 205th General Assembly; and because we are called, as God's people to nurture, love, and care for our children, and youth, and vulnerable adults, Shenandoah Presbytery has adopted the following policy to provide a safe place for these children, youth, and including vulnerable adults to experience the kingdom of God.

## Rationale for the Policy

We believe implementing a Child/Youth/Vulnerable Adult Protection Policy will reduce the risk of any form of abuse and/or neglect:

- because children, youth, and vulnerable adults are gifts from God, and our Presbytery has a responsibility to provide for their safety and nurturing; the Church at all levels and in all times should be a place of safety which represents the arms of Christ;
- because any type of abuse or neglect of children, youth, and vulnerable adults has devastating effects on the lives of victims, and the Presbytery is called to be a life-giving representative of Christ's healing and hope for community, not a source of harm, hurt, or neglect;
- because the larger Church suffers along with victims/survivors of abuse; Shenandoah Presbytery can be crippled by the pain involved in having both victims and perpetrators;
- because the Church has promised through the Book of Order to nurture and care for children, youth, and adults through its baptismal commitment to these individuals;
- because the Church, as the body of Christ, represents Christ's love, and his taking up of the children and youth into his arms and blessing them, embodies in every way a safe environment in which to grow.

## Purpose

This policy is designed to reduce the risk of child, youth, and vulnerable abuse in any form in order to:

- ❖ Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
- ❖ Assist Shenandoah Presbytery in evaluating an individual's suitability to supervise, oversee, and/or exert control over the activities of children, youth, and vulnerable adults.
- ❖ Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
- ❖ Provide a system to respond to alleged victims of sexual abuse and their families, as well as to the alleged perpetrator.
- ❖ Protect staff and volunteers from the possibility of false accusations of sexual abuse.

## Definitions

### Children/Youth/Vulnerable Adults

In discussing abused or neglected children, Virginia Code Section 63.2-100 defines child as a person younger than age 18. Adults are defined as those persons who have reached their eighteenth birthday. Below is a comprehensive list of definitions of terms and their intended use in this particular policy:

**Child/Youth:** any person who has not reached their eighteenth birthday as defined by State Code.

**Adult:** any person who has attained their eighteenth birthday.

**Vulnerable Adult:** Any person eighteen-years-old or older without the developmental or cognitive capacity to consent.

## To Whom Policy Applies

***Paid Staff:*** All employees who are paid directly by Shenandoah Presbytery.

***Child/Youth/Vulnerable Adult Worker:*** Any person, volunteer, paid staff person, or contractor, who is entrusted with the care and supervision of children, youth, or vulnerable adults and/or exerts control, oversight, or supervision over children, youth, or vulnerable adults or who participates in events/activities sponsored by Shenandoah Presbytery that involve children, youth, and/or vulnerable adults.

## Types of Abuse

***Vulnerable Adult Abuse:*** Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult.

***Child/Youth Abuse:*** Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child, youth, and/or minor.

***Sexual Abuse:*** “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (*Book of Order*, D-10.0401c).

***Technology Abuse:*** The use of technology that results in the harassing or abusing of a child, youth, or vulnerable adult. This includes using technology to send suggestive message and images to a child, youth, or vulnerable adult. Staff, paid and volunteer workers should not have any technological contact with a child, youth, or vulnerable adult that is not preapproved by that person’s legal guardian with a signed waiver.

## Presbytery Terminology

***General Presbyter/Stated Clerk***

***Associate General Presbyter***

***CPA:*** Committee on Presbytery Administration

***CER:*** Committee on Educational Resources

***Safe Child Response Team:*** The Safe Child Response Team is comprised of a minimum of three (3) members including the Associate General Presbyter plus two or more members appointed by the CER who are specifically trained to respond to allegations and reports of child, youth, or vulnerable adult abuse at Shenandoah Presbytery-sponsored programs, activities, or events. This team must be readily available to be contacted and activated at all Shenandoah Presbytery sponsored events.

***Sponsoring Program, Committee, or Entity:*** Any program or committee other than those cited above or other entity of Shenandoah Presbytery that is tasked with the responsibility of planning program, activities, and/or events that involve or are for children/youth/vulnerable adults.

## *Standards of Conduct*

### General

*Paid and volunteer adults* shall behave in a manner appropriate to protecting children/youth/minors and vulnerable adults and promoting their spiritual growth. Children, youth, and vulnerable adults shall be shown respect at all times. Paid or volunteer adults shall not touch or interact with children/youth/minors or vulnerable adults in any way that is sexually stimulating, emotionally demeaning, or exploitative.

Common expressions of affection or affirmation such as hugs and pats on the back, physical care giving such as changing diapers or giving first aid **are** appropriate in Presbytery-sponsored events/activities. Adults should take care that physical expressions of affirmation and affection are not excessive and are not imposed on a child/youth/minor or vulnerable adult without his or her consent.

In addition to being tasked with protecting these individuals' physical and emotional safety, paid and volunteer adults and youth working with children, youth, and vulnerable adults are also responsible for being aware of signs indicating neglect of these individuals' well-being.

### **Administration of Policy**

The Committee on Educational Resources (CER) shall hold primary responsibility for implementation of the Child, Youth, and Vulnerable Adult Protection Policy. The CER will ensure that:

- ❖ A policy statement is provided to and signed by all volunteers and employees participating in any Shenandoah Presbytery sponsored program, activity, or event involving children, youth, or vulnerable adults;
- ❖ In general, that volunteer applications will be accepted only after six months of an individual's active involvement as a member of a Presbyterian Church (U.S.A.) congregation in Shenandoah Presbytery;
- ❖ Exceptions to the volunteer application policy may be made by the CER to: a) cover short-term involvement in child/youth/vulnerable adult-care activities (Presbytery Meeting, other day-long sponsored events) where an authorized staff person may be paired with the short-term volunteer; or b) to cover a Presbytery-sponsored program, activity, or event where volunteers have had a background check within the last 3 years by the sponsoring church (see Permission to Notify Session for Safe Place Endorsement in the Appendix).
- ❖ Applications for volunteer positions are received by the Committee on Educational Resources (CER) for the specific program in which a volunteer wishes to participate. The CER may assign a sub-committee of its membership or administrative staff to review applications. The General Presbyter and/or the Associate General Presbyter will serve ex-officio with the sub-committee or provide oversight to administrative staff if either of these is the primary reviewer of applications.
- ❖ Perceived problems with specific applications will be communicated to applicants.

## **Implementation of Policy – Eligibility, Applications, Background Checks**

### Volunteer and Employee Screening Procedures

Any paid staff members and volunteers who will work with children, youth, or vulnerable adults must be screened. This screening for paid staff and volunteers includes the following considerations. In general, all *volunteers* in ongoing assignments in Shenandoah Presbytery shall have completed an approved Volunteer Application form [see Appendix for all applications].

#### *Employment Application and Volunteer Application:*

- ❖ Six Month Rule: no volunteer will be considered for any position involving contact with children, youth, and vulnerable adults until they have been involved with Shenandoah Presbytery for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. The General Presbyter/Stated Clerk and Associate General Presbyter will be exempt from the six month rule.
- ❖ Written Application: all persons seeking to work with children, youth, and vulnerable adults must complete and sign a written application in a form to be supplied by the Presbytery. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes Shenandoah Presbytery to contact any individual or organization listed in the application. The application form will be maintained in confidence on file at the Shenandoah Presbytery offices.
- ❖ Personal Interview: upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the positions.
- ❖ Background Check: Shenandoah Presbytery will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of children, youth, or vulnerable adults and/or who directly oversee or exert control of these persons. All criminal background checks will be updated periodically. The procedure used for background checks shall follow the *Presbytery of Shenandoah Policy on Background Checks* approved August 26, 2017.
- ❖ Reference Checks: Before an applicant is permitted to work with children, youth, or vulnerable adults at least two of an applicant's references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children, youth, or vulnerable adults in the past.
- ❖ Screening Applications: The CER or sub-committee used for screening applications shall pay specific attention to any gaps in time and irregular employment patterns or unexplained absences and pursue these gaps with employers listed and in a subsequent interview. If detrimental information is uncovered but the applicant remains desirable, this information will be discussed with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, the CER will document the reasons for overriding the prior information. Whenever possible, Shenandoah Presbytery will ask the Associate Presbyter to participate in staff applicant/volunteer applicant interviews.
- ❖ Disqualification: No person may be entrusted with the care and supervision of children/youth/vulnerable adults or may directly oversee and/or exert control or oversight over same who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication: 1) any offense against a child/youth/vulnerable adult as define by Code of Virginia/West Virginia; 2) a misdemeanor or felony offense as defined by the Code of Virginia/West Virginia classified as sexual assault, indecency, assault of or injury to a child/youth/vulnerable adult, abandoning or endangering any

such individual, sexual performance with a child/youth/vulnerable adult, possession or promoting child pornography, enticing a child/youth or vulnerable adult, bigamy, incest, drug related offenses, or family violence, or, 3) a prior criminal history of an offense against a child/youth/vulnerable adult.

- ❖ Signing of Policy and Application to Serve: Each adult engaged in the leadership of a Shenandoah Presbytery-sponsored event, program, or activity shall acknowledge receipt of the Shenandoah Presbytery Child/Youth/Vulnerable Adult Protection Policy and its procedures by signing an application to be employed, volunteer, or supervise. In addition, each person engaged in the leadership of a Shenandoah Presbytery-sponsored event, program, or activity shall consent to all comprehensive background checks required and shall comply with any consequences of a reported violation of this policy.
- ❖ Two Adult Rule: It is Shenandoah Presbytery's goal that a minimum of two unrelated adult workers will be in attendance at all times when children, youth, or vulnerable adults are being supervised during sponsored programs and activities. Some youth activities may have only one adult teacher in attendance during a class session; in these instances, doors to the activity location should remain open, and there should be no fewer than three students with the adult teacher. Children, youth, or vulnerable adults should not be alone with one adult during a sponsored program or activity unless there is a specific counseling situation. The adult to child ratio for all child-related events/activities is 2:10. The adult to youth ratio for all youth-related events/activities is 2:17. Within these ratios, adults shall represent the genders of the minors. Only in emergency situations may the ratios and gender diversity be compromised.
- ❖ Confidentiality: Information obtained through screening, application, reference check, interview, and criminal background check will be maintained in confidence, unless otherwise required by law. The Presbytery shall be responsible for maintaining and retaining all records and reports used for hiring and also related to alleged incidents of abuse and background checks for all individuals for whom these are received for a period of twenty (20) years. All information discovered or obtained through the above-referenced means will be kept in a secure location in the Presbytery office with restricted access.
- ❖ Acknowledgement of Responsibility: Each adult engaged in the leadership of a Shenandoah Presbytery-sponsored event, program, or activity shall acknowledge receipt of the Shenandoah Presbytery Child, Youth, and Vulnerable Adult Protection Policy and its procedures by signing an application to be employed, volunteer, or supervise. In addition, each person engaged in the leadership of a Shenandoah Presbytery-sponsored event, program, or activity shall consent to all comprehensive background checks required and shall comply with any consequences of a reported violation of this policy.
- ❖ Training: Presbytery shall offer an annual training, with supplemental training as necessary, for all paid and volunteer leadership in Shenandoah Presbytery churches. Where at all possible, all child/youth/vulnerable adult workers, paid, contracted, or volunteer, should participate in training sometime within the year prior to a Presbytery sponsored program, activity or event. The training may be provided by the sponsoring leadership of the specific program, activity, or event (e.g. church, mission group) and shall cover the child/youth/vulnerable protection policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. The sponsoring council or entity may contract with others to provide these trainings.
- ❖ Teenage Workers: Shenandoah presbytery recognizes that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are under the age of 18 to assist with caring for children during Presbytery-sponsored programs, events, or activities. The following guidelines apply to teenage workers: 1) they must be at least age 14, 2) they must be screened as specified above, and, 3) they must be under the supervision of an adult and never be left alone with children.

- ❖ Transportation for Presbytery Sponsored Programs, Events, Activities: Leaders for all Presbytery-sponsored programs, events, and activities will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip. All adult drivers at child/youth/vulnerable adult events must have proper licensure and insurance on file with the organizing group. All vehicles used must have seat belts for the driver and each passenger. No minor under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in the two-adult rule in this section. Lastly, no minor may be a driver at any program, event, or activity (this includes golf carts at events).

### **Procedures for Handling Misconduct Allegations**

Shenandoah Presbytery will respond promptly to investigate any allegation of sexual abuse or neglect that is alleged to have occurred at any Shenandoah Presbytery-sponsored event, program, or activity. All allegations will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse. The following procedure shall be followed:

1. All allegations of abuse against ordained Ministers of Word and Sacrament and Ruling Elders shall be reported to the Stated Clerk. The Discipline section of the Book of Order and Presbytery Policy regarding these matters shall be followed. (See Shenandoah Presbytery Sexual Misconduct Policy.) Reports against non-ordained Presbytery staff and any volunteers shall be reported to the Associate General Presbyter;
2. The parent(s) or guardian(s) of the child, youth, or vulnerable adult involved will be notified by the Associate Executive Presbyter;
3. Any non-ordained staff worker/volunteer alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children, youth, or vulnerable adults pending an investigation and instructed to remain away from work premises during the investigation into the alleged abuse;
4. Civil authorities will be notified, and Shenandoah Presbytery will comply with the Commonwealth/State's requirements regarding mandatory reporting of abuse as the law then exists, and the Book of Order. Shenandoah Presbytery will fully cooperate with the confidential investigation of the incident by civil and/or criminal authorities. The church of both the victim reporting the abuse and the alleged perpetrator will be notified of the incident by the Associate General Presbyter.
5. Presbytery's insurance company will be notified, and an incident report will be filed. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company;
6. The Associate General Presbyter will be Presbytery's spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the Presbytery. All other representatives of the Presbytery should refrain from speaking to the media;
7. A representative of Shenandoah Presbytery will reach out with a pastoral visit to any persons involved in the alleged incident who desire it;
8. An official of Shenandoah Presbytery along with legal counsel(s) and/or other consultants may, when appropriate, meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts regarding the alleged incident.

9. Following the official investigation of a complaint against a non-ordained Presbytery staff or volunteer, the Stated Clerk and the Associate Presbyter, will, as appropriate, meet with legal counsel(s) and/or other consultants and inform the Presbytery that an allegation has been made and that our policies have been followed.
10. An official of Shenandoah Presbytery will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
11. An official of Shenandoah Presbytery will meet with the alleged victim, along with his/her parents or guardian(s) and notify them of the results of the investigation and recommendations for actions.
12. Any person who is *not* found innocent of the alleged abuse or misconduct will be removed from his/her position working with children, youth, or vulnerable adults.
13. Throughout the investigation, an official of Shenandoah Presbytery shall maintain contact with the alleged victim and his/her parent(s) or legal guardian(s), and inform them of the actions taken and assist them in the process of healing.

### **Presbytery Responsibility for Awareness and Communication of the Policy**

Shenandoah Presbytery shall widely disseminate the Child, Youth, and Vulnerable Adult Protection Policy to its membership through multiple means: web site, newsletter, special announcements, training classes, new employee/volunteer materials, administrative manual, and other sources. Presbytery committees may be given responsibility for specific aspects of awareness and communication of this policy.

Further, Shenandoah Presbytery will publicize this policy including the procedure for reporting any prohibited actions and have copies available at all times in a public place at sponsored programs, activities, or events so that anyone suspecting or having knowledge of a violation of child, youth, or vulnerable adult abuse may report such violation to any leader of a Presbytery sponsored program, activity, or event. Any child or youth who suspects or has knowledge of any type of child, youth, or vulnerable adult abuse is invited to share the knowledge with any adult leader of the Presbytery sponsored program, activity, or event. Anyone who has knowledge or suspicion of child/youth abuse should be made aware that state law requires the immediate reporting of such abuse to the civil authorities. Any adult leader should report such violation to the General Presbyter/Stated Clerk, Associate General Presbyter, or any other leader designated with oversight for the sponsored program, activity, or event. Any person receiving information under this paragraph shall share that information immediately with the designated persons cited above.

### **Social Media—Electronic Communications**

#### General Social Media Policy

No minister, employee, contractor, or volunteer of Shenandoah Presbytery or any sponsoring programs, committees, or other entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent Shenandoah Presbytery without the explicit written permission of the General Presbyter/Stated Clerk. When clergy or staff, acting in their capacity as a representative of Shenandoah Presbytery or its entities, lead or coordinate a program, activity, or event using social media, each may use only official Shenandoah Presbytery sites/channels when they have been made available by Shenandoah Presbytery. These may include Web pages, Facebook, e-mail, and similar means.

Persons who create public pages on behalf of Shenandoah Presbytery programs, events, and activities are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children, youth, and vulnerable adults.

Shenandoah Presbytery has a Facebook link for its web site; the administrator for that fb page shall, on behalf of the Presbytery shall treat unsolicited communication or “friending” from children or youth under age as an unauthorized text message.

If any child, youth, or vulnerable adult reveals abuse or inappropriate interactions with an adult, that person must report this information in the manner of any “suspected abuse” according to this policy’s Procedures for Handling Misconduct Allegations.

All Presbytery-sponsored program, activity, or event communication on social media platforms with children or youth shall be for the purposes of scheduling, advertising, promoting and reporting of events. Any and all communication shall follow the Social Networking Code of Conduct found below.

### **Social Networking Code of Conduct**

Each person who assumes leadership or supervision of use of resources of social media for Shenandoah Presbytery sponsored programs, activities, or events shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Private messages between employees and volunteers and children or youth shall reflect the ratios of adult/youth listed above.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide children, youth, and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children’s and youth interactions with employees and volunteers.
- Continuously remind children and youth how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.

Any person who assumes leadership or supervision of a Shenandoah Presbytery sponsored program, activity, or event, shall present this Social Networking Code of Conduct to children or youth and parents/guardians.

### **Annual Evaluation of Policy and Training**

The Committee on Educational Resources (CER) shall ensure that there is annual review of the Child, Youth, and Vulnerable Adult Protection Policy and that necessary changes are made as needed.

*APPENDICES*

Shenandoah Presbytery  
CONFIDENTIAL  
Children/Youth/Vulnerable Adult Work Application  
Volunteers and Employees

Form date: \_\_\_\_\_

PERSONAL

Name: \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Address \_\_\_\_\_  
Street city zip code

In which Children/Youth or Vulnerable Adult Program (s) are you seeking to become involved?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What skills or interests would you bring to the Children/Youth/Vulnerable program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What experience with children/youth have you had the in last 5 years?  
Organization Program Dates contact (include phone number)  
\_\_\_\_\_  
\_\_\_\_\_

Organization Program Dates contact (include phone number)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Have you at any time ever:
- Been arrested for any reason \_\_\_yes \_\_\_no
  - Been convicted of, or pleaded no contest to, any crime involving children? \_\_\_yes \_\_\_no
  - Been convicted of, pleaded no contest to, a moving violation in the last 3 years? \_\_\_yes \_\_\_no
  - Engaged in, or been accused of, any act of child molestation, exploitation, abuse or neglect? \_\_\_ yes \_\_\_no

- Are you aware of:
- Having any traits or tendencies that could pose a threat to children, youth or others? \_\_\_yes \_\_\_no
  - Any reason why you should not work with children, youth or others? \_\_\_yes \_\_\_no

If the answer to any of these questions is yes, please explain in detail on an attached sheet.

**Church Activity**

What church or churches have you regularly attended in the past 5 years?

Church name Pastor's name/ phone number Years attended

\_\_\_\_\_

\_\_\_\_\_

**References** (other than family members)

Name/ Relationship Address Phone

1 \_\_\_\_\_

2 \_\_\_\_\_

**Applicant verification and release:**

I recognize that Shenandoah Presbytery is relying upon the accuracy of the information contained herein. Accordingly, I attest and affirm that all the information that I have provided is completely true and correct.

I authorize Shenandoah Presbytery to contact any person or entity listed in this application, and I further authorize any such person or entity to provide Shenandoah Presbytery with information, opinions, and impressions relating to my background or qualifications.

I further authorize Shenandoah Presbytery to conduct a criminal background investigation and /or child/adult abuse investigation if the check is deemed necessary.

I voluntarily release Shenandoah Presbytery any such organization or entity listed herein by me from liability involving the communication of information relating to my background or qualifications.

I have carefully read the Shenandoah Presbytery **CHILD, YOUTH, and VULNERABLE ADULT PROTECTION POLICY, and agree to abide by this policy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**PERMISSION TO REQUEST FROM SESSION – Background Check at Church Level**

I, \_\_\_\_\_ (print complete name), hereby authorize Shenandoah Presbytery to contact my church for signed and witnessed affirmation that \_\_\_\_\_ Presbyterian Church has completed a background check in the past three (3) years and authorized me to be in ministry with children, youth, and/or vulnerable adults in my congregation. I release Shenandoah Presbytery and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RESOURCES CONSULTED

Presbyterian Church (U.S.A.) Child/Youth/Vulnerable Adult Protection Policy and its Procedures.  
[oga.pcusa.org/site\\_media/media/uploads/oga/docs/pcusa\\_cpp.doc](http://oga.pcusa.org/site_media/media/uploads/oga/docs/pcusa_cpp.doc)

PRESBYTERIAN CHURCH (U.S.A.) - CHILD/YOUTH/VULNERABLE - ADULT PROTECTION POLICY

AND ITS PROCEDURES *Approved*

[http://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/child\\_protection\\_policy\\_final.pdf](http://oga.pcusa.org/site_media/media/uploads/oga/pdf/child_protection_policy_final.pdf)

A Vision for Children and the Church PC (U.S.A.) [https://www.presbyterianmission.org/wp-content/uploads/A\\_vision\\_for\\_children\\_and\\_the\\_church.pdf](https://www.presbyterianmission.org/wp-content/uploads/A_vision_for_children_and_the_church.pdf)

Book of Order 2017-2019, The Constitution of the Presbyterian Church (U.S.A.) Part II, Office of the General Assembly.

Child and Youth Abuse Prevention Program & Social Media Code of Conduct for the Presbytery of the Peaks - Adopted by Presbytery of the Peaks, February 13, 2016

<https://www.peakspresbytery.org/index.php/resources-presbyterian-churches-congregations-worship-virginia/forms/21-resources/210-sexual-misconduct-policies>

Child Protection and Sexual Misconduct Policies, Resources on Child Protection Policies; National Capitol Presbytery; <https://www.thepresbytery.org/documents/child-protection-policies>

Albany Presbytery Child Protection Policy (New York) – Approved by Presbytery Council on April 12, 2016.

<http://albanypresbytery.myworshiptimes31.com/wp-content/uploads/sites/52/2016/09/Albany-Presbytery-Child-Protection-Policy-2016.pdf>

**Bill Tracking 2018 Legislative Session: HB 1494 Suspected adult abuse, neglect, or exploitation; mandated reporting, vulnerable adults; ...**the bill also directs the Department of Social Services to develop a definition of "vulnerable adult" and to report its recommendation regarding such definition to the Chairmen of the House Committee on Health, Welfare and Institutions and the Senate Committee on Rehabilitation and Social Services by December 1, 2018. Except for the reporting requirement, the bill has a delayed effective date of July 1, 2019; <http://lis.virginia.gov/cgi-bin/legp604.exe?181+sum+HB1494>

Presbytery of the James and Richmond First Presbyterian Church;

[https://docs.wixstatic.com/ugd/739648\\_82eb3822cd11493abd23affae6be6345.pdf](https://docs.wixstatic.com/ugd/739648_82eb3822cd11493abd23affae6be6345.pdf)

## COMMITTEE ON PASTORAL TRANSITION (CPT)

### ACTIONS TAKEN:

- A. Approved the following liaisons and moderators:
  - Massanutten – Ann Pettit as moderator and Lowell Lemons as liaison
  - Mt. Olive – Andy Wing as moderator
  - Tomahawk – Vanessa Smith as moderator
- B. Granted permission for the Petersburg Church to elect a pastor nominating committee.
- C. Sustained the examination of Susanne Taylor and found her suitable for the position of part-time commissioned ruling elder at the Warrenton Church.
- D. Approved the part-time commissioned ruling elder contract between the Warrenton Session and CRE Susanne Taylor from January 1-December 31, 2019.
- E. Commissioned Susanne Taylor as part-time commissioned ruling elder to the Warrenton Church through December 31, 2019. Susanne will work under the leadership of Teaching Elder Jim Lunde.
- F. Added CRE Susanne Taylor to the supply list.
- G. Sustained the examination of TE Carl Howard, honorably retired minister in Shenandoah Presbytery, who has received a temporary supply contract at Falling Waters Church.
- H. Approved the temporary pastor supply contract between the Falling Waters Session and HR Carl Howard from November 1, 2018-February 1, 2019.
- I. Renewed the temporary supply contract between the Falling Waters Session and HR Carl Howard from February 1-May 1, 2019.
- J. Dissolved the pastoral relationship between Teaching Elder John Leggett and the Massanutten Church effective January 7, 2019. (Congregational meeting was held January 7)
- K. Dismissed Teaching Elder John Leggett to the Presbytery of Transylvania effective January 7, 2019, to serve as pastor at the Second Presbyterian Church of Lexington, pending receipt of request.
- L. Approved renewing the interim contract between Teaching Elder Rosalind Banbury and the Tinkling Spring Session from November 9, 2018-May 8, 2019.
- M. Approved renewing the temporary supply contract between Teaching Elder Beth McCrary and the Waynesboro Second Session from January 1-June 30, 2019,
- N. Sustained the examination of Mark Johnson and found him suitable for the position of commissioned ruling elder at the Buckton Church.
- O. Approved the commissioned ruling elder contract between the Buckton Session and Mark Johnson from February 24, 2019-February 23, 2020.

- P. Renewed the interim contract between the Petersburg Session and Teaching Elder Harold Tongen from February 11, 2019-February 11, 2020.
- Q. Dismissed Teaching Elder Glenn Coleman to the Presbytery of West Virginia effective February 11, 2019, to serve as interim associate pastor at the First Presbyterian Church of Charleston.
- R. Approved the following to serve on the Examination Committee for 2019:

TE Jonathan Bunker, Chair, TE Carrie Evans, TE Olivia Haney, and RE Mary Lou McMillin, One vacancy

- S. Approved the following guidelines for moderating sessions during transition:

While Presbyterians believe in the parity of Ordination, one of the particular responsibilities of the Teaching Elder is to moderate whenever the Ruling Elders of a particular church *sit in session*. Whenever a congregation is without a pastor who is a Presbyterian Minister of Word and Sacrament, it falls to the presbytery to appoint a moderator for that *Session*; this is done by the Committee on Pastoral Transition. Appointed moderators are responsible for moderating Session and Congregational meetings, or inviting another pastor of the presbytery to do so.

In many cases, this will simply be a provisional appointment, until the Session can secure an Interim or Supply Pastor. Other congregations, who may be served by students, Ruling Elders not yet commissioned, ministers from other denominations, or other forms of Temporary Supply require the appointment of a Moderator for a longer term.

**GUIDELINES ON VOLUNTEER COMPENSATION.** While Presbytery does not mandate compensation for appointed moderators or volunteers engaged in the work of transition and discernment, CPT recognizes the time, effort and distance often involved in undertaking these responsibilities, and encourage congregations to consider some form of compensation for those who volunteer their time and talent. At minimum, CPT recommends Sessions reimburse for mileage at the IRS Volunteer Rate. Such volunteers include, but may not be limited to, appointed moderators, liaisons and CAT consultants.

## Sherando Administrative Commission Update

Since Sherando PC closed September 16, 2018, the Sherando Administrative Commission has worked to continue to maintain the property, sent a check to WATTS in the amount of \$25,000 that Session voted for their Legacy, and have been working towards the sale of the property. The AC hired Myers Appraisal Service who appraised the property value between \$1,500,000 and \$1,800,000. A letter was sent with this information to interested parties asking them for a proposal that would include, not only what they would offer financially, but also explain how they plan to create community value if they purchased this property. Members of the AC have also been involved in offering tours of the building to interested parties.

In this process, the hymnals from Sherando have been gratefully received by the Romney congregation, and the communion set from Sherando is being held for a congregation within Illubabor Bethel Synod in Ethiopia, our mission partner.

So far we have received one offer that was limited in both financial and community value. And we are in discussion with another interested party and hope to hear back from them soon. The AC is also in the process of hiring a lawyer to make sure the title is clear.

Thank you for your continued prayers as we seek interested parties who will not only be willing to purchase this property but also will increase bring a faithful and supportive presence in this community.

COMMITTEE ON NOMINATIONS (CN)

Recommend that Presbytery elect Teaching Elders Jim Lunde and Betty Dax as co-chairs for the Committee on Relational Ministry for 2019

## COORDINATING AND PLANNING COMMISSION (CPC)

### I. FOR INFORMATION:

The following persons will be coordinating worship at Presbytery meetings: host pastor, host musician, past and current moderator and vice-moderators, with the past moderator being the contact person.

### I. ACTION TAKEN:

Approved that Presbytery will cover the cost of background checks for child care workers for all Presbytery events.

### II. RECOMMENDATION:

That Presbytery elect Richard Womeldorf, ruling elder at Shepherdstown Church, to serve on the Committee on Representation

PROPOSED AMENDMENTS TO THE  
BOOK OF ORDER

Various committees offer the following suggestions and explanations for voting on the list of Proposed Amendments approved by the 223<sup>rd</sup> General Assembly:

**18 A** – The Committee on Pastoral Transition and the Committee on Relational Ministry recommend **approval** on amending G-2.0401 on electing ruling elder and deacons

**18 B1 & B2** – The Committee on Pastoral Transition and the Committee on Relational Ministry recommend **approval** on amending G-2.0509 and D-10.0401d regarding renunciation of jurisdiction

**18 C** – The Coordinating and Planning Commission recommends a **negative** vote on amending G-3.0104

**18 D** – The Committee on Pastoral Transition and the Committee on Relational Ministry voted to not make a recommendation on amending G-3.0306 membership of presbytery

**18 E** – The Committee on Pastoral Transition and the Committee on Relational Ministry voted to not make a recommendation on amending G-3.0307

**18 F** – The Committee on Educational Resources recommends **approval** on amending W-4.0202 welcoming to the table

**18 G** – The Committee on Educational Resources recommends **approval** on amending D-2.0203b disciplinary offense

**18 H** – The Committee on Educational Resources recommends **approval** on amending D-10.0401 time limit

## FOR INFORMATION ONLY REPORTS

### Committee on Relational Ministry (CRM)

#### ACTIONS TAKEN:

- A. Approved renewing the supply pastor contract between Teaching Elder Andy Wing and the Elkton Session from January 1-December 31, 2019.
- B. Approved renewing the commissioned ruling elder contract between CRE Isca Mitchell and the Glen Kirk Session from January 1-December 31, 2019.
- C. Approved renewing the parish associate contract between Teaching Elder Deb Klein and the Lexington Session from January 1-December 31, 2019.
- D. Approved renewing the supply pastor contract between Teaching Elder Olivia Haney and the Mt. Carmel Session from January 1-December 31, 2019.
- E. Approved renewing the commissioned ruling elder contract between CRE Bill Moore and the Tabler Session from January 1-December 31, 2019.
- F. Approved renewing the supply pastor contract between Teaching Elder Helen “Punker” Robertson and the Williamsville Session from January 1-December 31, 2019.
- G. Approved renewing the supply pastor contract between Teaching Elder Stan Farthing and the Zetta Session from January 1-December 31, 2019.
- H. Approved renewing the supply pastor contract between Teaching Elder Ron Potter and the Bunker Hill Session from January 1-December 31, 2019.
- I. Approved renewing the commissioned ruling elder contract between CRE Michele Elliott and the Slanesville Session from January 1-December 31, 2019.
- J. Approved renewing the supply pastor contract between Teaching Elder Joe Condro and the Pines Chapel Session from January 1-December 31, 2019.
- K. Granted a waiver of the limitation of terms of service for ruling elders on session in 2019 for the Clear Brook Church.
- L. Approved the Oasis Project Guidelines as found on page 27.
- M. Approved the Oasis Project request from a group of teaching elders and allocated \$2,000.

# The Oasis Project

## Procedures

Authorized: January 8, 2019

### 1. A Group is Formed.

From 5 – 10 individuals per group; group can be formed by individuals or CRM can seek to organize groups.

Group must be comprised of individuals of this Presbytery and conform to the standards of the policy.

A short covenant paper listing the names of the participants and a desire to participate fully in this program needs to be drafted to be presented to CPM for approval for this covenant group to participate in this Project.

The covenant should be short, and name each participant. Each participant should sign said covenant.

Copy of covenant remains with Stated Clerk and bookkeeper.

The allowable time limit for this covenant is 18 – 24 months.

Current dollar amounts available to each group is \$2,000.00.

### 2. Group Contacts Stated Clerk and/or CRM Chair. CRM Contacts Bookkeeper.

Upon receipt of the group's notice, Stated Clerk and/or CRM/committee member chair shall contact bookkeeper to designate the group as an entity.

Groups will be designated Group 1, Group 2, etc. etc. for tracking purposes.

The contact person for the group shall confer with the bookkeeper to determine the best means for receiving the funds (formal request/reason prior to need; use of receipts turned in, etc.).

Stated Clerk/CRM shall maintain list of groups and participants.

Bookkeeper shall retain all receipts in storage under the heading of the Group number.

Information requests shall be available to CRM from bookkeeper in total dollar amounts spent and remaining, if requested.

Bookkeeper to keep receipts should a need arise to see exactly how funds were spent. This should occur only in rare incidents.

### 3. Groups begin to fellowship.

Refer to overview of the Oasis Project for activities. It is imperative that the concept of fellowship and relationship building be the priority of the group activities, centering around activities that provide rest, rejuvenation, renewal and such; and no study or educational are required.

### 4. Duration and Reporting

After 9 to 12 months (the midpoint of the covenant), a written update shall be provided to the Stated Clerk/CRM chair/Committee.

The purpose is for group to determine how things are going.

This report is not intended for permanent recording, and will not show in any minutes.

After 18 to 24 months, which should be the end of this particular group's funding window, a final report shall be sent in to CRM.

In this report, a general update can be provided, and any formal communications with the donors that the group would like to share is appreciated.

## COMMITTEE ON CHURCH VITALITY AND TRANSFORMATION (CCVT)

Stated Purpose of CCVT: To provide processes and support for congregations that have an identified need, willingness, and ability to engage in spiritual and/or programmatic growth which can lead to deeper commitment both within and beyond current membership.

CCVT Members: David Witt, chair; Phil Sommer, vice-chair; Malcolm Brownlee, Rick Comstock, Ed Dawkins, John Haney, Jo Anne Harmon, Tracie Martin, Julie Ritchie, Karen Thatcher; Nancy Meehan Yao, Associate General Presbyter, Staff Support

### Report to the February 23, 2019 Meeting of Shenandoah Presbytery

#### ✓ **Phase #2: *Forward Leadership* through Holy Cow/Crows Feet Consulting**

The Hearth and Home Cohort met for a second time on Saturday, February 23. Six churches are participating (Bethesda, Broadway, Bunker Hill, Loch Willow, Mt. Carmel, Sunnyside). Prior to this gathering, each church had coaching sessions with our Crows Feet consultant, Michelle Snyder. The final cohort gathering will be on Saturday, May 4, 2019.

The Visioning Team and church leadership of elders, deacons, trustees, and program staff of Opequon Church continue to follow-up on collaboration with Crows Feet/Michelle Snyder. In late January, church leadership met for a mini-retreat focused on the congregations ten standing ministry teams, their mission, goals, participation, and leadership, along with expansion of staff. The Visioning Team is focusing on equipping disciples through ministry teams and enhancing discipleship through small groups. On Saturday, May 11, the Leadership Team will have a “check-in” and “check-up” retreat with Michelle and representatives from the presbytery.

#### ✓ **Presentation by Martha Reisner, Board of Pensions**

CCVT welcomed Martha Reisner from the Board of Pensions, who shared about two programs, “Pathways to Renewal” and “Healthy Churches.” Pathways to Renewal centers on a new program administered by The Board of Pensions that allows churches to receive a substantial reduction in dues for young and first call pastors when they enroll in the pastor’s participation. Healthy Pastors, Healthy Congregations highlights the ever-growing problem of new ministers coming out of seminary with such high student debt that they are unable to stay in the Ministry. This program offers grants up to \$10,000 that can either be utilized for college debt repayment and/or funds invested towards retirement.

#### ✓ **“Project Regeneration” by the Presbyterian Foundation**

We are partnering with the Committee on Education and Resources and Associate General Presbyter Nancy Meehan Yao in co-sponsoring Paul Grier and Olanda Carr from the Presbyterian Foundation’s “Project Regeneration.” This project is intended to help small membership churches (50 and less) in understanding their legacy and church life cycle, revitalization, and issues regarding building and grounds/property. Groups of churches will meet in the northern end of the presbytery and in the southern end of the presbytery in April and then quarterly for three additional times.

#### ✓ **Developing Our CCVT Tool Box**

CCVT recently worked on a comprehensive listing of resources, our committee’s “tool box,” reflecting the diversity of ways in which to enrich and enhance ministry and promote transformation. This includes recent conversation about non-traditional worship and visioning/discernment/planning. When this resource list is finalized, we will post it on the presbytery website and make it available at presbytery meetings and through visits to congregations. We know that one size does not fit all and that the CAT is like a “divining rod” that leads to a starting point where a congregation then needs to do a deeper dive with harder digging. **We would like to include in our toolbox a listing of churches who have regularly scheduled, non-traditional worship services (e.g. “contemporary,” Taize, healing & wholeness). Please contact Chair David Witt if you would like your church to be listed with the time of service and a description.**

✓ **Ministry Program Grants**

Ministry Program Grant applications are available on the presbytery's website, <http://www.shenpres.org/scholarship-grants> under the Committee on Church Vitality and Transformation. Grants are available to widen and deepen ministry, to support new initiatives in worship, education, mission and service, to respond to crisis building needs, and to assist small and needy churches. CCVT DOES NOT award grants to support pastor salaries or continuing budgetary expenditures. Monies may be earmarked for specific needs, including one that limits grants to Hampshire, Hardy, Mineral, Grant, Tucker, and Pendleton counties in West Virginia. For more information, please contact David Witt at Opequon Church at [pastor@opequonchurch.org](mailto:pastor@opequonchurch.org) or 540-662-1843.

✓ **Promoting Evangelism/Vitality/Transformation**

CCVT is honored to sponsor the educational hour at the today's meeting of presbytery. We welcome Ruling Elder, Mr. Olanda Carr, Presbyterian Foundation representative for our Eastern region as our speaker on "Promoting a Culture of Generosity."

**2019 Personnel Costs**

| Position          | Salary              | Matching<br>FICA   | Board of<br>Pensions<br>Medical | Pension<br>0.11    | Death<br>0.01     | Travel          | Mileage         | Con Ed         | Total               |
|-------------------|---------------------|--------------------|---------------------------------|--------------------|-------------------|-----------------|-----------------|----------------|---------------------|
| Ordained<br>Staff | \$125,902.88        | \$9,525.38         | \$40,132.00                     | \$13,696.64        | \$1,245.15        | \$7,000         | \$14,000        | \$3,500        | \$215,002.05        |
| Support Staff     | \$110,741.34        | \$8,471.71         | \$25,947.00                     | \$12,044.90        | \$1,095.00        | \$6,000         |                 | \$1,000        | \$165,299.95        |
| <b>Totals</b>     | <b>\$236,644.22</b> | <b>\$17,997.09</b> | <b>\$66,079.00</b>              | <b>\$25,741.54</b> | <b>\$2,340.15</b> | <b>\$13,000</b> | <b>\$14,000</b> | <b>\$4,500</b> | <b>\$380,302.00</b> |

For more detail, please contact the office

Volunteer Service to Shenandoah Presbytery

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Congregation \_\_\_\_\_

\_\_\_  Ruling Elder    \_\_\_  Teaching Elder    \_\_\_  Retired

I am interested in serving God through Shenandoah Presbytery in the following ways:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I am currently serving in Shenandoah Presbytery in the following ways:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Thank you for your willingness to serve!

## Opportunities to Serve in Shenandoah Presbytery

### Committee on Church Vitality and Transformation (CCVT)

Purpose: To provide processes and support for congregations that have an identified need, willingness, and ability to engage in spiritual and/or programmatic growth which can lead to deeper commitment both within and beyond current membership.

### Committee on Educational Resources (CER)

Purpose: To provide education and resources in the areas of stewardship, children's ministry, youth and young adult ministry, evangelism, social justice issues, and other areas related to congregational ministry through the use of specialized teams and regional and presbytery-wide training events.

### Committee on Mission and Outreach (CMO)

Purpose: Coordinate and oversee local, national, and international mission work through congregations and mission communities. CMO will provide information, resources, encouragement and support.

### Committee on New Congregational Development (CNCD)

Purpose: To formulate and implement a comprehensive plan for location, funding, and development of new congregations and new worshipping communities within the bounds of the presbytery.

### Committee on Nominations (CN)

Purpose: To nominate to Presbytery individuals to serve on presbytery committees, adhering to established norms of committee membership and representation including vacancies, chairs and vice-chairs; and to nominate persons to serve on presbytery's PJC and as commissioners to Synod and General Assembly meetings.

### Committee on Pastoral Transition (CPT)

Purpose: To fulfill all Book of Order and Presbytery Manual responsibilities related to oversight of and guidance to churches and pastors in the process of moving from one pastor/congregation relationship to another. These responsibilities include work related to dissolving pastoral relationships, working with churches in all processes leading to the next pastor call, and examining teaching elders for readiness and suitability to receive calls.

### Committee on Preparation for Ministry (CPM)

Purpose: To oversee the care and examination of inquirers and candidates for ministry, inform sessions of the process for inquiry and candidacy, and conduct examinations of candidates seeking calls within the bounds of this presbytery.

### Committee on Presbytery Administration (CPA)

Purpose: To oversee the management of presbytery funds, property, and staff.

### Committee on Relational Ministry (CRM)

Purpose: To fulfill all Book of Order and Presbytery Manual responsibilities related to oversight of and assistance to churches and teaching elders in their ministry. These responsibilities include all matters related to matriculation of new pastors, periodic visits with sessions and pastors, support for clergy wellness and continuing education.

### Committee on Representation (COR)

Purpose: To advise the Presbytery with respect to membership of its committees and to the employment of its personnel per Book of Order G-3.0103.