

**Minutes of the  
182<sup>nd</sup> Stated Session**

**of the  
PRESBYTERY OF SHENANDOAH**

**May 21, 2019**

**Massanetta Springs Conference Center  
Harrisonburg, Virginia**

**NEXT STATED SESSION**

**Saturday, August 24  
Moorefield Presbyterian Church  
Moorefield, West Virginia**

**Tuesday, November 19  
Opequon Presbyterian Church  
Winchester, Virginia**

**SHENANDOAH PRESBYTERY IS A COVENANT BODY WHERE:**

- » **congregations are empowered to be centers for mission,**
- » **lay persons are equipped to be Disciples of Christ in a challenging world,**
- » **church leaders and members are nurtured and strengthened for service,**
- » **open communication and information are used constructively and creatively to keep us connected.**

**SHENANDOAH PRESBYTERY  
DIRECTORY**

Teaching Elder Rachel Crumley.....	Moderator 2019
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Current Officers

Kenneth Miller, President  
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Brown Edwards & Company, LLP,

CAMP PADDY RUN  
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## **CANDIDATES FOR MINISTRY OF THE WORD AND SACRAMENT**

Molly Morris

Home Church – Staunton First

## **INQUIRERS FOR MINISTRY OF THE WORD AND SACRAMENT**

Hannah Altman

Home Church - Warrenton

Kelley Connelly

Home Church – Winchester First

Mark Dewey

Home Church – Winchester First

Benjamin Kent

Home Church – Warrenton

## **GOVERNING BODIES**

### **Synod of the Mid-Atlantic**

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**PRESBYTERY OF SHENANDOAH  
MINUTES OF THE 182<sup>nd</sup> STATED MEETING**

The 182<sup>nd</sup> Stated Meeting of the Presbytery of Shenandoah was held at Massanetta Springs Conference Center in Harrisonburg, Virginia, at 9:30 a.m. on Tuesday, May 21, 2019. Moderator Rachel Crumley called the meeting to order with prayer.

**WORSHIP**

The Coordinating and Planning Commission of the Presbytery has chosen to emphasize the work of anti-racism in the coming year. The morning worship was built around the theme in scripture and song and included celebrating the sacrament of the Lord's Supper.

**QUORUM AND ENROLLMENT**

The Stated Clerk reported that a quorum was present. The final enrollment was as follows:

Adm	Administrator	DYP	Director, Youth Program	P	Pastor
Asst	Assistant	ED	Educator	Prof	Professor
Assoc	Associate	HR	Honorably Retired	SS	Stated Supply
Chap	Chaplain	IA	Interim Associate	Stu	Student
CM	Campus Minister	IN	Inactive	T	Teacher
COP	Co-Pastors	IP	Interim Pastor	TM	Tent Making
Coun	Counselor	ML	Minister-at-Large	TP	Transitional Presbyter
DP	Designated Pastor	OM	Overseas Missionary	WC	Without Charge

(Description code for attendance: P = present E = excused A = absent)

P	Allamon, Karen H.	P	Staunton First	Absent
E	Allen, Donald R., Jr.	HR		
E	Atwood, James E.	HR		
P	Atwood, Roxana M.	HR		
P	Banbury, Rosalind E.	IP	Tinkling Spring	
A	Barner, Ann Elizabeth	HR		
A	Barner, Fred Thomas	HR		
E	Baxter, John A.	HR		
E	Bethard, John T.	P	Charles Town	Absent
P	Boswell, Bronwen W.	GP/SC		
P	Boswell, Howard W., Jr.	P	Buena Vista	Absent
E	Boyer, Grace Jones	HR		
E	Brandon, Joseph C.	HR		
E	Bridgman, Stewart G.	HR		
P	Brownlee, J. Malcolm	HR		
E	Bunker, Jonathan W.	P	Berryville	Absent
E	Caperton, William G.	HR		
A	Carlsson, Charles M., Jr.	HR		
P	Carr, Gwendolyn B.	ML		
P	Carrico, Thomas J., Jr.	P	Finley Memorial	Absent
A	Cathcart, C. Stevens	HR		
P	Channell, Kevin J.	P	Collierstown	Roger Lees
P	Chapman, George W.	P	Waynesboro First	Mark Henderson
P	Clark, Casey R.	COP	New Monmouth	Teresa Thompson
E	Clark, Rachel F.	COP	New Monmouth	
P	Condro, Joseph F.	HR/SS		
P	Conrad, Scott A.	Supply	Hot Springs	
A	Corder, William "Lee"	ML		
E	Cornish, Homer T.	HR		
E	Cox, C. William	HR		
E	Craft, John K.	P	Bethany	Absent
P	Cranford, April H.	P	Westminster	Kathy Baker

A Crannell, J. Scott	ML		
P Crumley, Rachel	P	Tuscarora	Karen Thatcher
E Cushwa, John W.	HR		
P Dawkins, Edward C.	ML		
P Dax, Betty G.	HR		
P Dent, William H., Jr.	HR		
E Dietrich, Richard S.	HR		
A Donohoe, Patricia A.	HR		
A Douty, Horace D.	HR/IP	Oxford	
P Evans, Caroline B.	P	Front Royal	David Edwards
A Evans, George W.	HR		
P Everhart, William G.	Supply	Sunnyside	
P Farthing, Stanley H.	Supply	Zetta	
P Fetterman, Amy	Supply	New Providence	
E Field, Robert F.	HR		
A Fisher, Merle L., Jr.	HR/SS		
P Forbes, Thomas H.	DP	Keyser	Absent
		Piedmont	Steven Scheermesser
		Bridgewater	Judy Rees
P Foster, M. Kerry	P		
E Franklin, John S.	HR		
E Garrison, John D.	HR		
E Garriss, K. Braxton	HR		
E Goodman, William R., Jr.	HR		
E Goshorn, Robert D.	HR		
P Greenawalt, Karen J.	P	Gerrardstown	Harriet Kopp
P Hand, Kevin L.	P	Franklin	Absent
		Ruddle	Absent
P Harmon, Melissa L.	ML		
P Hay, Kevin W.	IP	Romney	
E Hay, Thomas D.	Adm		
P Held, Ann Reed	HR		
E Hellmuth, Barton L.	HR		
E Hendy, Susanna	ML		
P Hill, Richard H.	Supply	Beulah/Monterey	
E Hill, Robert S., Jr.	HR		
P Hill, Sarah L.	Assoc	Lexington	
E Holden, Thomas J., III	HR		
P Hopkins, E. Reed	P	Loch Willow	Wayne Glass
E Howard, Carl D.	HR		
P Howard, David D.	P	Strasburg	Absent
A Hunt, Patricia	HR		
P Hutcheson, Fletcher, Jr.	P	Circleville	Absent
		Seneca Rocks	Absent
A Inglis, J. Leslie	HR		
P Klein, Deborah H.	PA	Lexington	
P Klein, William M.	P	Lexington	Absent
			Absent
P Lanaghan, Patrick R.	P	Timber Ridge	Penny Mohler
P Langdon, J. Bradford	HR/SS	Mt. Hope	
A LaPrade, Lester N., Jr.	HR		
A Lawton, James S.	HR		
P Lewis, Elizabeth	Chap	Westminster-Canterbury	
E Lowe, Emory G.	HR		
E Lown, John W.	HR		
A Lowrance, William J.	Chap	Sunnyside Retirement Community	
P Lunde, James E., II	P	Warrenton	Bill Greener
			Suzann Hamill
E Macbeth, Bruce A.	HR		
P Martin, Tracie E.	PA	Opequon	
E McClintock, Lynn	ML		

E	McCoig, Dan M., Jr.	P	Winchester First	Pat Grosso Absent Absent
A	McCrary, Elizabeth L.	SS	Waynesboro Second	
A	McKune, Debra Y.	ML		
A	Miles, Larry C.	HR		
E	Moore, William L.	OM		
E	Muncy, Robert L.	HR		
E	Newman, Howard A.	HR		
P	Noll, Frederick E.	IP	Bethesda	
A	Norville, Charles K.	HR		
P	Osborne, Robert S.	P	Berkeley Springs	Adrienne North
E	Owen, Jan G.	HR		
E	Painter, William L., Jr.	HR		
P	Peterson, John C.	P	Covenant	Sarah Brodie Peggy Roberson
P	Pettit, Ann R.	Assoc	Massanutten	
P	Pettit, Patrick S.	IP	Augusta Stone	
A	Poland, Ernest L. Jr.	ML		
E	Pollock, Richard	HR		
P	Potter, Ronald R.	SS	Bunker Hill	
E	Price, Norman G.	HR		
P	Pyles, Elizabeth A.	P	McDowell	Jeanne Lou Hull
P	Rascoe, Clayton T.	ML		
P	Rascoe, Kathryn R.	IP	Woodstock	
P	Rayle, Kelly-Ann	SS	Bethel	
E	Reller, Charles K.	HR		
E	Rhyne, C. Thomas	HR		
P	Robertson, Helen	SS	Fairfield	
P	Ross, Anne M.	HR		
P	Sale, M. Anderson	HR		
A	Shearer, J. David	ML		
P	Sherman, H. Wray	P	Hermitage	Absent
P	Sieck, Philip L.	HR		
P	Singleton, Jacob R.	P	Staunton Third	Absent
P	Sitterley, William V. P., Jr.	IP	Shepherdstown	
A	Slider, C. Richard II	HR		
P	Smith, Evan R.	P	Staunton Second	Pam Snyder
P	Smith, James M.	P	Mossy Creek	Pam Cline
A	Smith, Nancy A.	ML		
E	Smith, Vanessa M.	P	Hedgesville	Vicki Jenkins
P	Sommer, Philip W.	HR		
P	Sorge, Stephanie	P	Trinity	Frances Sale
E	Stanley, Arthur L.	HR		
E	Stephens, Millard M.	HR		
E	Stokes, Martin L.	HR		
P	Summers-Minette, Teresa L.	ML		
E	Swezey, Charles M.	HR		
E	Symons, Charles D., Jr.	HR		
A	Thomas, Aaron Lee	P	Olivet	Absent
P	Thomas, Amanda M.	AP	Winchester First	
P	Thornton, Joel P.	DP	Ivanhoe Wardensville	Blanche Sager Helen Rudy
P	Tongen, Harold M.	IP	Petersburg	
E	Tremba, Randall W.	HR		
E	Unger, Philip E.	ML		
E	Vernon, Joseph H. J.	HR		
A	von Oeyen, Jr., Robert	HR		
A	Watkins, John M.	HR		
E	Whiteley, Nancy S.	HR		
E	Wilkens, Jack B.	HR		

P	Wilson, Joan M.	ML		
E	Wilson, Stanton R.	HR		
P	Wing, Andrew P.	Supply	Elkton	
E	Witt, David R.	P	Opequon	Becky Proctor Graham Taylor
P	Wolf, Sarah	AP	Covenant	
E	Woodworth, Robert B.	HR		
P	Wyche, Frank	P	Hebron	Mike Fallin
P	Yao, James C.	P	Moorefield	Absent
P	Yao, Nancy Meehan	AGP		
A	Young, Betty Jean	HR		
A	Young, Philip H.	HR		
E	Young, Richard O., Sr.	HR		
P	Ytterock, Jonathan A.	P	Mount Horeb	Sam Lantz

#### CHURCHES WITHOUT INSTALLED PASTORS

Augusta Stone	Absent
Ben Salem	Absent
Bethel	Kathy Swisher
Bethesda	Connie Huffman
Beulah	Absent
Bloomery	Absent
Broadway	Betty Ann Sullivan
Buckton	Absent
Buffalo Gap	Absent
Bunker Hill	Bill Nolan
Burlington	Excused
Burnt	Absent
Clear Brook	Absent
Cooks Creek	Don Myers
Craigsville	Absent
Elk Branch	Ann Hunter
Elkton	Franci Edwards
Fairfield	Absent
Falling Waters	Absent
Glen Kirk	Absent
Goshen	Absent
Halltown	Absent
Highland Memorial	Absent
Hot Springs	Absent
Immanuel	Absent
Little Falls	Absent
Martinsburg First	Absent
Massanutten	Beth Smith Chris Hamilton
McCutchen	Absent
Middletown	Absent
Millboro	Absent
Monterey	Christopher Swecker
Mount Carmel	Absent
Mount Hope	Maxine Caperton
Mount Joy	Absent
Mount Olive	Sarah Lange
Mount Storm	Absent
New Providence	Mary Linda Wolfe
Nineveh	Absent
Oxford	Keith Jarvis
Petersburg	Lila Frye
Pines Chapel	Absent



Rocky Spring	Absent
Romney	Kaye Strawn
Second Opequon	Absent
Shepherdstown	Jeff Hornbeck
Slanesville	Absent
Smyrna	Millie Hiner
Springfield	Excused
Sunnyside	Jim Massie
Tabler	Hank Hogmire
Tinkling Spring	Debra Fitzgerald O'Connell
	Melissa Patrick
Tomahawk	Brad Noll
Union	Jane Karicofe
Waynesboro Second	Absent
Williamsville	Absent
Woodstock	Jane Runyon
Zetta	Larry Lawhorn

## **VOTING RULING ELDERS:**

### Commissioned Ruling Elders

A Michele Elliott	E Judy Hensley	P Mark Johnson
A Isca Mitchell	A William Moore	P David Omps
E Linda Reece	P Dwight Rinard	A Alvin Russell
P Bobby Spurgeon	P Susanne Taylor	A Paul Wolverton

### Voting Ruling Elders of Presbytery Staff or Coordinating and Planning Commission (CPC):

P Richard Comstock, CPC	P Mary Lou Cox, CPC
P Donna Lanaghan, Staff	

## **NON-VOTING VISITORS:**

### Visiting Ministers

Ronald Obenchain, Peaks  
Carl Pattison, Northern New York

### Presbytery Staff

Kim Stroupe

### Visitors

Patricia Armstrong	Richard Armstrong	Ellen Blose
Kate Lewis Brown	Virginia Cobb	Thomas Cralley
Ruth Everhart	Hannah Facknitz	Eric Hulett
Mary Howdyshell	Virginia Leach	Richard Myers
Carolyn Newman	Laura Noll	Marty Sherman
Martha Sieck	Dixie Steck	Gary Strawn

Teaching Elders = 73    Voting Ruling Elders = 62    Additional Guests = 23    TOTAL = 158

## **WELCOME**

The Moderator welcomed all visitors and ruling elder commissioners were recognized for this being their first Presbytery meeting.

## **APPOINTMENTS**

The Moderator appointed the following Assistant Clerks: Ruling Elder Kathy Swisher of Bethel Church and Teaching Elder Jacob Singleton of Staunton Third Church and Teaching Elder Harold Tongen of Petersburg Church.

## **DOCKET**

The docket was approved as circulated. See page 46

### **STATED CLERK REPORT**

Teaching Elder Bronwen Boswell gave the following report:

#### **I. FOR INFORMATION:**

- A. Dates for the meetings of Shenandoah Presbytery for 2019:
  - Saturday, August 24: Moorefield Church
  - Tuesday, November 19: Opequon Church
- B. The Sherando Administrative Commission is in negotiations concerning the disposal of the building in keeping with the hopes of the legacy of the closed congregation.
- C. The Martinsburg First Administrative Commission is actively working to assess the situation and is in correspondence and or conversation with members of the congregation, the pastor and their lawyer.
- D. Please see pages 66-67 for informational reports from the Coordinating and Planning Commission as well as the Synod of the Mid-Atlantic meeting.

#### **II. RECOMMENDATIONS: (all approved)**

- A. That Presbytery excuse from attendance from all or part of this stated meeting those ministers who submit such a request.
- B. That Presbytery receive the annual reports of ministers, candidates, inquirers, DCE's and churches for the year December 31, 2018, as printed on pages 47-48.
- C. That Presbytery receive the statistical reports summary for the year ending December 31, 2018, as printed on pages 49-52.
- D. That Presbytery receive the financial review for the year ending December 31, 2018, as found on page 53.
- E. That Presbytery grant the status of honorably retirement to Rev. William Sitterley effective July 1, 2019.
- F. That Presbytery grant the status of honorably retirement to Rev. Bob Osborne effective July 7, 2019
- G. That Presbytery approve the minutes of the February 23, 2019, meeting.

### **ASSOCIATE GENERAL PRESBYTER**

Teaching Elder Nancy Meehan Yao reported that Camp Paddy Run is close to receiving 501(c)3 status and anticipate two weeks of programming this summer. The Hearth and Home Cohort meetings have concluded but works continues on transformation for Bethesda, Broadway, Loch Willow, Mt. Carmel, and Sunnyside churches. Small church forums this summer, led by Paul Grier from the Presbyterian Foundation, will be held July 10 at Buckton Church and July 11 at Smyrna Church. An evangelism workshop will be held later this year or early 2020.

### **ADMINISTRATIVE COMMISSION TO SHERANDO CHURCH UPDATE**

Teaching Elder Karen Greenawalt, Chair, gave the following report:

The AC has accepted the offer from Blue Ridge Habitat for Humanity of \$450,000 cash with no financing and the use of 4 classrooms for a Food Pantry for 10 years with no rental fee, only utilities. Habitat hopes to rent the sanctuary portion to a congregation. The AC accepted the offer (it was granted this authority to do so at the August 2018 Presbytery meeting). The sale agreement was signed by the President of the Board of Trustees of the Corporation at their meeting on April 30, 2019.

Although the offer was less than the appraised value of approximately \$1.4 million, it was the highest offer that we received, and it will continue the legacy of the Sherando congregation, which was much engaged with hunger and homeless ministries.

The lawyers are still discussing the final wording of the deed. Closing is tentatively set for mid-June. Habitat has made the \$10,000 deposit with the attorney. Closing will include a certified check for full remaining amount.

### **COMMITTEE ON NOMINATIONS**

Ruling Elder Mary Lou Cox (Chair) gave the following report, *which was approved*:

Recommend that Presbytery elect the following to serve:

Committee on Educational Resources

Class of 2019: TE Sarah Wolf of Covenant Church

Committee on Mission and Outreach

Class of 2021: TE Frank Wyche of Hebron Church

Committee on Pastoral Transition

Class of 2021: TE John McDonald, Interim at Falling Waters Church beginning July 1

Committee on Presbytery Administration:

Class of 2020: RE Heidi Rutz of Front Royal Church

Class of 2021: TE Fletcher Hutcheson of Circleville and Seneca Rock churches

RE Hannah Bush to serve as vice-chair

There were no nominations from the floor.

### **COMMISSIONED RULING ELDER OVERSIGHT COMMITTEE**

Honorably Retired Teaching Elder Malcolm Brownlee introduced Dr. Ken McFayden, Academic Dean and Professor of Ministry and Leadership Development at Union Presbyterian Seminary in Richmond, Virginia. Dr. McFayden discussed the Commission Ruling Elder Program including Union's leadership classes called "Pathways to Learning and Leadership."

CRE Mark Johnson, recent graduate of the CRE program and is commissioned to the Buckton Church, spoke about his positive experience with the Program and encouraged ruling elders to think about pastoral leadership.

### **DISCUSSION OF WAKING UP WHITE**

The Presbytery formed groups and for an hour discussed the book Waking Up White as a first step in understanding the systemic issues of racism in our country.

### **RECESS**

Following prayer, a delicious lunch was served in the dining hall.

### **INTERCESSORY PRAYERS**

Teaching Elder Sarah Hill led the Body in prayer remembering the many persons and causes that members of Shenandoah Presbytery had called to our attention in written concerns during the morning.

### **COMMITTEE ON MISSION AND OUTREACH**

Teaching Elder Gwen Carr (Chair) gave the following report:

The committee joyfully approved the following grants:

- Baja Mission

- VBS Partnership for a community VBS with Franklin Presbyterian Church
- Guatemala Faith Stories Project
- Ethiopian Partnership Algee Bible School
- Ethiopian Partnership Terfa Jarso Seminary
- Hedgesville and Tuscarora Mission Trip to Our Hearts (Craigsville Presbyterian Church)

Art Stoltzfus, a member of Community Mennonite Church of Harrisonburg, reported on the use of the Moffett Fund Grant received by the Faith in Action group to provide scholarship for members to attend anti-racism training. Faith in Action is supported by Trinity Presbyterian Church.

Ruling Elder Jeff Hornbeck of Shepherdstown Church gave an update on his time in Columbia, South America, as part of the Columbia Accompaniment Program.

### **COMMITTEE ON PASTORAL TRANSITION**

Teaching Elder Patrick Pettit (Chair) gave the following report:

#### **ACTIONS TAKEN:**

- A. Moderators appointed:
  - Immanuel – TE Patrick Lanaghan
  - McCutchen – TE Kevin Channell
  - Mt. Carmel – TE Malcolm Brownlee
  - Mt. Joy – TE Patrick Lanaghan
  - Parish of the Pastures (Goshen, Millboro, and Rocky Spring) – CRE Bobby Spurgeon
- B. Liaisons appointed:
  - Opequon (associate) – TE Amanda Thomas
- C. Dissolved the pastoral relationship between Teaching Elder John Haney Goshen, Millboro, and Rocky Spring churches effective March 31, 2019.
- D. Dismissed Teaching Elders John and Olivia Haney to the Presbytery of Providence effective April 1 2019, to serve as transitional presbyters.
- E. Renewed the interim contract between the Romney Session and TE Kevin Hay from March 15, 2019-March 14, 2020.
- F. Renewed the interim pastor contract between the Bethesda Session and Teaching Elder Frederick Noll from February 8, 2019-February 8, 2020.
- G. Approve the Massanutten Church Interim Ministry Information Form and authorized Kim Stroupe to input the data onto the Church Leadership Connection web site.
- H. Approved the Middletown Church Ministry Information Form and authorized Kim Stroupe to input the data onto the Church Leadership Connection web site.
- I. Approved the Falling Waters Church Interim Ministry Information Form and authorized Kim Stroupe to input the data onto the Church Leadership Connection web site.
- J. Approved the Pulpit Supply List Guidelines (see pages 54-57)
- K. Sustained the examination of Honorably Retired Teaching Elder John Cushwa who has received a temporary supply contract at Charles Town Church while their installed pastor is on sabbatical.
- L. Approved the temporary supply contract between the Charles Town Session and TE John Cushwa from July 1-September 30, 2019, while TE John Bethard is on sabbatical.
- M. Sustained the examination of Honorably Retired Teaching Elder John Cushwa for his twice-monthly preaching at Tomahawk Church.

- N. Sustained the examination of Teaching Elder James Smith (Presbytery of the Peaks) and received him as a minister member of Shenandoah Presbytery effective March 31, 2019.
- O. Granted permission for the Mossy Creek Church to call a congregational meeting on February 17, 2019, to nominate Teaching Elder James Smith.
- P. Approved the following terms of call between Mossy Creek Church and Teaching Elder James Smith beginning March 30, 2019:

Annual Cash Salary	\$34,000
Utilities and furnishings allowance	4,800
Additional SECA above 50%	4,162
Housing equity	1,800
Automobile expenses	2,400
Books and subscriptions	500
Continuing Education	600
Major Medical	14,548
Pension and Disability	6,983
SECA	4,162
Dental Insurance	1,632
Use of Manse	

Moving expenses to the field as negotiated, four weeks annual paid vacation (with four Sundays), two weeks annual paid study leave (with two Sundays), sabbatical leave at the end of six years, and parental leave

- Q. Approved the commission to install Teaching Elder James Smith as pastor at Mossy Creek Church on May 19, 2019 at 4:00 p.m.

### **PRESENTATION OF TEACHING ELDER**

Teaching Elder Patrick Pettit presented Teaching Elder James “Jamie” Smith. TE Smith was asked to give a brief statement of his sense of call to ministry and to the specific ministry with the Mossy Creek Church that he has been called to serve. No questions were asked from the floor. After recognizing members of the Mossy Creek Church and prayer by the Moderator, TE Smith signed the roll.

### **COMMITTEE ON RELATIONAL MINISTRY**

Teaching Elders Jim Lunde (Co-chair) gave the following report:

#### **I. ACTIONS TAKEN:**

- A. Approved the revised supply pastor contract between the Beulah and Monterey sessions and TE Richard Hill from February 1-August 31, 2019.
- B. Renewed the supply pastor contract between the Hot Springs Session and TE Scott Conrad from March 1, 2019-March 1, 2020. (Betty Dax will contact TE Conrad to discuss their need of a clerk of session.)
- C. Renewed the commissioned ruling elder contract between the Little Falls Session and CRE Paul Wolverton from April 1, 2019-March 31, 2020.
- D. Renewed the parish associate contract between the Opequon Session and TE Tracie Martin from April 1, 2019-March 31, 2020.
- E. Renewed the supply pastor contract between the Smyrna Session and TE Henry Scoggins from March 12, 2019-March 11, 2020.
- F. Renewed the supply pastor contract between the Ben Salem Session and TE Robert Miles from March 1, 2019-February 29, 2020.

- G. Renewed the supply pastor contract between the Bethel Session and TE Kelly-Ann Rayle from April 11-July 11, 2019.
  - H. Renewed the supply pastor contract between the Buffalo Gap Session and TE Gwen Carr from March 1, 2019-February 29, 2020.
  - I. Renewed the supply pastor contract between the Craigsville Session and TE Gwen Carr from March 1, 2019-February 28, 2020.
  - J. Renewed the supply pastor contract between the Elk Branch Session and Rev. David Beeson (UCC) from April 1, 2019-April 1, 2020.
  - K. Approved the revised supply pastor contract between the Mt. Hope Session and TE Brad Langdon through October 31, 2019.
  - L. Renewed the commissioned ruling elder contract between the Union Session and CRE Judy Hensley from March 1, 2019-February 29, 2020.
  - M. Approved a continuing education event entitled Creating Healthy Congregations: Managing Anxiety and Conflict.
  - N. Approved receiving the annual reports from at-large, parish associates, and ministers in validated ministries.
  - O. Sustained the examination of Honorably Retired Teaching Elder John Lown (Florida Presbytery) and received him as a member of Shenandoah Presbytery effective April 11, 2019.
  - P. Approved the first reading of the revised Salary Policy as found on pages 62-64.
- II. RECOMMENDATION: (approved)
- That Presbytery approve the changes in terms of call for all installed pastors as found on pages 58-61.

#### **COMMITTEE ON NEW CONGREGATIONAL DEVELOPMENT**

Teaching Elder Karen Greenawalt, Chair, reported they are in contact with two new possible worshipping communities: one in the Sherando area and one in the Shepherdstown area.

#### **COMMITTEE ON CHURCH VITALITY AND TRANSFORMATION**

Honorably Retired Teaching Elder Phil Sommer briefed the Body on the work of the Committee. See page 65 for a written report.

Teaching Elder Gwen Carr spoke about the Craigsville Area Food Pantry highlighting with a slide show.

Teaching Elder Evan Smith spoke about “Dog Church” at Staunton Second Church.

#### **ADJOURNMENT, CLOSING AFFIRMATION, PRAYER AND HYMN**

The meeting adjourned at 2:50 p.m. with closing affirmation, prayer, and a hymn. The Presbytery will meet in stated session on Saturday, August 24, at 9:30 a.m., at Moorefield Presbyterian Church in Moorefield, West Virginia.

Rachel W. Crumley, Moderator

Bronwen W. Boswell, Stated Clerk

Kim Stroupe, Recording Clerk

## DOCKET

- 8:30 a.m. Registration Begins
- 9:30 a.m. Call to Order  
Worship with Communion
- 10:20 a.m. Determining a Quorum  
Procedural Rules  
Welcome and Introduction of Guests  
First time commissioners  
Seating corresponding members  
Welcome from Massanetta Springs – TE Clayton Rascoe  
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
- 10:45 a.m. Sherando Administrative Commission – TE Karen Greenawalt
- 10:55 a.m. Committee on Nominations – RE Mary Lou Cox
- 11:00 a.m. Commissioned Ruling Elder Oversight Committee  
Ken McFayden – Academic Dean of Union Presbyterian Seminary, and Professor of  
Ministry and Leadership Development
- 11:20 a.m. Waking Up White book discussion
- 12:25 p.m. Directions for Lunch and Prayer – TE Clayton Rascoe
- 12:30 p.m. Lunch - ORDER of the DAY
- 1:30 p.m. Intercessory Prayer
- 1:35 p.m. Committee on Mission and Outreach – TE Gwen Carr and Jeff Hornbeck
- 1:55 p.m. Committee on Pastoral Transition – TE Patrick Pettit  
Introduction of TE James Smith – Mossy Creek
- 2:10 p.m. Committee on Relational Ministry – TE Betty Dax and TE Jim Lunde  
Introduction of TE John Lown – Honorably Retired
- 2:25 p.m. Committee on New Congregational Development – TE Karen Greenawalt
- 2:30 p.m. Committee on Church Vitality and Transformation
- 2:45 p.m. Adjournment with closing affirmation, prayer, and hymn



ANNUAL REPORT  
PRESBYTERY OF SHENANDOAH

The Presbytery of Shenandoah respectfully reports to the Synod of the Mid-Atlantic for the year ending December 31, 2018, that it consists of 160 ministers, 100 churches, 12 chapels, 11,225 communicants and has under its care 1 Candidate for the Ministry of the Word and 4 Inquirers for the Ministry of the Word.

MINISTERS

<u>Received</u>	<u>Date</u>
Kevin Channell	February 4
Amanda Thomas	June 1
Howard Boswell	August 1
Sarah Wolf	August 19
Richard Hill	September 1

<u>Dismissed</u>	<u>Date</u>
Steve Willis	February 18
Roy Martin	March 8
Lisa Martin	June 1
John McDonald	September 4

Dismissed to Other Denominations

None

<u>Minister</u>	<u>Church</u>	<u>Date</u>
Kevin Channell	Collierstown	February 4
Carrie Evans	Front Royal	February 19
Thomas Carrico	Finley Memorial	March 1
Amanda Thomas	Winchester First	June 1
Howard Boswell	Buena Vista	August 1
Sarah Wolf	Covenant	August 19

Pastoral Relationships Dissolved

<u>Minister</u>	<u>Church</u>	<u>Date</u>
Lisa Martin	Woodstock	June 1
Beth McCrary	August Stone	August 31
Deb McKune	Falling Waters	September 30

<u>Honorably Retired</u>	<u>Date</u>
None	

<u>Deceased</u>	<u>Date</u>
Joesph Pancake	January 20
Donna Coffman	March 28
Herbert Lewis	September 7
Ralph Bucy	September 8
James Cushman	October 16

<u>Removed from Roll</u>	<u>Date</u>
Timothy Arnold (renounced jurisdiction)	December 3

## CANDIDATES

For Ordination  
Thomas Carrico  
Kelly-Ann Rayle

Date  
February 24  
May 22

Ordination Date  
April 15  
June 10

Received  
None  
Enrolled  
Molly Morris

Transferred None  
Removed from Roll None

## INQUIRERS

Enrolled None

Received None  
Removed from Roll None

## DIRECTORS OF CHRISTIAN EDUCATION

Enrolled None

## CHURCHES

Established or Received None

Dissolved  
Kearneysville - February 24  
Sherando - September 16

SHENANDOAH PRESBYTERY  
CHURCH RECORD – 2018

Membership

Prior Active Members – 11,515

Gains

Youth Professions -72  
Profession & Reaffirmations – 117  
Certificate – 94  
Other – 0  
Total Gains – 283

Losses

Certificate – 82  
Death – 229  
Other – 265  
Total Losses – 576

Ending Active Membership – 11,225 (-290) See pages 50-52

Female Members – 6,532

Baptized Members – 114

Ruling Elders on Session – 777

Friends of the Congregation – 1,373

Average Church Attendance – 5,419

Baptisms

Children -93

Adults – 25

Officers

Male Session -376

Male Deacons – 56

Female Session – 451

Female Deacons – 99

Age Distribution

25 & Under – 1,132

Over 70 = 3,104

26 – 40 = 1,518

41 – 55 = 1,587

56 – 70 = 2,449

People with Disabilities

Hearing - 570

Mobility - 499

Sight - 281

Other – 338

Christian Education

Birth 3 - 169

Age 4 - 77

Kindergarten - 79

Grade 1 - 82

Grade 2 – 78

Grade 3 - 92

Grade 4 - 103

Grade 5 - 71

Grade 6 - 85

Grade 7 - 75

Grade 8 - 79

Grade 9 - 70

Grade 10 - 64

Grade 11 – 72

Grade 12 – 43

Young Adults – 189

Over 25 – 1,791

Teacher/Officer – 543

TOTAL – 3,762

Racial Ethnic Breakdown

Asian/Pacific Islander/South Asian

Black/African American/African

Middle Eastern/North African

Native American/Alaska Native/Indigenous

Hispanic/Latino-a

White

Multiracial

Membership

23

28

3

6

19

9,940

9

Budgeted Income -15,031,656

Budgeted Expense – 14,379,265

Mission Expenses – 1,718,118

Personnel Expenses – 8,394,323

Facilities Expenses – 3,359,034

<b>CHURCH</b>	<b>2017 MEM BERS</b>	<b>2018 MEM BERS</b>
Augusta Stone	171	169
Ben Salem	32	34
Berkeley Springs	60	58
Berryville	160	151
Bethany	92	86
Bethel	204	198
Bethesda	171	157
Beulah	40	42
Bloomery	44	44
Bridgewater	100	101
Broadway	52	46
Buckton	43	27
Buena Vista	97	95
Buffalo Gap	11	11
Bunker Hill	90	102
Burlington	24	24
Burnt	27	26
Charles Town	285	288
Circleville	30	28
Clear Brook	17	16
Collierstown	133	118
Cooks Creek	225	213
Covenant	457	459
Craigsville	21	21
Elk Branch	26	23
Elkton	67	64
Fairfield	38	40
Falling Waters	160	151
Finley Memorial	114	112
Franklin	81	71
Front Royal	122	121
Gerrardstown	37	38
Glen Kirk	21	27
Goshen	25	25
Halltown	11	11
Hebron	141	137
Hedgesville	29	32
Hermitage	65	65
Highland Memorial	68	66

	<b>2017</b>	<b>2018</b>
	<b>MEM</b>	<b>MEM</b>
<b>CHURCH</b>	<b>BERS</b>	<b>BERS</b>
Hot Springs	46	46
Immanuel	17	17
Ivanhoe	29	31
Kearneysville	16	0
Keyser	110	110
Lexington	524	518
Little Falls	26	28
Loch Willow	91	89
Martinsburg First	120	120
Massanutten	422	406
McCutchen	20	20
McDowell	65	62
Middletown	26	25
Millboro	40	36
Monterey	56	60
Moorefield	165	170
Mossy Creek	111	116
Mt. Carmel	102	102
Mt. Hope	20	20
Mt. Horeb	132	127
Mt. Joy	18	18
Mt. Olive	80	80
Mt. Storm	20	22
New Monmouth	107	100
New Providence	138	129
Nineveh	25	27
Olivet	124	111
Opequon	490	525
Oxford	141	141
Petersburg	82	79
Piedmont	41	40
Pines Chapel	81	73

	<b>2017</b>	<b>2018</b>
	<b>MEM</b>	<b>MEM</b>
<b>CHURCH</b>	<b>BERS</b>	<b>BERS</b>
Rocky Spring	12	13
Romney	86	86
Ruddle	17	17
Second Opequon	44	42
Seneca Rocks	29	37
Shepherdstown	350	305
Sherando	39	0
Slanesville	15	14
Smyrna	79	76
Springfield	13	12
Staunton First	199	199
Staunton Second	114	107
Staunton Third	99	96
Strasburg	186	186
Sunnyside	53	45
Tabler	26	28
Timber Ridge	141	135
Tinkling Spring	527	512
Tomahawk	39	36
Trinity	175	172
Tuscarora	147	135
Union	25	25
Wardensville	19	18
Warrenton	468	470
Waynesboro First	138	131
Waynesboro Second	74	72
Westminster	275	272
Williamsville	12	11
Winchester First	854	847
Woodstock	173	165
Zetta	11	16
<b>TOTALS</b>	11,515	11,225

## 2018 FINANCIAL REVIEW

The financial records of the Presbytery of the Shenandoah were reviewed on Tuesday, March 26, 2019. We reviewed deposits, expenditures, payroll, and budget. We also looked at employee debit card transactions, employee credit card statements, employee expense files, and several miscellaneous files for proper documentation.

Deposits were made promptly and were matched to church giving statement, ensuring that the funds went to the proper accounts. We noticed that some congregations did not send remittance forms with their deposit. It would ensure that the deposits were deposited in the right accounts if the documentation accompanied the checks.

Payments were documented, coded and paid on time. We noticed that not all the receipts attached to the credit card had documentation as to what program the money was used for, example meetings or supplies.

Accounts reconciled to bank statements. Payroll and payroll taxes were in order.

Based on our review, we are confident that the books are in good order and the bookkeeper is doing a superb job.

Sincerely,

Hannah Bush, Ruling Elder, Hebron Presbyterian Church  
Marsha Sensabaugh, Council Vice-Chair, Redeemer Lutheran Church

Presbytery of Shenandoah  
Committee on Pastoral Transition  
Pulpit Supply Guidelines  
Approved by CPT April 2, 2019

*...The session has responsibility and power to...provide that the Word of God may be truly preached and heard. This responsibility shall include... providing for regular preaching of the Word by a minister of the Word and Sacrament or other person prepared and approved for the work... (Book of Order, G-3.0201a)*

The Maintenance of Divine Worship is a fundamental responsibility of every Presbyterian Session, and the Presbytery is committed to supporting Sessions in this important task. When pastors take vacation or study leave, fall ill, have family emergencies, or leave to accept another Call, a session or worship committee is tasked with *filling the pulpit* – that is, finding someone to preach and/or lead worship. A variety of individuals are available to serve as pulpit supply:

- A Ruling Elder of your congregation  
*Ruling elders are called to nurture the common life of the people of God through their gifts of discernment and governance. They should also cultivate an ability to teach the Word when called upon to do so... (W-2.0303)*
- An Honorably Retired Teaching Elder
- A Minister at Large, or Teaching Elder otherwise available
- A Candidate for Ministry  
*subject to the approval of the Committee on Preparation for Ministry (CPM)*
- Ruling Elders Authorized by presbytery, but not Commissioned to a congregation.

Because the preaching of the Word is central to our worship, special care should be taken when securing pulpit supply. The Presbytery carefully reviews candidates for its **Pulpit Supply List**, which includes Presbytery staff, members at large, retired ministers, Ruling Elders, candidates for ministry, and ministers from other presbyteries or corresponding denominations. It is *strongly recommended* that Sessions seek pulpit supply from this list, which is available on the presbytery website ([www.shenpres.org](http://www.shenpres.org)).

## THE PULPIT SUPPLY LIST

The Pulpit Supply list is administered by the Committee on Pastoral Transition (CPT), which approves qualified persons for inclusion. The list includes the following:

- The General Presbyter/Stated Clerk
- The Associate General Presbyter
- Ministers at Large, or Teaching Elders otherwise available, at their request
- Honorably Retired Teaching Elders, at their request
- Ruling Elders Authorized by the presbytery, but not Commissioned to a congregation
- Certified Christian Educators, at their request
- Ordained ministers from corresponding denominations,  
subject to recommendation and approval
- Ordained ministers from denominations not in correspondence,  
subject to recommendation, examination and approval
- Candidates for Ministry,  
subject to approval by the Committee on Preparation for Ministry (CPM)

Each applicant for pulpit supply will fill out the attached form, which is available on the presbytery website ([shenpres.org](http://shenpres.org)). In addition, applicants shall provide:

- A current PIF, resumé or Curriculum Vitae including formal education, occupation/ employment, relevant gifts and skills.
- A brief statement of faith and personal faith journey.



- *For Ruling Elders:* a letter of endorsement from home church session.
- *For Candidates:* a letter of endorsement from Session of care, and an endorsement from the chair of the Committee on Preparation for Ministry (CPM).
- A signed Sexual Misconduct Self Certification Form.
- Permission and information for a background/ reference check, paid for by Presbytery.

Applicants will be interviewed by a representative(s) of CPT to assess theology, understanding of Presbyterian polity, and reasons for wanting to be included on the Pulpit Supply List. After review and approval, the Preacher's name, address, phone number and email will be available in the restricted area of the presbytery website. If for some reason a Preacher does not want their information published in this way, it can be held by Presbytery staff, as well as the chair of CPT, to be shared as needed.

The Pulpit Supply List will be reviewed at each CPT meeting, and updated as needed. In addition, CPT shall conduct an annual review of the Pulpit Supply List at its January meeting.

Renewal reminders will be sent annually on or about November 1, with replies expected by December 1. Failure to respond will mean deletion from the Pulpit Supply List.

## GUIDELINES FOR SESSIONS

It is the responsibility of the session to make all arrangements with the pulpit supply well in advance of the date needed. The following information should be communicated:

- Location/directions, date, time of service(s).
- Contact information for bulletin preparation, and/or worship coordinator, music director.
- Deadline for bulletin information.
- Sample of a typical Order of Worship *i.e.*, a recent bulletin.
- Style of worship; formal/traditional, casual, contemporary, etc.
- Typical pastor attire; robe, coat & tie/dress, etc.
- Hymnal and Bible translation used in worship
- Is there a children's time? Is the preacher expected to lead it?
- Does the church typically follow the Revised Common Lectionary?
- How are announcements and prayer requests handled?
- Information about audio, visual equipment or requirements.
- Anything else to make the visitor feel comfortable in your church.

Presbytery recommends sessions offer an honorarium to anyone filling the pulpit, using the following schedule:

- For congregations under 100, a minimum of \$50.00, and \$25.00 for each additional service.
- For congregations of 100 or more members, a minimum of \$100.00, and \$75 for each additional service.
- In addition, the Session shall reimburse for mileage at the current IRS rate.
- If overnight lodging is required, motel and meals should be provided at the church's expense.

## Rationale:

Supplying the pulpit involves a significant commitment of preparation time by the supply preacher. Estimates of the time spent for one supply preaching date range from 3/4 of a day to 1.5 days. It should also be pointed out that supplying the pulpit should not be viewed as a gradual way to work into a more permanent relationship with a particular church. Should a church find itself engaging a supply pastor **on a regular basis**, it is highly recommended that this be discussed with the Committee on Pastoral Transition.

## PULPIT SUPPLY FORM

To be considered for inclusion on the Presbytery Pulpit Supply list,  
please return this completed form to the Presbytery Office.

### CONTACT INFORMATION

Name & Preferred Title: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

### ECCLESIASTICAL STATUS *choose one*

Teaching Elder    Presbytery: \_\_\_\_\_

Ruling Elder                      Educator                      Church of membership: \_\_\_\_\_

Pastor of another denomination    Denomination: \_\_\_\_\_

Method of verification: (can be attached) \_\_\_\_\_

Other: \_\_\_\_\_

### BACKGROUND

Briefly describe your preaching experience: (can be attached)

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Provide a brief biographical sketch. (can be attached)

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### PREFERENCES

One way distance you will travel: \_\_\_\_\_ miles

Restrictions on availability \_\_\_\_\_

Special Needs \_\_\_\_\_

## PULPIT SUPPLY RENEWAL FORM

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

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

Do you wish to remain on the Pulpit Supply List?    YES \_\_\_\_\_    NO \_\_\_\_\_

If "yes" please review your information and provide any updates needed.

*If you are currently on the Pulpit Supply List but do not return this form, your name will be removed from the list  
until otherwise notified.*

## Website Introduction

### Shenandoah Presbytery Pulpit Supply List

The names and contact information listed below constitute the Shenandoah Presbytery Supply List. The qualifications and suitability of each person have been reviewed by the Presbytery. We recommend that when your church needs someone to fill the pulpit on a particular Sunday, you contact one of the persons listed below.

Presbytery recommends sessions offer an honorarium to anyone filling the pulpit, using the following schedule:

- For congregations under 100, a minimum of \$50.00, and \$25.00 for each additional service.
- For congregations of 100 or more members, a minimum of \$100.00, and \$75 for each additional service.
- In addition, the Session shall reimburse for mileage at the current IRS rate.
- If overnight lodging is required, motel and meals should be provided at the church's expense.

We recognize that there may be a variety of circumstances, which would call for a different payment arrangement. If the church or supply preacher desire some different arrangement that should be discussed and agreed to ahead of time.

#### **Rationale:**

Supplying the pulpit involves a significant commitment of preparation time by the supply preacher. Estimates of the time spent for one supply preaching date range from 3/4 of a day to 1.5 days. It should also be pointed out that supplying the pulpit should not be viewed as a gradual way to work into a more permanent relationship with a particular church. Should a church find itself engaging a supply pastor **on a regular basis**, it is highly recommended that this be discussed with the Committee on Pastoral Transition.

[illegible]

Church	Pastor	Year	Full Time	Cash Salary	IRS Housing	Furnish Utilities	Housing Equity	Bonus	Taxed SECA	Other	Dental	Manse Value	Nontax SECA	Medical/ Pension	Auto	Cont Ed	Books	Other
Hebron	F. Wyche	2018	Yes	42371		Yes	1200					13071	3333	Yes	1000	2500	1000	
Hebron	F. Wyche	2019	Yes	43219		Yes	1200					13326	3398	Yes	1000	2500	1000	
Hedgesville	V. Smith	2018	No	1	6599								505	Yes	500	500	250	
Hedgesville	V. Smith	2019	No	1	7599								581	Yes	500	500	250	
Hermitage	W. Sherman	2018	Yes	21311	21311					419			3260	Yes	2800	2000		
Hermitage	W. Sherman	2019	Yes	21311	21311					419			3260	Yes	2800	2000		
Ivanhoe/W'ville	J. Thornton	2018	Yes	34800		Yes							1522	Yes	2000	500		
Ivanhoe/W'ville	J. Thornton	2019	Yes	34800		Yes							1522	Yes	2000	500		
Keyser/Piedmont	T. Forbes	2018	Yes	33380		Yes					Yes	12662	4077	Yes	1500	700		
Keyser/Piedmont	T. Forbes	2019	Yes	33380		Yes					Yes	12662	4077	Y	1500	700		
Lexington	W. Klein	2018	Yes	82106	25000								8194	Yes	Yes	2500		
Lexington	W. Klein	2019	Yes	84569	25000								8382	Yes	Yes	2500		
Lexington	S. Hill	2018	Yes	28581	25000								4099	Yes	Yes	4500		
Lexington	S. Hill	2019	Yes	30188	25000								4222	Yes	Yes	4500		
Loch Willow	R. Hopkins	2018	Yes	35570		Yes	1200					11961	3800	Yes	2150	750	250	
Loch Willow	R. Hoplins	2019	Yes	36995		Yes	1200					12389	3918	Yes	2150	750	250	
Massanutten	A. Pettit	2018	Yes	36360	10000								3840	Yes	3000	1900	500	
Massanutten	A. Pettit	2019	Yes	37287	10000								3917	Yes	3000	1900	500	
McDowell	E. Pyles	2018	No	18800								6253	2044	Yes	3000	250	250	
McDowell	E. Pyles	2019	No	18800								6253	2044	Yes	3000	250	250	
Moorefield	J. Yao	2018	Yes	35000		Yes	1200					12360	3657	Yes	2140	1000	500	
Moorefield	J. Yao	2019	Yes	35700		Yes	1200					12270	3634	Yes	2071	1000	500	
Mt. Horeb	J. Ytterrock	2018	Yes	38265		Yes	1200			500	Yes	14272	4328	Yes	3500	500		
Mt. Horeb	J. Ytterrock	2019	Yes	39796		Yes	1200			500	Yes	14812	4500	Yes	2500	500		
New Monmouth	C Clark	2018	Yes	30000	14655								3416	Yes	1875	750	1125	
New Monmouth	C Clark	2019	Yes	31025	15160								3533	Yes	1313	1875		
New Monmouth	R Clark	2018	No	10000	4885								1139	Yes	625	250	375	
New Monmouth	R Clark	2019	No	10342	5053								1178	Yes	438	625		
								PG 59										

Church	Pastor	Year	Full Time	Cash Salary	IRS Housing	Furnish Utilities	Housing Equity	Bonus	Taxed SECA	Other	Dental	Manse Value	Nontax SECA	Medical/ Pension	Auto	Cont Ed	Books	Other
Olivet	L. Thomas	2018	Yes	28117	22858					5972			Yes	Yes	3000	1200	200	1800
Olivet	L. Thomas	2019	Yes	29945	24344					5972			4153	Yes	3000	1200	200	2000
Opequon	D. Witt	2018	Yes	56475	16410					6971	Yes		5575	Yes	4725	1000	550	
Opequon	D. Witt	2019	Yes	56475	16410					9272	Yes		5575	Yes	5060	1650	550	
Staunton 1st	K. Allamon	2018	Yes	43000	20000					2000	Yes		4820	Yes	1500	1500		1500
Staunton 1st	K. Allamon	2019	Yes	44260	20000					2000	Yes		4916	Yes	1500	1500		1500
Staunton 2nd	E. Smith	2018	Yes	15130	30000						Yes		3452	Yes	2000	3000	2000	2000
Staunton 2nd	E. Smith	2019	Yes	15130	30000						Yes		3452	Yes	2000	3000	2000	4500
Staunton 3rd	J Singleton	2018	Yes	18400	21600								3060	Yes	2000	500	500	
Staunton 3rd	J Singleton	2019	Yes	18400	21600								3060	Yes	2000	500	500	
Strasburg	D. Howard	2018	Yes	44000		Yes	1440			1584	Yes	14523	3704	Yes	1200	300		480
Strasburg	D. Howard	2019	Yes	44500		Yes	1440			1584	Yes	15123	3857	Yes	1200	300		480
Timber Ridge	P. Lanaghan	2018	Yes	38760		5000	2071				Yes	12530	4136	Yes	3500	500	225	
Timber Ridge	P. Lanaghan	2019	Yes	39845		5000	2071				Yes	12855	4262	Yes	3500	500	225	
Trinity	S. Sorge-Wing	2018	Yes	41041	15810						Yes		4474	Yes	3000	1500		6300
Trinity	S. Sorge-Wing	2019	Yes	41452	19400						Yes		4655	Yes	3000	1500		6300
Tuscarora	R Crumley	2018	Yes	31232	30000						Yes		4684	Yes	2500	1400		
Tuscarora	R Crumley	2019	Yes	31232	30000					157	Yes		4684	Yes	2500	1400		
Warrenton	J. Lunde	2018	Yes	43400	28000						Yes		5462	Yes	2400	450	100	
Warrenton	J. Lunde	2019	Yes	43400	28000						Yes		5462	Y	2400	1000	100	
Waynesboro 1st	G. Chapman	2018	Yes	35502	25000						Yes		4628	Yes	2000	1000	1200	
Waynesboro 1st	G. Chapman	2019	Yes	37697	25000						Yes		4796	Yes	2000	1000	1200	
Westminster	A. Cranford	2018	Yes	21400	30600						Yes		3978	Yes	1400	1500	3900	
Westminster	A. Cranford	2019	Yes	21400	30600						Yes		3978	Yes	1400	1500	3900	
Winchester 1st	D. McCoig	2018	Yes	39600	50400								6885	Yes	2500	2000		
Winchester 1st	D. McCoig	2019	Yes	42300	50400								7092	Yes	1500	3000		
Winchester 1st	A. Thomas	2018	Yes	30000	20000								3825	Yes	500	1500		
Winchester 1st	A. Thomas	2019	Yes	30000	20000								3825	Yes	500	1500		
								PG 60										

	Pastor	Year	Full Time	Cash Salary	IRS Housing	Furnish Utilities	Housing Equity	Bonus	Taxed SECA	Other	Dental	Manse Value	Nontax SECA	Medical/ Pension	Auto	Cont Ed	Books	Other
<b>OTHER:</b>																		
GA Entity	T. Hay	2018	Yes	63932	39000									Yes				
GA Entity	T. Hay	2019	Yes	65991	39000									Yes				
Gen Pres/SC	B. Boswell	2018	Yes	38256	31300					500	Yes		5355	Yes	8000	2000		
Gen Pres/SC	B. Boswell	2019	Yes	39656	31300					500	Yes		5428	Yes	11000	2000		
Assoc GP	N Meehan Yao	2018	Yes	46500	6000						Yes		4050	Yes	6000	1500		
Assoc GP	N Meehan Yao	2019	Yes	49959	3600						Yes		4098	Yes	10000	1500		

## SHENANDOAH PRESBYTERY SALARY POLICY

Approved by Presbytery February 11, 2017

Revised First Reading May 21, 2019

ITEMS IN RED FOR REVISION

The purpose of this salary policy is to assist Pastor Nominating Committees (PNC) in negotiating the Covenant Agreement/Terms of Call between a pastor nominee and the PNC, and completing the Pastoral Call Form. Resources used to prepare this policy includes the *Book of Order*, *Understanding Effective Salary* (published by Board of Pensions), IRS regulations, and policies established by the Shenandoah Presbytery.

Terms of Call are prepared as a part of the pastoral calling agreement with a new pastor and as part of an annual review of the terms of call. A PNC negotiates the Terms of Call with a pastor nominee. Once terms are mutually agreed upon, the pastoral call form is completed, submitted to the Committee on Pastoral Transition (CPT) for review, and becomes a part of the examination of the pastor by the exam committee.

All terms of call between churches and pastors or associate pastors in the Shenandoah Presbytery shall include the requirement that the financial terms of call be reviewed annually by the congregation. *“The session shall review annually the minister’s terms of call...”* (Book of Order, G-2.0804). The terms of call includes compensation paid to the pastor, reimbursable expenses and allowances necessary to carry out the responsibilities of the position, required benefits, as well as vacation and/or other leave. The guidelines will describe each of these categories.

### Personal Compensation

The *Book of Order* provides for the presbytery to have the authority to, *“establish minimum compensation standards for pastoral calls”* (G-3.0303c). The Shenandoah Presbytery’s established minimum **cash salary** is **\$33,000**.

Presbytery recommends that the following factors be considered in determining equitable compensation above the minimum:

- Education
- Experience
- Size of congregation served
- Any special needs and exceptional expenses
- Cost of living in the area

The term “cash salary” describes the cash amount of compensation paid to the teaching elder annually, *EXCLUDING* a housing allowance. “Effective salary”, as defined by the Board of Pensions, is “Any compensation received during a Plan Year, *including*, but not limited to, any sums paid as a housing (including utilities and furnishings) allowance”. Please refer to the guide *Understanding Effective Salary* <http://www.pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pln-103.pdf/> published by the Board of Pensions for more definitive information.

There are two allowances related to housing which are included as part of effective salary:

- *Use of a manse*: When a manse is provided, a utilities and furnishings and appurtenances allowance (to the extent these are paid for by the teaching elder). IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the teaching elder’s compensation package.
- *Provision for personally-owned housing*: The housing allowance includes either the lesser of the actual cost to maintain a home, including mortgage payments, utilities, and furnishings, and appurtenances, or fair rental value for personally owned housing plus utilities, furnishings, and appurtenances. **The established minimum for this item is \$12,000.**

As defined by the IRS, a “housing allowance” includes: Rental value of both the house and its furnishings, utilities, annual purchases of furnishing, taxes, interest, etc., virtually every household expense except food and maid service. This regulation applies whether or not a manse is provided. The Pastoral Call Worksheet provides very definitive guidance in determining how the Board of Pensions defines housing allowance to be included in total effective salary. The IRS and Board of Pensions differ in their description of housing allowance. (*Refer to IRS publication 517 for income tax requirements related to housing allowance.*)



### Other compensation

Deferred income: Deferred income ~~shall include~~ **includes** a Housing Equity Fund when a teaching elder is required to live in a manse. The Board of Pensions defines an equity allowance as "sums paid or contributed by an employing organization to a deferred compensation plan or other account on behalf of a member residing in a manse to compensate for equity which the member forgoes by not owning his or her own residence." ~~It is a~~ **The** policy of Shenandoah Presbytery **is** that a minimum contribution of \$100.00 a month invested in a Housing Equity Fund shall be included in terms of call when a pastor is required to live in a manse. An amount at least equal to the minimum shall be paid on a monthly or quarterly basis by the church treasurer to an account selected by the teaching elder, subject to approval by CPT or CRM, as appropriate. The purpose of a Housing Equity Fund is to enable a pastor who lives in a church provided manse to build equity for future personally owned housing. **Please refer to the Housing Equity Fund Policy on the Presbytery web site for more definitive information.**  
<http://shenpres.org/wp-content/uploads/2019/04/Equity-fund-policy.pdf>

- Other compensation which would be included as a part of deferred income may be annuities, retirement savings accounts, and other annual contributions. Contributions qualifying as deferred income and made by the church on behalf of the teaching elder are part of effective salary under Board of Pensions.
- Additional SECA (above the 50% required) (*optional*)

### Reimbursable Expenses and Allowances

Presbytery requires the inclusion of the following in the pastoral call form:

- When the teaching elder owns and maintains an automobile for the performance of professional duties, the church shall provide as a *minimum allowance* an amount equal to that permitted by IRS. Record keeping on mileage is the joint responsibility of the teaching elder and congregation. **The minimum amount for this expense is \$1,200 per year.**
- Minimum of \$500 per year for business and professional books, and subscriptions. These funds may be accumulated over a period up to three (3) years with approval of session.
- Continuing education allowance to provide reimbursement to the teaching elder for costs related to professional seminars, classes, etc. Teaching elders shall be granted two weeks' continuing education annually, with the provision that the teaching elder, after consultation with and approval by the session, may accumulate this leave for up to six weeks. Continuing education provides an opportunity for renewal and growth spiritually and professionally for the teaching elder.
- **To sustain the Shenandoah Presbytery's Sabbatical Leave Policy, the calling congregation is required to set aside a minimum of \$500 per year to fulfill the Session Responsibilities as detailed in 13.3, line one of the policy: "13.3.- Session Responsibilities: To budget from the first year of service, money that can be accrued for the use of the session in meeting any additional expenses required to provide alternative leadership for the church during the Sabbatical."**
- Moving expenses for a teaching elder's household and professional items to the field of a new call is the responsibility of the congregation.

### Required Benefits

Terms of call *"shall include participation in the benefits plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly."* (Book of Order G-2.0804)

The PC(USA) requires:

- All terms of call include the provision of Major Medical and Group Life Insurance for every full-time teaching elder as available through the Board of Pensions. (*Congregations are strongly encouraged to include the family component in the medical coverage provided through the Board of Pensions.*)
- Congregations assume cost of participation of the teaching elder in the pension and disability program through the Board of Pensions.

The Board of Pensions has an established effective salary basis on which all computations for benefits shall be based when the effective salary is below that amount.

Churches shall reimburse teaching elders for 50% of their total SECA liability. Teaching Elders are considered self-employed for social security tax purposes and come under the Self-Employment Contributions Act (SECA). This reimbursement is not part of Board of Pensions total effective salary. When a church wishes to provide an additional amount over the 50% of SECA liability, that amount is included in Board of Pensions total effective salary and is part of the teaching elder's compensation package.

### Vacation, Leave & Other

It is important for the teaching elder, session, and the congregation to recognize and respect the need for the teaching elder to have time away from the responsibilities of pastoral service. Family vacations and continuing education opportunities give time for renewal of body, mind, and spirit, as well as reflection and relaxation. Terms of call shall include:

- Four weeks annual paid vacation, including four Sundays
- Two weeks annual study leave with pay, including two Sundays. Funds and leave time may be accumulated up to and including three years with agreement of the session.
- Inclusion of opportunity for sabbatical leave at the end of 6 years of service. An amount shall be budgeted annually to enable the session to offset expenses required to provide alternative leadership during the period of the sabbatical.

Shenandoah Presbytery encourages all teaching elders to schedule one day each week as a day off. Sessions and congregations are strongly encouraged to assist the teaching elder in observing this set aside time on a regular basis.

### Total Disability or Death

The policy of Shenandoah Presbytery in the case of total disability or death of a teaching elder while serving as an installed pastor stipulates that the congregation continue the salary for a period of three months, and either occupation of the manse or other suitable housing rent free for a period of six months, or a continuation of the housing allowance for six months for personally owned housing.

### Distribution of Pastoral Call Form

- Copy of the form completed by PNC, and agreed to by teaching elder, submitted to CPT prior to Exam (No information on terms of call are shared with session at this stage unless the negotiated effective salary is over and above the maximum effective salary listed on the MIF.)
- After exam and approval by CPT, the terms of call are shared with the congregation and session at the congregational meeting called to present information on the candidate, and to vote to approve the PNC recommendation.
- Following the congregational meeting, the pastoral call form is signed by the moderator of the congregational meeting, as shown on the form, and the original submitted to CPT; a copy becomes a part of the official minutes of the meeting; and a copy may be sent to the candidate.

## 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 (resigned because of new call), JoAnn Harmon, Tracie Martin, Julie Ritchie, Karen Thatcher; Nancy Meehan Yao, Associate General Presbyter, Staff Support

### Report to the Tuesday, May 21, 2019 Meeting of Shenandoah Presbytery

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

The February 16<sup>th</sup> Hearth and Home Cohort Meeting with Michelle Snyder went well, with six churches participating (Bethesda, Broadway, Bunker Hill, Loch Willow, Mt. Carmel, Sunnyside). The final cohort gathering will be on Saturday, May 4<sup>th</sup>. The book, *Crucial Conversations*, was read in preparation for the February gathering, and the book, *Canoeing the Mountains*, is being read for the next meeting. Each congregation is also seeking to complete coaching sessions. We believe the cohort is helping churches make discoveries about themselves and their communities, while also allowing them to discern their vision with an eye toward expanded mission and ministry.

Opequon Church of Winchester is continuing to develop its strategic plan for the future both through its Visioning Team and its ten standing ministry teams. An expansion of small group offerings is being explored. The Committee on Pastoral Transitions (CPT) has approved the election of an Associate Pastor Nominating Committee (APNC). A third leadership retreat with consultant Michelle Snyder is being rescheduled for late summer.

#### ✓ **CAT Application**

CCVT is requesting a proposal from Michelle Snyder to train a group of people who will assist churches in moving from interpretation of the CAT to application of the CAT. We have discovered that we need to focus more on an integrated interpretation/application. These consultants would work with churches in transition and churches doing strategic planning.

#### ✓ **Review of Congregations**

CCVT continues to discuss and relate to the cohort churches; Craigsville Church; and, is also working through periodic visits. We are in the formative stage of planning workshops for the Eastern Panhandle Mission Community (WV) and for Waynesboro area churches.

#### ✓ **Small Church Forums**

Small church forums led by Paul Grier of the Presbyterian Foundation were held on Wednesday, April 10 at Buckton Church and Thursday, April 11 at Hermitage Church.

#### ✓ **Grieving Churches**

We have internally begun discussion about support for “grieving churches,” those who have experienced tragedy and trauma, those who are experiencing loss of membership, resources, and influence.

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

At our February meeting, we focused on reviewing all tools mentioned at our prior meetings and how we can begin promoting and recommending them to congregations as we partner with them in transformation. A first draft of our developing toolbox is being reviewed, improved, and expanded.

#### ✓ **Today's Presentation**

CCVT is pleased to present two special reports from special people/churches at the presbytery meeting today...

...The Rev. Gwen Carr and Craigsville Church on its mission center work and its continuing development.

...The Rev. Evan Smith of Second Presbyterian Church of Staunton, sharing about its “Dog Church” worship model.

## FOR INFORMATION ONLY

### Coordinating and Planning Commission

Met on April 9 and heard reports from all Presbytery committees.

#### ACTIONS TAKEN:

- A. Approved Nancy Meehan Yao to lead the commissioning of youth at the Petersburg Church who will be attending Triennium
- B. Approved asking congregations that host Presbytery to submit information for circulation about lunch menu pricing which may include a particular ministry that is being supported.
- C. Granted permission for Bronwen Boswell to lead communion at the Presbyterian Women Spring Gathering on April 13, 2019.

### 243rd ASSEMBLY SYNOD OF THE MID-ATLANTIC March 11-12, 2019

Theme: Transforming Institutional Beings into Missional Actions

Romans 12:2

#### REPORTS, ACTIONS, AND DECISIONS

The 243rd Assembly of the Synod of the Mid-Atlantic was convened by Moderator Susanne Hooker Taylor at the Ginter Park Presbyterian Church in Richmond, Virginia on Monday, March 11, 2019 at 9:30 AM, with approximately 40 commissioners, corresponding members, presenters, and guests in attendance. Following the convening prayer and usual orders of business, the attendees introduced themselves to the body, indicating what presbytery or organization they represented.

**Stated Clerk Report:** Pastoral Concerns were raised Bronwen Boswell, Jessica MacMillan, Stephen Scott, Donna Bowers, Luis Nino and Jon Barton (all grieving deaths). Concerns were shared for Ted Churn and Richard Claterbaugh with health challenges and Salem Presbytery staff in a time of transition. The Stated Clerk offered prayer for all of these. Judicial Matters: General Assembly Permanent Judicial Commission ordered synod to suspend its Administrative Commission with respect to the Atlantic Korean American Presbytery (AKAP), pending modification to delineate the powers of the AC. Currently, the presbytery executive position is vacant in Abingdon and National Capital Presbyteries. The stated clerk is the chair-elect of the Presbyterian Mission Agency Board and is a corresponding member of the Office of the General Assembly.

**Other Reports:** Carrie Finch Burris brought a report from the planning committee for the 2020 General Assembly in Baltimore, Martha Reisner from the Board of Pensions and Sy Hughes from the Presbyterian Mission Agency gave updates on their work, Rev. Clayton Rascoe shared a report on flood damage impact at Massanetta Springs Camps and Conference Center and encouraged participation in the Fanning the Future project in April, and Forrest Kearns of the Westminster Presbyterian Homes of Lynchburg gave a report on issues facing their Board of Trustees. Commissioners Ben Cahoon and Rev. Robbie Phillips shared their experiences in leading following the devastation from Hurricane Florence in September. Mr. Cahoon, who is the mayor of Nags Head, shared his perspective as a government official, husband, father, and congregation/presbytery member in New Hope Presbytery. Rev. Phillips recalled the assistance of various groups in Coastal Carolina Presbytery, as they continue to recover, and sang the praises of Presbyterian Disaster Assistance in that recovery effort. They synod set aside \$100,000 of Peacemaking Funds to be used for flood recovery effort in local congregations and the affected presbyteries.

**Plenary Sessions:** Commissioners, presbyters and guests took a “deep dive” to confront enslavement, privilege, power, and racism and gender equity, arising from the events in Virginia and elsewhere across the country. Where is the voice of the church? What do Presbyterians have to say about such? The Assembly’s strategy was to move persons from talk to actions around issues of white supremacy, power, and privilege and gender equity. Dynamic presentations were given by Danita Green and Martha Rollins (co-founders of Coming to the Table – Richmond), Jihyun Oh (Office of the General Assembly) who facilitated a discussion revolving around a Ted Talk by Mark Charles on the meaning of “We the People”, and recollections by Rev. Cindy Privette (Abingdon commissioner), Susanne Hooker Taylor (Synod Moderator, Shenandoah Presbytery), and Warren Lesane (Synod Stated Clerk) concerning their pilgrimages to Montgomery, Alabama to the Legacy Museum and the National Memorial for Peace and Justice.

**Worship:** Teaching Elder Jerrod Lowry, General Presbyterian/Stated Clerk of Coastal Carolina Presbytery, preached the evening worship message Monday, March 11 on “Change, Challenge, and Controversy.” Teaching Elder Tracy Keenan, Missional Presbyterian of New Castle Presbytery, following a jazz rendition of “There is Blessing in the Struggle”, shared her conversation with Jesus about her racism as the closing message on March 12.

**Executive Committee:** Refined the tasks and purpose of the Administrative Commission formed in response to the difficulties with AKAP under direction of the GA-PJC; authorized funds for continuing hurricane recovery in the synod; dissolved the Speer Trust Fund Committee effective December 31, 2019.

**Administration Committee:** Approved guideline changes to the Jubilee Fund; held first reading of a policy to address presbyteries requesting reduction in per capita apportionment; reviewed a proposal from Westminster Presbyterian Homes Board of Trustees for the synod to assume it’s functions.

**Finance Committee:** Reported that the operating budgets for 2018 and 2019 will have deficits, which was anticipated and will be covered by transfers from gains on investments in 2017 and 2018; **per capita apportionment increase effective 2020 from \$0.85 to \$1.15.**

**Grants and Awards:** Scholarships and Grants were awarded as follows: Stultz Scholarship for attendance at a Presbyterian College or University - \$5,000 for one individual; Euler Scholarship - \$6,000 for one seminarian; Visionary Grant - \$5,000 for Western North Carolina Presbytery; Peacemaking Grants - \$16,635 for three projects in the Presbytery of the James; and Small Church Grants - \$27,250 to congregations in Charlotte, New Castle, New Hope, the James, Western North Carolina, and Baltimore presbyteries.

**Presbytery Initiatives:** Approved a grant for the Mid-Atlantic Black Caucus in the amount of \$4,700 to identify issues in presbyteries in order to revitalize black congregational ministry; approved \$10,000 for the Presbytery of Western North Carolina for Triennium scholarships for African American youth and youth of color from five North Carolina presbyteries

**Nominating Committee:** Approved nominations to various synod committees. Shenandoah Presbytery currently has no vacancies to be filled on synod committees.

The 244<sup>th</sup> Assembly of the Synod of the Mid-Atlantic will be held on September 13-14, 2019 at the Ginter Park Church in Richmond.

Respectfully submitted,

Kimberly S. Kline  
Ruling Elder Commissioner

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