

HANDBOOK OF REPORTS
for the
182nd STATED MEETING
of the
SHENANDOAH PRESBYTERY

Tuesday, May 21, 2019
9:30 a.m.

Place:

Massanetta Springs Conference Center
Harrisonburg, 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: May 21 MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session at the Massanetta Springs Conference Center in Harrisonburg, Virginia, on Tuesday, May 21, 2019.

CHILDCARE: for childcare, please contact Rachael Brannock rachaelb@massanettasprings.org no later than Wednesday, May 15.

LUNCH: can be purchased before the convening hour of 9:30 a.m. for the price of \$10.

With at least a week's notice, Massanetta Springs can meet most special dietary requests. (vegetarian, vegan, gluten free, etc.) If you need more information, or to request a special diet, please contact Rachael Brannock rachaelb@massanettasprings.org no later than Monday, May 13

Menu

Oven fried chicken, baked ham, mashed potatoes, mac & cheese, green beans, corn, rolls, fresh salad bar and fruit, with assorted pies for dessert

DIRECTIONS:

Massanetta Springs Road is slated to be closed through June 30 from the entrance into Spring Oaks at Forest Oaks Lane to almost at the entrance of Massanetta Springs Conference Center.

Directions from I-81 and Route 33 (Harrisonburg)

1. Head southeast on US-33 E/E Market St
2. Continue on US-33 E (2.0 mi)
3. Turn right onto Stone Spring Rd (0.4 mi)
4. Turn left at the 1st cross street onto Boyers Road (1.5 mi)
5. Turn left onto Port Republic Road (0.7 mi) (Landmark: First Church of the Nazarene)
6. Turn left at light onto Shen Lake Drive (0.7 mi)
7. Turn left onto Massanetta Sprigs Road
8. Destination will be on the left (0.9 mi)

Directions from Route 33 Coming from the East (Elkton)

1. Turn left onto Cross Keys Road (Landmark: Massanutten Presbyterian on right at intersection)
2. Continue straight to stay on Cross Keys Road (0.8 mi)
3. Turn right onto Shen Lake Drive (1.3 mi) (Landmark: Cross Keys Barn on left)
4. Turn right onto Massanetta Springs Road
5. Destination will be on the left (0.9 mi)

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</p> <p>John 7:51 and Proverbs 18:13</p>	<ol style="list-style-type: none"> 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"> · we will keep our conversations and communications open for candid and forthright exchange, · we will not ask questions or make statements in a way which will intimidate or judge others. 2. Learn about various positions on the topic of disagreement. 3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.
<p>Speak the truth in love</p> <p>Ephesians 4:15</p>	<ol style="list-style-type: none"> 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. 5. Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity; <ul style="list-style-type: none"> · we will not engage in name-calling or labeling of others prior to, during, or following the discussion. 6. Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.
<p>Maintain the unity of the spirit in the bond of peace</p> <p>Ephesians 4:3</p>	<ol style="list-style-type: none"> 7. Indicate where we agree with those of other viewpoints as well as where we disagree. 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"> · we will be ready to forgive and be forgiven. 9. Follow these additional Guidelines when we meet in decision-making bodies: <ul style="list-style-type: none"> · urge persons of various points of view to speak and promise to listen to these positions seriously; · seek conclusions informed by our points of agreement; · be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience; · 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. 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.

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

ARE – Authorized Ruling Elder

CCVT– Committee on Church Vitality &
Transformation

CER - Committee on Educational Resources

CMO – Committee on Mission & Outreach

CNCD–Committee on New Congregational
Development

CPA – Committee on Presbytery Administration

CPC – Coordinating and Planning Commission

CPM – Committee on Preparation for Ministry

CPT – Committee on Pastoral Transition

CRE – Commissioned Ruling Elder

CRM – Committee on Relational Ministry

DPRT – Disaster Preparedness Response Team

ECO – A Covenant Order of Evangelical
Presbyterians

EECMY - Ethiopian Evangelical Church Mekane
Yesus

EPC – Evangelical Presbyterian Church

GA – General Assembly

IC – Investigating Committee

KCC – Key Church Communicator

LRT – Listening Response Team

MIF – Ministry Information Form

PAM – Presbyterian Association of Musicians

PCA – Presbyterian Church in America

PCUS – Presbyterian Church in the United States

PCUSA – Presbyterian Church (U.S.A.)

PDA – Presbyterian Disaster Assistance

PIF – Pastor Information Form

PJC – Permanent Judicial Commission

PNC – Pastor Nominating Committee

RE - Ruling Elder

SPYCE – Shenandoah Presbytery Youth Council
Extraordinaire

TE – Teaching Elder

TPR – Temporary Pastor Relationship

Teaching Elder Rachel Crumley of Tuscarora Church serves as the Presbytery Moderator for 2019

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
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 – 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

STATED CLERK 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 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 30-32 for informational reports from the Coordinating and Planning Commission as well as the Synod of the Mid-Atlantic meeting.

II. RECOMMENDATIONS:

- 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 3-4.
- C. That Presbytery receive the statistical reports summary for the year ending December 31, 2018, as printed on pages 5-8.
- D. That Presbytery receive the financial review for the year ending December 31, 2018, as found on page 9.
- 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

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

Received

Kevin Channell
Amanda Thomas
Howard Boswell
Sarah Wolf
Richard Hill

Date

February 4
June 1
August 1
August 19
September 1

Dismissed

Steve Willis
Roy Martin
Lisa Martin
John McDonald

Date

February 18
March 8
June 1
September 4

Dismissed to Other Denominations

None

Pastoral Relationships Established

Minister

Kevin Channell
Carrie Evans
Thomas Carrico
Amanda Thomas
Howard Boswell
Sarah Wolf

Church

Collierstown
Front Royal
Finley Memorial
Winchester First
Buena Vista
Covenant

Date

February 4
February 19
March 1
June 1
August 1
August 19

Pastoral Relationships Dissolved

Minister

Lisa Martin
Beth McCrary
Deb McKune

Church

Woodstock
August Stone
Falling Waters

Date

June 1
August 31
September 30

Honorably Retired

None

Date

Deceased

Joseph Pancake
Donna Coffman
Herbert Lewis
Ralph Bucy
James Cushman

Date

January 20
March 28
September 7
September 8
October 16

Removed from Roll

Timothy Arnold (renounced jurisdiction)

Date

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 6-8

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

26 – 40 = 1,518

41 – 55 = 1,587

56 – 70 = 2,449

Over 70 = 3,104

People with Disabilities

Hearing - 570

Mobility - 499

Sight - 281

Other – 338

Christian Education

Birth 3 - 169

Grade 3 - 92

Grade 8 - 79

Young Adults – 189

Age 4 - 77

Grade 4 - 103

Grade 9 - 70

Over 25 – 1,791

Kindergarten - 79

Grade 5 - 71

Grade 10 - 64

Teacher/Officer – 543

Grade 1 - 82

Grade 6 - 85

Grade 11 – 72

Grade 2 – 78

Grade 7 - 75

Grade 12 – 43

TOTAL – 3,762

Racial Ethnic Breakdown

Asian/Pacific Islander/South Asian

Membership

23

Black/African American/African

28

Middle Eastern/North African

3

Native American/Alaska Native/Indigenous

6

Hispanic/Latino-a

19

White

9,940

Multiracial

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

CHURCH	2017 MEM BERS	2018 MEM BERS
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

	2017	2018
	MEM	MEM
CHURCH	BERS	BERS
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

	2017	2018
	MEM	MEM
CHURCH	BERS	BERS
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
TOTALS	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

COMMITTEE ON NOMINATIONS (CN)

Recommend that Presbytery elect the following to serve:

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

COMMISSIONED RULING ELDER
OVERSIGHT COMMITTEE

Dr. Ken McFayden, Ph.D. serves as Academic Dean and Professor of Ministry and Leadership Development at Union Presbyterian Seminary in Richmond, Virginia. He teaches courses in the areas of congregational leadership and administration and has provided leadership for international travel seminars to Brazil, Ghana, Korea and China.

In addition to his teaching and administrative roles, he has served as keynote speaker on the topic of leadership and change in a variety of settings. He has conducted numerous workshops and consultations on effective leadership practices, and in team development, strategic planning, and conflict management. He is author of *Strategic Leadership for a Change: Facing Our Losses, Finding Our Future* (2009), and a contributor to the *Being Reformed* curriculum on **Transformational Leaders**.

Prior to joining the seminary faculty in March of 2000, he served as Executive Director of North Central Career Development Center in New Brighton, MN from 1994-2000. Previously, he served as a hospital chaplain in Louisville, KY from 1991-1994, and as an associate pastor in Alliance, OH from 1986-1990. He is an ordained minister in the Presbyterian Church (USA).

He is married to Narola and has two adult sons.

COMMITTEE ON MISSION AND OUTREACH (CMO)

The committee joyfully approved the following grants:

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

COMMITTEE ON PASTORAL TRANSITION (CPT)

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 with 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 17-20)
- 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. (See pages 15-16 for bio and faith statement.)
- 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 Rev. James Smith as pastor at Mossy Creek Church on May 19, 2019 at 4:00 p.m.

JAMES M. SMITH
BIOGRAPHICAL SKETCH

I was born into, raised, baptized and ordained at Bream Memorial Presbyterian Church in Charleston, West Virginia. I am still a very proud West Virginian at heart, even though I have not lived there in some time.

After graduating from High School, I attended Berea College and received my BA in History with a minor in Communications. I enjoyed my time in college and appreciated the many things that Berea offered me, an outstanding education, a strong work ethic, and a cultivation of love for the outdoors and traveling among other things.

While attending Pittsburgh Theological Seminary, I met my wife Lori, who currently works in the healthcare industry. We have two wonderful sons, Ben and Michael, who are curious, active, and eager to learn. The rest of our family is made up of two dogs and two cats.

As mentioned, I enjoy the outdoors and particularly enjoy hiking and camping, although, I am beginning to enjoy the lure of cabins more than tents. One of my favorite places to hike and camp is Douthat State Park in Virginia. As a child, my parents and brother would often go there and I have many fond memories of splashing around in the creeks and lake with members of my extended family. I like to tinker with gardening but don't always succeed, but, I like to think that the deer and other animals appreciate my effort.

An avid fan of baseball, I can be found often cheering on and watching my favorite sports teams – the Cleveland Indians and Cleveland Browns, but, I have to claim the Pittsburgh Steelers (by marriage) as well – Here we go, Steelers, here we go.

Never passing up an opportunity to travel, I have had the opportunity to visit many places within the United States, and beyond our borders. It is this love of traveling that has led me to make many wonderful memories and connect closer to God our Creator, including at the Pine Ridge Indian Reservation in South Dakota and the countries of Haiti, Cuba and Israel.

These days, I can be found on the porch listening to the broadcast of a baseball game, and reading a book. I enjoy spending time with my family doing one thing or another and watching my kids grow up, it sure does happen fast.

JAMES M. SMITH
STATEMENT OF FAITH

I trust in the Triune God: One God, the source of life, the creator and sustainer of all, and the subject of our worship. God created all and pronounced it good, however humanity has sinned. In love, mercy, and grace, God offers salvation from sin and a new life in Jesus Christ.

I trust in Christ Jesus. I believe in Jesus Christ; the Savior; the fullest expression of God's grace and love; Lord before whom every knee will bow and tongue confess; the Messiah; the Good Shepherd; the Word made flesh; the Redeemer; fully God and fully human; the Crucified One; the Resurrected One; the One whose wounds have healed us; the Lamb without blemish; the Bridegroom of the Church. I trust in Jesus' righteousness and atoning sacrifice where reconciliation is accomplished. He submitted to death on the cross and was resurrected three days later, defeating death and sin. Through this act of love, Christ offers salvation.

I trust in the Holy Spirit, who is at work in this world and in our lives. The Holy Spirit works to infuse us with the power to make a difference for the kingdom of God. I trust that the Holy Spirit is the third

Person of the Trinity. I believe in the Holy Spirit who guides, leads, and directs us in our lives. Just as the Holy Spirit was poured out at Pentecost, we too are filled with the Holy Spirit and use its power to glorify and honor God. I believe that the Holy Spirit informs new life, baptizes the believer into the body of Christ and moves within us and around us.

I believe in the Church, the Body of Christ, which lives to exalt God, encourage belief, educate believers and welcome all people. I believe that the Church is called to represent God to the world (2 Cor 5:20), bringing light to darkened places, and healing to broken hearts and lives. I believe that the Church is called to worship God where by the grace, lives can be changed, faith can begin, grow and be nourished.. I affirm the Church “reformed and always reforming,” according to the Word of God and the call of the Spirit. The Church adheres to a form of government that stresses the active, representational leadership of both Teaching Elders and church members. I believe in the Bible. I believe the Scriptures of the Old and New Testaments to be the Word of God. Scripture, I believe, is God-breathed and Spirit-illuminated.

I believe in the Sacrament of Baptism, a covenant sign that not only calls us to a new way of life as Christ’s disciples, but is also a visible sign that we have died and rose again to be a member of the new community of God, the Body of Christ. I believe that the Sacrament of Communion is the feast of heavenly bread and wine given for us and that in the Lord’s Supper, we are spiritually nourished. It is within this meal that we share in the benefits of all that Christ has done for us in granting salvation, forgiving sins, and reconciling us with God and with others.

I believe that Christ will come again in glory at the end of time to fulfill God’s ultimate plan for humanity. I believe that through salvation, God gives the promise of eternal life and communion with Him at the end of life here on earth, and I trust and believe that in life and death I belong to God.

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).

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). 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)

Provide a brief biographical sketch. (can be attached)

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.

COMMITTEE ON RELATIONAL MINISTRY (CRM)

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 26-28

II. RECOMMENDATION:

That Presbytery approve the changes in terms of call for all installed pastors as found on pages 22-25.

[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. Ytterock	2018	Yes	38265		Yes	1200			500	Yes	14272	4328	Yes	3500	500		
Mt. Horeb	J. Ytterock	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		
Olivet	L. Thomas	2018	Yes	28117	22858					5972			Yes	Yes	3000	1200	200	1800
Olivet	L. Thomas	2019	Yes	29945	24344			PG 23		5972			4153	Yes	3000	1200	200	2000

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
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		
OTHER:																		
GA Entity	T. Hay	2018	Yes	63932	39000									Yes				
GA Entity	T. Hay	2019	Yes	65991	39000			PG 24						Yes				

	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
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 16th 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 4th. 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 Presbyter/Stated Clerk of Coastal Carolina Presbytery, preached the evening worship message Monday, March 11 on “Change, Challenge, and Controversy.” Teaching Elder Tracy Keenan, Missional Presbyter 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 its 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 244th 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

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.