

**Minutes of the  
183<sup>rd</sup> Stated Session**

**of the  
PRESBYTERY OF SHENANDOAH**

**August 24, 2019**

**Moorefield Presbyterian Church  
Moorefield, West Virginia**

**NEXT STATED SESSION**

**Tuesday, November 19, 2019  
Opequon Presbyterian Church  
Winchester, Virginia**

**Saturday, February 22, 2020  
TBA**

**Tuesday, May 19, 2020  
TBA**

**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  
[tuscapastor@comcast.net](mailto:tuscapastor@comcast.net)  
Ruling Elder Richard Comstock..... Vice-Moderator 2019  
[rlgc10001@gmail.com](mailto:rlgc10001@gmail.com)  
Teaching Elder Bronwen Boswell..... General Presbyter/Stated Clerk  
[presbytersc@shenpres.org](mailto:presbytersc@shenpres.org) Ext 101  
Teaching Elder Nancy Meehan Yao..... Associate General Presbyter  
[assocgp@shenpres.org](mailto:assocgp@shenpres.org) Ext 102  
Larry Holsinger ..... Treasurer  
Heather Carter ..... Funds Administrator  
[bookkeeper@shenpres.org](mailto:bookkeeper@shenpres.org) Ext 104  
Kimberly T. Stroupe ..... Administrative Assistant  
[kims@shenpres.org](mailto:kims@shenpres.org) Ext 103  
Ruling Elder Donna Lanaghan ..... Communications Administrator  
[shenpres@shenpres.org](mailto:shenpres@shenpres.org) Ext 100

EXECUTIVE EMERITUS: The Rev. Homer C. Phifer, Jr.  
490 Burning Tree Road, Pinehurst, NC 28374

SHENANDOAH PRESBYTERY OFFICE  
1111 North Main Street, Harrisonburg, VA 22802  
Telephone: 540-433-2556 Fax: 540-433-6830 [shenpres@shenpres.org](mailto:shenpres@shenpres.org)

SHENANDOAH PRESBYTERY CORPORATION  
1111 North Main Street, Harrisonburg, VA 22802

Current Officers

Kenneth Miller, President  
Ronald Hylton, Vice President  
Alan Garrison, Secretary  
Linnea J. Spradlin, Treasurer

Advisory Members

Brown Edwards & Company, LLP,

CAMP PADDY RUN  
Address: 221 Camp Lane, Star Tannery, VA 22654; Telephone: 540-436-3665

**CANDIDATES FOR MINISTRY OF THE WORD AND SACRAMENT**

Kelley Connelly	Home Church – Winchester First
Molly Morris	Home Church – Staunton First

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

Hannah Altman	Home Church - Warrenton
Mark Dewey	Home Church – Winchester First
Benjamin Kent	Home Church – Warrenton
Cassandra Semler	Home Church - Tuscarora

## **GOVERNING BODIES**

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

3601 Seminary Avenue

Richmond, VA 23227

804-342-0016

[www.synatlantic.org](http://www.synatlantic.org)

### **Office of the General Assembly**

100 Witherspoon St.

Louisville, KY 40202-1396

502-569-5000

888-728-7228

[www.pcusa.org](http://www.pcusa.org)

**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)

A	Allamon, Karen H.	P	Staunton First	Absent
E	Allen, Donald R., Jr.	HR		
A	Atwood, James E.	HR		
P	Atwood, Roxana M.	HR		
E	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	David Weil
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		
A	Brownlee, J. Malcolm	HR		
P	Bunker, Jonathan W.	P	Berryville	Stephanie Payne
E	Caperton, William G.	HR		
A	Carlsson, Charles M., Jr.	HR		
E	Carr, Gwendolyn B.	ML		
P	Carrico, Thomas J., Jr.	P	Finley Memorial	Absent
E	Cathcart, C. Stevens	HR		
P	Channell, Kevin J.	P	Collierstown	Absent
A	Chapman, George W.	P	Waynesboro First	
E	Clark, Casey R.	COP	New Monmouth	Excused
E	Clark, Rachel F.	COP	New Monmouth	
A	Condro, Joseph F.	HR/SS		
A	Conrad, Scott A.	Supply	Hot Springs	
A	Corder, William "Lee"	ML		
A	Cornish, Homer T.	HR		
E	Cox, C. William	HR		
E	Craft, John K.	P	Bethany	Absent
E	Cranford, April H.	P	Westminster	Absent

A Crannell, J. Scott	ML		
P Crumley, Rachel	P	Tuscarora	Karen Thatcher
P Cushwa, John W.	HR		
A Dawkins, Edward C.	ML		
A 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	Adrian Burt
A Evans, George W.	HR		
E Everhart, William G.	Supply	Sunnyside	
P Farthing, Stanley H.	Supply	Zetta	
A Fetterman, Amy	Supply	New Providence	
E Field, Robert F.	HR		
A Fisher, Merle L., Jr.	HR/SS		
P Forbes, Thomas H.	DP	Keyser	Charlotte Hott
		Piedmont	Kermit Becker
		Bridgewater	Carroll Chewning
P Foster, M. Kerry	P		
E Franklin, John S.	HR		
E Garrison, John D.	HR		
E Goodman, William R., Jr.	HR		
E Goshorn, Robert D.	HR		
P Greenawalt, Karen J.	P	Gerrardstown	Harriet Kopp
A Hand, Kevin L.	P	Franklin	Sheila Ruddle
		Ruddle	Absent
A Harmon, Melissa L.	ML		
P Hay, Kevin W.	IP	Romney	
P Hay, Thomas D.	Adm		
E 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		
E Hopkins, E. Reed	P	Loch Willow	Absent
P Howard, Carl D.	HR		
P Howard, David D.	P	Strasburg	Thomas Cralley
A Hunt, Patricia	HR		
P Hutcheson, Fletcher, Jr.	P	Circleville	Jeremy Judy
		Seneca Rocks	Absent
A Inglis, J. Leslie	HR		
P Kave, Jacob R.	SS	Broadway	
A Klein, Deborah H.	PA	Lexington	
A Klein, William M.	P	Lexington	Absent
			Absent
P Lanaghan, Patrick R.	P	Timber Ridge	Donna Lanaghan
E Langdon, J. Bradford	HR/SS	Mt. Hope	
E LaPrade, Lester N., Jr.	HR		
A Lawton, James S.	HR		
E Lewis, Elizabeth	Chap	Westminster-Canterbury	
P Loshier, D. Jay	IP	Massanutten	
E Lowe, Emory G.	HR		
P Lown, John W.	HR		
P Lowrance, William J.	Chap	Sunnyside Retirement Community	
E Lunde, James E., II	P	Warrenton	Rich Crow
			Absent
E Macbeth, Bruce A.	HR		
A Martin, Tracie E.	PA	Opequon	

E	McClintock, Lynn	ML		
P	McCoig, Dan M., Jr.	P	Winchester First	Absent Absent Absent
A	McCrary, Elizabeth L.	SS	Waynesboro Second	
P	McDonald, John L.	IP	Falling Waters	
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		
A	Noll, Frederick E.	IP	Bethesda	
P	Normington, Seth A.	P	Cooks Creek	Mark Williams
A	Norville, Charles K.	HR		
A	Osborne, Robert S.	HR		
E	Owen, Jan G.	HR		
E	Painter, William L., Jr.	HR		
P	Peterson, John C.	P	Covenant	Cliff Gilchrest Terry Westhafer
P	Pettit, Ann R.	Assoc	Massanutten	
P	Pettit, Patrick S.	IP	Augusta Stone	
A	Poland, Ernest L. Jr.	ML		
E	Pollock, Richard	HR		
E	Potter, Ronald R.	SS	Bunker Hill	
E	Price, Norman G.	HR		
A	Pyles, Elizabeth A.	P	McDowell	Absent
E	Rascoe, Clayton T.	ML		
P	Rascoe, Kathryn R.	IP	Woodstock	
E	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		
A	Sale, M. Anderson	HR		
A	Shearer, J. David	ML		
P	Sherman, H. Wray	P	Hermitage	Fred Mader
E	Sieck, Philip L.	HR		
A	Singleton, Jacob R.	P	Staunton Third	Absent
A	Sitterley, William V. P., Jr.	HR		
A	Slider, C. Richard II	HR		
A	Smith, Evan R.	P	Staunton Second	Absent
P	Smith, James M.	P	Mossy Creek	Warren McKeen
A	Smith, Nancy A.	ML		
P	Smith, Vanessa M.	P	Hedgesville	Prudence Wendel
A	Sommer, Philip W.	HR		
E	Sorge, Stephanie	P	Trinity	Linda Bradley
E	Stanley, Arthur L.	HR		
E	Stephens, Millard M.	HR		
E	Stokes, Martin L.	HR		
A	Summers-Minette, Teresa L.	ML		
E	Swezey, Charles M.	HR		
E	Symons, Charles D., Jr.	HR		
A	Thomas, Aaron Lee	P	Olivet	Absent
A	Thomas, Amanda M.	AP	Winchester First	
P	Thornton, Joel P.	DP	Ivanhoe Wardensville	Absent 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 Wilkers, Jack B.	HR		
P Wilson, Joan M.	ML		
E Wilson, Stanton R.	HR		
P Wing, Andrew P.	Supply	Elkton	
P Witt, David R.	P	Opequon	Bill Burslem William Heavner
P Wolf, Sarah	AP	Covenant	
E Woodworth, Robert B.	HR		
A Wyche, Frank	P	Hebron	Michael Fallin
P Yao, James C.	P	Moorefield	Tom Widder
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
Berkeley Springs	Absent
Bethel	David Schooley
Bethesda	Absent
Beulah	Absent
Bloomery	Joanne Laird
Broadway	John Myers
Buckton	Excused
Buffalo Gap	Absent
Bunker Hill	Janice Nolan
Burlington	Absent
Burnt	Absent
Clear Brook	Absent
Craigsville	Absent
Elk Branch	Excused
Elkton	Franci Edwards
Fairfield	Debbie Lucas
Falling Waters	Renee Campbell
Glen Kirk	Naomi Moran
Goshen	Absent
Halltown	Absent
Highland Memorial	Absent
Hot Springs	Absent
Immanuel	Absent
Little Falls	Absent
Martinsburg First	Absent
Massanutten	Trent Bowman Jenna Smith
McCutchen	Absent
Middletown	Absent
Millboro	Absent
Monterey	Absent
Mount Carmel	Absent
Mount Hope	Absent
Mount Joy	Absent
Mount Olive	Absent
Mount Storm	Absent
New Providence	Absent
Nineveh	Sandi Ey



Oxford	Absent
Petersburg	Lila Frye
Pines Chapel	Absent
Rocky Spring	Absent
Romney	Vida Simon
Second Opequon	Absent
Shepherdstown	Judy York
Slanesville	Denise Rouse
Smyrna	Absent
Springfield	Absent
Sunnyside	Mary Jo Johnson
Tabler	Absent
Tinkling Spring	Paul Dana
	Debra Fitzgerald O'Connell
Tomahawk	Rick Coffinbarger
Union	Tammy Coyner
Waynesboro Second	Absent
Williamsville	Absent
Woodstock	Jane Runyon
Zetta	Excused

**VOTING RULING ELDERS:**

Commissioned Ruling Elders

P Michele Elliott	P Judy Hensley	E Mark Johnson
A Isca Mitchell	A William Moore	E David Omps
A 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 (also Timber Ridge commissioner)	

**NON-VOTING VISITORS:**

Candidates

Kelley Connelly

Active DCE

John Dull, Massanutten

Visiting Ministers

Warren Lesane, Jr. (Member of Charlotte/Synod Stated Clerk)

Ronald Obenchain (Member of Peaks/Supply Pastor at Second Opequon Church)

Displays

Zac Carter, Presbyterian Homes

Presbytery Staff

Kim Stroupe

Visitors

Don Baker  
Robert Borrov  
Adam Collis  
Kym Haines  
Lisa Hileman  
Rebecca Lowrance  
Carolyn Thalman  
Margaret Wilson

Frances Becker  
Kate Lewis Brown  
Gloria Comstock  
JoAnn Harman  
Betty Inskeep  
John Dan Sitar  
Kirsten Versaggi  
Tony Wilson

Dawn Biggs  
Marsha Burkhart  
Shirley Fallin  
Kathryn Harness  
Bill Kopp  
Pat Sites  
Winnie Williams

Teaching Elders = 46    Voting Ruling Elders = 54    Additional Guests = 29    TOTAL = 129

## **WELCOME**

The Moderator welcomed all visitors and ruling elder commissioners were recognized for this being their first Presbytery meeting. Teaching Elder Warren J. Lesane, Jr., was seated as a corresponding member. Teaching Elder Jim Yao welcomed everyone to the Potomac Highlands and Moorefield Presbyterian Church.

## **APPOINTMENTS**

The Moderator appointed the following Assistant Clerks: Ruling Elder Lila Frye from Petersburg Church and Teaching Elder Ann Pettit from Massanutten Church.

## **DOCKET**

The docket was approved as circulated. See page 79

## **GREETINGS FROM THE SYNOD OF THE MID-ATLANTIC**

Teaching Elder Warren J. LeSane, Jr., Executive Director and Stated Clerk, brought greetings from the Synod and recognized all members of Shenandoah Presbytery serving on the Synod level.

## **STATED CLERK REPORT**

Teaching Elder Bronwen Boswell gave the following report:

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

- A. Dates for the meetings of Shenandoah Presbytery:
  - Tuesday, November 19: Opequon Church
  - Saturday, February 22, 2020 \_\_\_\_\_
  - Tuesday, May 19, 2020 \_\_\_\_\_
  - Saturday, August 22, 2020 \_\_\_\_\_
- B. 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.
- C. Please see page 92 for an informational report from the Coordinating and Planning Commission.

### **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 minutes of the commission to install Teaching Elder James Smith as found on page 80.
- C. That Presbytery approve the minutes from the May 21, 2019, meeting of Presbytery as distributed.

## **ASSOCIATE GENERAL PRESBYTER**

Teaching Elder Nancy Meehan Yao spoke on the need for congregations to use a diversity of images to reflect God's diversity in creating the world. "The Confession of 1967, in our Book of Confessions (Part 1 of the Constitution of the PC(USA) reminds us that Jesus was a Palestinian Jew. And so He did not look like most of us, and He did not look like most of the art work we have in our congregations. We need, as followers of Jesus, to have a diversity of images of people in our nurseries, children's story books and art work for the whole church. Because that is what the world God so loves looks like."

## COMMITTEE ON EDUCATIONAL RESOURCES (CER)

Teaching Elder Sarah Hill (Co-Chair) gave the following report:

### I. FOR INFORMATION:

- A. Big Event Saturday, September 14. The Keynote Speaker is Stephanie Patterson – PCUSA PW consultant. Included in the day are worship, Mission Fair, Kid’s Kamp, child care, lunch and exciting workshops. The Big Event is a collaboration between the Presbytery and Presbyterian Women. Coordinators are Nancy Meehan Yao and Connie Wood.
- B. Youth Triennium – held July 16-19 at Purdue University. Six youth attended from Shenandoah Presbytery with Wray Sherman as one of the adult leaders.
- C. Received, with regret, the “retirement” of Jenna Smith as leader of SPYCE after 14 years of service with and for the youth of the Presbytery.

### II. ACTIONS TAKEN:

- A. Approved the proposed 2020 budget increasing the Big Event line item from \$1500 to \$2000. All other line items remaining the same as 2019.
- B. Applicants for camp and conference attendance received a total of \$4,205 from the earnings of the Blue, Brown, Hogshead endowed funds. The funding helped with the campers attending Presbyterian Youth Triennium, Massanetta Middle School and Montreat Youth conferences, Camp Paddy Run as well as others.
- C. A total of 21 college students received scholarships in the amount of \$500 each for a total of \$10,500. In addition to the Blue, Brown, Hogshead funds, college scholarships are also funded through the McClung and Grafton endowed funds.

Jenna Smith was recognized for her service as the leader of SPYCE for 14 years featuring a slideshow and words of appreciation from John Dull.

## PANEL DISCUSSION ON RACISM

Teaching Elder Warren J. Lesane Jr. and Teaching Elder Karen Greenawalt with her daughters Kirsten Versaggi and Kathryn Harness, shared their personal experiences with racism. Moderator Rachel Crumley closed the discussion with prayer.

## PRESBYTERIAN YOUTH TRIENNIUM

Teaching Elder Wray Sherman, Youth Triennium Leader, along with youth participants Miles Fitzgerald, Jackson Sherman, and Tyler Wilke, presented a slideshow on their recent trip to Purdue University.

## COMMITTEE ON NOMINATIONS (CN)

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

Recommend that Presbytery elect the following to serve:

Committee on New Church Development:

Class of 2020: Adrienne North, RE Berkeley Springs

Committee on Presbytery Administration:

Class of 2022: Harold Tongen, Interim Petersburg

## MOFFETT FUND GRANT

Teaching Elder Carrie Evans of the Front Royal Church reported on the use of the Moffett Fund Grant for their Super Hero Program.

## RECESS

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

### INTERCESSORY PRAYERS

Teaching Elder Vanessa Smith 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.

### MATTHEW 25 INITIATIVE

A video was shown to the Body about becoming a Matthew 25 church, presbytery, synod, and Denomination. Diane Moffett, Executive Director of the Presbyterian Mission Agency, was featured in the video. Matthew 25:31–46 calls all of us to actively engage in the world around us, so our faith comes alive and we wake up to new possibilities. Convicted by this passage, both the 222<sup>nd</sup> and 223<sup>rd</sup> General Assemblies (2016 and 2018) exhorted the PC(USA) to act boldly and compassionately to serve people who are hungry, oppressed, imprisoned or poor.

*A motion was made, seconded, and approved to endorse Shenandoah Presbytery as a Matthew 25 entity in the PCUSA.*

### COMMITTEE ON CHURCH VITALITY AND TRANSFORMATION (CCVT)

Teaching Elder David Witt (Chair) reported on behalf of the Committee including a handout “Toolbox for Congregations.” Ruling Elder Judy York of Shepherdstown Church reported on their transformational work. See page 81 for a written report.

### COMMITTEE ON RELATIONAL MINISTRY (CRM)

Teaching Elder Kerry Foster and Stated Clerk Bronwen Boswell gave the following report, *which was approved*:

#### I. ACTIONS TAKEN:

- A. Renewed the commissioned ruling elder contract between the Burlington Session and CRE Linda Reece from May 1, 2019-April 30, 2020.
- B. Renewed the commissioned ruling elder contract between the Burnt Session and CRE Dwight Rinard from June 1, 2019-May 31, 2020.
- C. Renewed the supply pastor contract between the Mt. Olive Session, Supply Stacy Meyerhoeffer, TE Andy Wing, and TE Tom Holden from June 1, 2019-May 31, 2020.
- D. Renewed the commissioned ruling elder contract between the Springfield Session and CRE Linda Reece from May 1, 2019-April 30, 2020.
- E. Renewed the temporary supply pastor contract between the Fairfield Session and TE Helen “Punker” Robertson from July 1, 2019-June 30, 2020,
- F. Approved the written report from the reading of the 2018 session minutes as found on page 82.

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

- A. That Presbytery approve the second reading of the revised Salary Policy as found on pages 83-86.
- B. That Presbytery grant the status of honorably retired to the Rev. Thomas D. Hay effective October 1, 2019.
- C. That Presbytery grant the status of honorably retired to the Rev. Sarah L. Hill effective October 15, 2019. (Recognition of TE Hill’s retirement will be at the November meeting of Presbytery.)

### III. NEW MINISTER INTRODUCTION:

The Committee on Relational Ministry 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.

#### **HONORING THE REVEREND THOMAS D. HAY**

Teaching Elder Thomas “Tom” Hay was recognized for his upcoming retirement on October 1, 2019. Stated Clerk Bronwen Boswell voiced her appreciation of Tom and his years of service to numerous churches particularly as the General Presbyter of Shenandoah, having served for 8 years. Teaching Elder Kevin Hay presented appropriate retirement gifts to Tom as he plans on sailing the Caribbean. Tom addressed the Body and the Stated Clerk presented him with a certificate.

#### **COMMITTEE ON PASTORAL TRANSITION (CPT)**

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

##### ACTIONS TAKEN:

- A. Appointed the following liaisons and moderators:
  - John McDonald (liaison) to Berkeley Springs
  - Phil Unger (moderator) to Berkeley Springs
  - Don Roll (liaison) to Mt. Carmel
  - Howard Boswell (liaison) to the Parish of the Pastures
  - Kelly-Ann Rayle (liaison) to Waynesboro Second
- B. Approved the ministry information form from Warrenton Church for a Director of Christian Education and authorized Kim Stroupe to input the data onto the Church Leadership Connection web site.
- C. Approved the ministry information form from Tomahawk Church for a pastor (other, temporary, student, etc) and authorized Kim Stroupe to input the data onto the Church Leadership Connection web site.
- D. Approved the ministry information form from Petersburg Church for a pastor and authorized Kim Stroupe to input the data onto the Church Leadership Connection web site.
- E. Approved the continuation of services between the Tinkling Spring Session and Interim Rosalind Banbury through October 1, 2019.
- F. Approved renewing the supply contract between the New Providence Session and Teaching Elder Amy Fetterman from August 1, 2019-July 31, 2020.
- G. Approved renewing the supply contract between the Waynesboro Second Session and Teaching Elder Beth McCrary from July 1-December 31, 2019.
- H. Sustained the examination of Teaching Elder Jacob Kave (Presbytery of the Peaks) and received him as a minister member of Shenandoah Presbytery effective August 6, 2019.
- I. Approved the supply contract between the Broadway Session and Teaching Elder Jacob Kave, from July 1, 2019-June 30, 2020.
- J. Approved the revised Commissioned Ruling Elder contract between the Parish of the Pastures and CRE Bobby Spurgeon, from July 1, 2019-June 30, 2020.
- K. Recommissioned Alvin Russell to the Halltown Church through December 31, 2021.
- L. Recommissioned Bobby Spurgeon to the Parish of the Pastures through December 31, 2021.
- M. Sustained the examination of Teaching Elder D. Jay Losher (Presbytery of National Capital) and received him as a minister member of Shenandoah Presbytery effective August 15, 2019.

- N. Approved the interim contract between Teaching Elder D. Jay Losher and the Massanutten Session from August 15, 2019-August 15, 2020.
- O. Sustained the examination of Teaching Elder John McDonald (Presbytery of Peaks) and received him as a minister member of Shenandoah Presbytery effective July 10, 2019.
- P. Approved the interim contract between Teaching Elder John McDonald and the Falling Waters Session from July 1, 2019-June 30, 2020.
- Q. Sustained the examination of Teaching Elder Seth Normington (Presbytery of Northwest Coast) and received him as a minister member of Shenandoah Presbytery effective July 10, 2019.
- R. Granted permission for the Cooks Creek Church to call a congregational meeting on March 24 to nominate Teaching Elder Seth Normington.
- S. Approved the following terms of call between Cooks Creek Church and Teaching Elder Seth Normington beginning July 10, 2019:

Annual Cash Salary	\$31,000
Personally-owned housing	38,000
Contribution to PCUSA 503(b)	5,250
Automobile expenses	500
Books and subscriptions	500
Continuing Education	750
Major Medical	18,546
Pension and Disability	8,910
SECA	5,279

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

### **PRESENTATION OF TEACHING ELDERS**

Teaching Elder Jonathan Bunker presented Teaching Elders Jacob Kave, Jay Losher, John McDonald, and Seth Normington. Each were asked to give a brief statement of their sense of call to ministry and to the specific ministry to which they are being called to serve. No questions were asked from the floor. After prayer by the Moderator, the teaching elders signed the roll.

### **COMMITTEE ON PREPARATION FOR MINISTRY (CPM)**

On June 19, 2019, after dutifully and appropriately examining Kelley Connelly and receiving an appropriate statement of faith and biographical sketch, the CPM moved the inquirer to candidate status under care of Shenandoah Presbytery. Teaching Elder Kate Rascoe (Chair) presented Candidate Connelly to the Body and asked about her current sense of call. TE Rascoe closed in prayer.

See page 91 for a full written report

### **COMMITTEE ON MISSION AND OUTREACH (CMO)**

Commissioned Ruling Elder Bobby Spurgeon reported on the 4Cents A Meal Program, Ruling Elder Bill Burslem reported on English as a second language program and his recent trip to Ethiopia, and Ruling Elder Carolyn Thalman reported on the National Response Team.

### **COMMITTEE ON NEW CONGREGATIONAL DEVELOPMENT (CNCD)**

Teaching Elder Kevin Hay, reporting on behalf of the Committee, noted they are working on two new church developments.

## **SHERANDO ADMINISTRATION COMMISSION**

### **Final Report**

Ruling Elder Bill Burslem reported on behalf of the Commission.

Administrative Commission members:

Bill Burlsem, Thom VanMetre, Malinda Johnston, John Cushwa, John Bethard, Tracie Martin, Nancy Meehan Yao and Karen Greenawalt

The AC met June 4, 2019 to finalize details for the sale of the property. The closing for the sale of Sherando PC property to Habitat for Humanity occurred June 12. Kevin Hay has been in discussion about the future food bank that was negotiated as one of the future uses of the church building. Habitat is actively looking for a church to rent the other part of the building.

RECOMMENDATION: (approved)

*The Sherando AC respectfully requests the Presbytery dismiss the Sherando AC with thanks for their work in bringing a successful conclusion to the closing and disposal of the Sherando PC building and property.*

### **ADJOURNMENT**

The meeting adjourned at 3:30 p.m. with prayer by the Moderator. The Presbytery will meet in stated session on Tuesday, November 19, at 9:30 a.m., at Opequon Presbyterian Church in Winchester, 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 TE Warren Lesane, Jr., Executive Director & Stated Clerk of the Synod of the Mid-Atlantic
- 10:30 a.m. Determining a Quorum  
Procedural Rules  
Welcome and Introduction of Guests  
First time commissioners  
Seating corresponding members  
Welcome from Moorefield – TE Jim Yao  
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
- 10:50 a.m. Committee on Educational Resources – TE Sarah Hill
- 11:00 a.m. Panel Discussion including personal experiences with racism
- 12:00 p.m. Presbyterian Youth Triennium – TE Wray Sherman
- 12:15 p.m. Committee on Nominations – RE Mary Lou Cox
- 12:20 p.m. Moffett Fund Grant Recipient – RE Mary Lou Cox
- 12:25 p.m. Directions for Lunch and Prayer – TE Jim Yao
- 12:30 p.m. Lunch - ORDER of the DAY
- 1:30 p.m. Intercessory Prayer
- 1:35 p.m. Committee on Church Vitality and Transformation – TE David Witt
- 1:50 p.m. Committee on Relational Ministry  
Revised Salary Policy – TE Kerry Foster  
Honorable Retirements – TE Bronwen Boswell  
New Minister Introduction – TE Bronwen Boswell
- 2:15 p.m. Committee on Pastoral Transition – TE Patrick Pettit  
New Minister Introduction – TE Jonathan Bunker
- 2:40 p.m. Committee on Preparation for Ministry – TE Kate Rascoe  
New Candidate Introduction
- 2:50 p.m. Committee on Mission and Outreach – TE Gwen Carr
- 3:05 p.m. Committee on New Church Development – TE Kevin Hay
- 3:10 p.m. Sherando Administrative Commission – RE Bill Burslem
- 3:20 p.m. Anticipated Adjournment



MINUTES OF COMMISSION TO INSTALL THE REV. JAMES SMITH, as pastor of the Mossy Creek Presbyterian Church of Mt. Solon, Virginia. In accordance with the appointment of the Committee on Pastoral Transition, the commission convened at the Mossy Creek Presbyterian Church, on Sunday, May 19, 2019.

Commission members present: Teaching Elders: Rachel Crumley, Stan Farthing, Kerry Foster, and Nancy Meehan Yao Ruling Elders: Pam Cline (Mossy Creek), Robert Masincup (Loch Willow), and Dennis Randolph (Augusta Stone)

A quorum was present.

Rachel Crumley, Convener, called the commission to order and led in prayer. The commission elected Rachel Crumley as moderator and Kerry Foster as recording clerk.

The congregation was called to worship. Nancy Meehan Yao preached the sermon on the subject “The Lord Will Guide You Continually” from Isaiah 58:9b-14. Rachel Crumley asked the questions of the teaching elder. Pam Cline asked the questions of the congregation. These being answered in the affirmative and with prayer led by Rachel Crumley, the commission installed James Smith as pastor of the Mossy Creek Presbyterian Church.

Kerry Foster delivered the charge to the congregation, and Stan Farthing delivered the charge to the pastor.

At the conclusion of the service the newly installed pastor made a brief statement and pronounced the benediction.

After the installation service the officers and members of the church came forward to their pastor and gave him an appropriate expression of cordial reception and affectionate regard.

The commission then read and approved their minutes. The commission adjourned with prayer led by Rachel Crumley.

Rachel Crumley, Moderator  
Kerry Foster, Recording Clerk

## 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, JoAnn Harmon, Tracie Martin, Julie Ritchie, Karen Thatcher; Nancy Meehan Yao, Associate General Presbyter, Staff Support

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

The May 4<sup>th</sup> Hearth and Home Cohort meeting was the final gathering with consultant, Michelle Snyder and with five churches participating (Bethesda, Broadway, Loch Willow, Mt. Carmel, Sunnyside). We believe the cohort has helped churches look deeply into who they are and where they are going. An informal survey of participating churches has been circulated. Once we review these results, CCVT will determine, after an appropriate time, whether to offer a new cohort experience for additional congregations. We anticipate inviting cohort churches to offer testimonies at 2020 presbytery meetings. And, we are committed to “walking with these churches” as they move into the future with renewed vision.

The Visioning Team at Opequon Church, along with elders, deacons, trustees and staff, will share in the final leadership development retreat with consultant Michelle Snyder on Saturday, August 17. Growing out of past retreats, the congregation elected an Associate Pastor Nominating Committee on Sunday, July 14. The Visioning Team continues to keep the CAT results in front of the congregation and to work in areas of hospitality and generosity.

### ✓ **CAT Application**

We are reviewing the current list of CAT consultants and seeking to identify the “best and brightest.” Once we identify the most gifted consultants, we will train them and are considering offering at minimum an IRS mileage reimbursement and possibly a stipend. We continue to believe that we need to focus more on an integrated interpretation/application. These consultants would work with churches in transition and churches doing strategic planning. We anticipate collaboration with CPT in working this out as we together identify people as possible consultants.

### ✓ **Review of Congregations**

CCVT continues to discuss and relate to the cohort churches; Craigsville Church; and, other congregations as referred to us. We still hope to offer a workshop for congregations within the area of the Eastern Panhandle Mission Community (WV); several Waynesboro area churches may also be interested, but they were waiting until after the small church forums.

### ✓ **Small Church Forums**

The small church forums led by Paul Grier and recently by Olanda Carr of the Presbyterian Foundation have been well supported and reports are that participants have felt affirmed, stretched, and hopeful. Events were held on April 10-11 and July 10-11.

### ✓ **Grieving Churches**

We continued our thoughtful discussion about support for “grieving churches,” those who have experienced tragedy and trauma, those who are experiencing loss of membership, resources, and influence. While we don’t want to get absorbed by this, we think it is necessary to help churches deal with change and consider their legacy.

### ✓ **Workshop: “Getting Ready for Company”**

Tracie Martin and David Witt will lead a workshop at the Big Event on September 14<sup>th</sup> at Massanetta Springs. “Getting Ready for Company” will help participants think about their hospitality before, during, and after welcoming guests. It will be a thoughtful and interactive time, but most of all, practical.

### ✓ **Developing Our CCVT Toolbox**

The CCVT Toolbox, with development at each meeting, will come before CCVT for final approval in August. We want to put something tangible into the hands of pastors/elders/congregations as we highlight vital resources for ministry in today’s world and culture.

### ✓ **Today’s Presentation**

CCVT is pleased to present a special report from special people from a special church at the presbytery meeting today...we celebrate their vitality!

## SESSIONAL RECORDS REPORT

Due to the lack of readers who were able to help read the 2018 minutes of the congregations of Shenandoah, we undertook a new reading system this year where Clerks were asked to attend one of three reading sessions. During these Sessions, training was given in reading, and then Clerks exchanged minute books and evaluated each other's work.

After overcoming some instances of “weeping and gnashing of teeth”, the three sessions were actually quite successful in accomplishing their purpose – to carry out the Book of Order requirement that the minutes of all councils be reviewed annually.

Many of the Session minutes had no or very few exceptions to note, and these were explained to the Clerks after the reading was completed.

Several congregations, however, did not submit their minutes for reading for 2018. The churches failing to submit minutes were:

Buena Vista - repeat	Immanuel
Burlington – repeat	Mt. Joy – repeat
Circleville – repeat	Oxford
Craigsville – repeat	Ruddle
Glen Kirk	Staunton Second – Repeat
Goshen – repeat	

Many congregations have adopted bylaws, and a number have either completed or are making progress in developing sexual misconduct, child and youth protection, and vulnerable adult protection policies. I would like to thank Nancy Meehan Yao, Associate General Presbyter, for her willingness to work with Sessions and congregations to accomplish this task.

The most common exceptions noted during this reading season were:

1. Churches continue to fail to have a full financial review of their books/accounts annually, and do not specify their money counting procedure. Financial reviews should be done regularly to protect the congregation and the Treasurer.
2. The Annual Statistical Report is not approved by the Session, and/or not included in the minutes.
3. Ruling Elders are not being trained and/or examined following election. This needs to occur each time they are elected to serve.
4. Some churches continue to use loose leaf binders with copy paper for the minutes, instead of approved binders with archival acid-free paper to preserve the minutes. We are continually investigating ways to find resources to make this requirement more affordable for our congregations.

The above items should be considered as recommendations to all of the Clerks, Moderators, and Sessions of Shenandoah Presbytery as they prepare their 2019 minutes for reading.

In closing, I would like to commend the Clerks of the Presbytery for the time, care, and attention taken in preparing the minutes of their respective Session and congregations. The attention to detail is showing in the decreasing number of exceptions and the increasing quality of the minutes that have been submitted. I would also like to thank all of those Clerks and/or Teaching Elders who took time to attend and participate in the reading sessions, as well as the congregations who hosted those sessions – Staunton Third, Opequon, and Massanutten. Special thanks to Rev. Bronwen Boswell, Rev. Ann Pettit, Donna Lanaghan, Betsy Hay, and Kim Stroupe for their invaluable assistance!

Respectfully submitted,  
Kimberly S. Kline  
Vice-Chair, Committee on Relational Ministry

## SHENANDOAH PRESBYTERY SALARY POLICY

Approved by Presbytery February 11, 2017

Revised First Reading May 21, 2019

Revised Second Reading August 24, 2019

### ITEMS IN RED FOR REVISIONS

The purpose of this salary policy is to assist Pastor Nominating Committees (PNC) in negotiating the Covenant Agreement/Terms of Call between a **full-time** 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, **full-time** 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). In accordance with this mandate, and encompassing both Board of Pensions calculations and IRS calculations in relation to clergy compensation, the Shenandoah Presbytery established minimum cash salary is a two-point calculation, as follows:

- A. For installed positions that provide a manse, the minimum cash salary is **\$33,000.00**. Calculations for BOP and IRS allowances to be negotiated in the Terms of Call.
- B. For installed positions that have a housing allowance, the figures includes the minimum cash salary established above plus the minimum housing allowance; therefore the total cash outlay for congregations shall be **\$45,000.00**, with the distribution for BOP dues and IRS Housing Allowances to be negotiated in the Terms of Call.

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.
- **Minimum of \$500.00 per year** for 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 Relational Ministry**  
**Installed Pastor Salary Policy**  
**Background Materials**

1. Purpose: Book of Order Responsibility

The *Book of Order* provides for the presbytery to have the authority to, “*establish minimum compensation standards for pastoral calls*” (G-3.0303c).

2. Base Assumptions

Shenandoah Presbytery desires all installed clergy to be paid a living wage, to achieve middle class status by determinations based upon secular findings, i.e. IRS determinations; economic policies; societal norms.

3. Base Process

Using gleaned data from IRS publications, tax schedules, clergy income sites, sister presbytery salary guidelines, economic websites concerning median incomes and expenses in the counties that comprise the presbytery; and comparable other vocations as far as community relevance and level of education.

4. Base Data

Step one was to re-visit the most recent Salary Policy of Shenandoah Presbytery in order to determine if the current policy was appropriate for this year.

The findings below sustain the policy amounts given.

The Salary Policy was updated to include other policies that applied to installed pastorates, such as Sabbatical Leave.

The Salary Policy established minimums for items the current policy did not do, possibly allowing for miscalculations or incomplete terms of call negotiations.



incomplete terms of call negotiations.

<b>Shenandoah Presbytery</b>	<b>Cost for family of 4 to live here (EPI)***</b>	<b>Cost for family of 4 to live here w/o housing</b>	<b>2016 Median Income datausa.io</b>	<b>First Year Teacher Salary</b>	<b>Mental Health Counselors* indeed.com</b>	<b>Dave Ramsey Model Salary-cash &amp; Housing</b>	<b>Two Income Household 50%-rounded column c comparative</b>	<b>Two Income Household 50%-rounded column d comparative</b>
<b>County West Virginia</b>								
<b>Berkeley</b>	\$88,117.00	\$77,293.00	\$57,148.00	\$37,508.00	\$41,264.00	\$43,296.00	\$44,059.00	\$38,647.00
<b>** Grant</b>	\$74,756.00	\$66,596.00	\$38,703.00	\$32,769.00	\$41,264.00	\$32,640.00	\$37,428.00	\$33,298.00
<b>Hampshire</b>	\$74,607.00	\$68,142.00	\$32,177.00	\$32,769.00	\$41,264.00	\$25,860.00	\$37,304.00	\$34,071.00
<b>** Hardy</b>	\$73,600.00	\$65,860.00	\$39,840.00	\$32,769.00	\$41,264.00	\$30,960.00	\$36,800.00	\$32,930.00
<b>Jefferson</b>	\$88,574.00	\$77,990.00	\$69,753.00	\$34,354.00	\$41,264.00	\$42,336.00	\$44,287.00	\$38,995.00
<b>Mineral</b>	\$77,637.00	\$70,182.00	\$36,153.00	\$35,370.00	\$41,264.00	\$29,820.00	\$38,319.00	\$35,091.00
<b>** Morgan</b>	\$77,981.00	\$68,909.00	\$42,234.00	\$32,769.00	\$41,264.00	\$36,288.00	\$38,991.00	\$34,454.00
<b>** Pendleton</b>	\$74,208.00	\$66,480.00	\$37,035.00	\$32,769.00	\$41,264.00	\$30,912.00	\$37,104.00	\$33,240.00
<b>Virginia</b>								
<b>Augusta</b>	\$81,003.00	\$70,416.00	\$56,802.00	\$41,385.00	\$43,298.00	\$42,336.00	\$40,502.00	\$35,208.00
<b>Bath</b>	\$72,173.00	\$63,965.00	\$44,985.00	\$34,934.00	\$43,298.00	\$32,832.00	\$36,087.00	\$31,983.00
<b>Clarke</b>	\$90,591.00	\$76,762.00	\$71,986.00	\$41,750.00	\$43,298.00	\$55,316.00	\$45,296.00	\$38,381.00
<b>Fauquier</b>	\$96,528.00	\$80,864.00	\$91,221.00	\$43,000.00	\$43,298.00	\$62,656.00	\$48,264.00	\$40,432.00
<b>Frederick</b>	\$85,555.00	\$72,491.00	\$68,929.00	\$41,310.00	\$43,298.00	\$52,256.00	\$42,778.00	\$36,246.00
<b>Highland</b>	\$72,517.00	\$64,309.00	\$44,877.00	\$37,373.00	\$43,298.00	\$32,832.00	\$36,259.00	\$32,155.00
<b>Page</b>	\$69,075.00	\$60,399.00	\$45,030.00	\$41,274.00	\$43,298.00	\$34,704.00	\$34,538.00	\$30,200.00
<b>Rockbridge</b>	\$74,206.00	\$65,140.00	\$52,478.00	\$39,725.00	\$43,298.00	\$36,264.00	\$37,103.00	\$32,570.00
<b>Rockingham</b>	\$79,342.00	\$69,477.00	\$55,029.00	\$43,050.00	\$43,298.00	\$39,460.00	\$39,671.00	\$34,739.00
<b>Shenandoah</b>	\$73,707.00	\$63,687.00	\$50,456.00	\$40,653.00	\$43,298.00	\$40,080.00	\$36,864.00	\$31,844.00

<b>Warren</b>	\$85,184.00	\$72,896.00	\$63,734.00	\$42,399.00	\$43,298.00	\$49,152.00	\$42,592.00	\$36,448.00
<b>Averages</b>	\$79,440.05	\$69,571.47	\$52,556.32	\$37,785.79	\$42,441.58	\$39,473.68	\$39,697.16	\$34,785.89

\*Source: Indeed.com

\*\*Source: West Virginia Dept of Education-could not locate individual county figure

\*\*\*Source: Economic Policy Institute, think tank formed 1986, policy representatives, etc. Most current figures

Dave Ramsey Column uses EPI housing costs (projected) as basis for 25% of all income being housing

**Average Salary for Police Officer, Virginia:**

\$53,311.00

Range: \$49K - \$58K

Source: Salary.com

**Average Salary for Police Officer, West Virginia**

\$49,384.00

Range: \$46K - \$56K

Source: Salary.com

**Presbytery of the James:**

\$42,508.00

**Presbytery of the Peaks:**

\$33,751.00 - \$34,426.00

**Abingdon Presbytery**

**Presbytery of West Virginia**

\$32,800.00

**National Capital Presbytery**

\$40,200.00 plus a zip code related/HUD housing cost for Housing Allowance

**Other calculators:**

National Baptist Conference: Following Dave Ramsey model, cash salary shall be 4 times the housing cost. Rationale:

Ramsey modeling of household budgeting says housing should account for no more than 25%. So, a housing cost of \$1,000.00 a month means a \$4,000.00 monthly salary, meaning \$48,000.00 annual cash salary.

**IRS 2018 Tax Brackets**

Single		Married/Joint		Married/Sep.				Approx.%	
\$0.00	to	\$9,525.00	\$0.00	to	\$19,050.00	\$0.00	to	\$9,525.00	10.00
\$9,525.00	to	\$38,700.00	\$19,050.00	to	\$77,400.00	\$9,525.00	to	\$38,700.00	12.00
\$38,700.00	to	\$82,500.00	\$77,400.00	to	\$165,000.00	\$38,700.00	to	\$82,500.00	22.00

\$82,500.00	to	\$157,500.00	\$165,000.00	to	\$315,000.00	\$82,500.00	to	\$157,500.00	24.00
\$157,500.00	to	\$200,000.00	\$315,000.00	to	\$400,000.00	\$157,500.00	to	\$200,000.00	32.00
\$200,000.00	to	\$500,000.00	\$400,000.00	to	\$600,000.00	\$200,000.00	to	\$300,000.00	32.00
\$500,000.00	to	more	\$600,000.00	to	more	\$300,000.00	to	more	37.00

Current Pastor  
Compensation

	Cash	Housing <i>to be calculated</i>	Effective Salary BOP*
Shenandoah	\$33,000.00	<i>calculated</i>	
Peaks (Manse)	\$31,312.00	\$9,394.00	\$40,706.00
Peaks West	\$31,127.00	\$12,000.00 <i>to be calculated</i>	\$43,127.00
Virginia	\$32,800.00	<i>calculated</i>	
James	\$42,508.00	<i>Included to be calculated</i>	\$42,508.00
National Cap	\$40,200.00	<i>calculated</i>	

\*does not include SECA or other BOP figures

Ranges of Columns C & D using EPI Estimated Cost of Living by Counties

	Lowest	to	Highest
Manse Provided	\$30,200.00		\$40,432.00
Housing Allowance	\$34,538.00		\$48,264.00

## COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

*“The purpose of the Committee on Preparation for Ministry of Shenandoah Presbytery and the Presbyterian Church (U.S.A.) is to provide the best possible leadership for the church by assuring that persons called to the ordered ministry of teaching elder are firm in their faith in Christ, assured of their call to serve God and the church as a teaching elder, and receive the fullest personal and professional preparation for this office.”*

On behalf of the presbytery, the CPM has six souls currently under our care:

Hannah Altman, MACE student, Union; Kelley Connelly, MDiv, Union; Mark Dewey, MDiv, Chicago Theological Seminary; Benjamin Kent, MDiv, Duke; Molly Morris, MDiv graduate of SFTS; Cassandra Semler, MDiv, Pittsburgh.

The CPM has been given the authority to act as a commission of the presbytery. At our May meeting we met with and accepted into the presbytery’s care as an Inquirer Cassandra Semler, of the Tuscarora Church, attending Pittsburgh Theological Seminary.

On behalf of the presbytery, CPM moved Kelley Connelly from Inquirer to Candidate status at its meeting on June 19, 2019.

In addition to supporting the educational, emotional and spiritual development of our Inquirers and Candidates, the CPM has been:

- +reviewing a use of funds policy to make our designated gifts more accessible and distribution of such funds more equitable
- +researching other financial resources available for seminarians

UPCOMING MEETINGS: September 18, 2019, October 16, 2019

### **To keep in your prayers:**

The next Ordination Exams will be taken September 26-28 (Exegesis due October 3); read October 7-11.

**Shenandoah Presbytery needs readers for Ordination Exams, May 4-8, 2020. Please contact Chair, Kate Rascoe if you would like to volunteer. These will be officially elected at the November Presbytery meeting.**

Submitted with prayer,

Kate Rascoe, CPM Chair [katerascoe@yahoo.com](mailto:katerascoe@yahoo.com)

Jonathan Ytterock, Co-Chair

Dan Summers-Minette

Mary Lou McMillin

Jim Ramsey

Elizabeth Lewis

Tom Forbes

Jim Yao

FOR INFORMATION ONLY

Coordinating and Planning Commission

CPC met July 23 and heard reports from all the committees. The following actions were taken:

- Approved that beginning in 2020 an offering be taken at all Presbytery worship services. (Distribution of the offerings will be reviewed by CPA with recommendations to follow.)
- Granted permission to serve Communion at the Big Event September 14, 2019.

AUGUST 2019 index

ADJOURNMENT .....	78
APPOINTMENTS .....	73
ASSOCIATE GENERAL PRESBYTER .....	73
COMMITTEE ON EDUCATIONAL RESOURCES .....	74
COMMITTEE ON CHURCH VITALITY AND TRANSFORMATION .....	75, 81
COMMITTEE ON MISSION AND OUTREACH .....	77
COMMITTEE ON NEW CONGREGATIONAL DEVELOPMENT .....	77
COMMITTEE ON NOMINATIONS .....	74
COMMITTEE ON PASTORAL TRANSITION .....	76-77
Contracts Approved:	
Broadway and Jacob Kave .....	76
Falling Waters and John McDonald .....	77
Massanutten and Jay Losher .....	77
Parish of the Pastures and Bobby Spurgeon .....	76
Contracts Extended:	
Tinkling Spring and Rosalind Banbury .....	76
Contracts Renewed:	
New Providence and Amy Fetterman .....	76
Waynesboro Second and Beth McCrary .....	76
Examinations Sustained:	
Jacob Kave .....	76
Jay Losher .....	76
John McDonald .....	77
Seth Normington .....	77
Liaisons Approved .....	76
Ministerial Changes:	
Received:	
Jacob Kave .....	76
Jay Losher .....	76
John McDonald .....	77
Seth Normington .....	77
Ministry Information Forms approved .....	76
Moderators Approved .....	76
Ruling Elders Commissioned:	
Alvin Russell .....	76
Bobby Spurgeon .....	76
Terms of Call:	
Cooks Creek and Seth Normington .....	77
COMMITTEE ON PREPARATION FOR MINISTRY .....	77, 91
Kelley Connelly moved to candidacy .....	77
COMMITTEE ON RELATIONAL MINISTRY .....	75-76
Contracts Renewed:	
Burlington and Linda Reece .....	75
Burnt and Dwight Rinard .....	75
Fairfield and Punker Robertson .....	75
Mt. Olive, Stacy Meyerhoeffer, Andy Wing, and Tom Holden .....	75
Springfield and Linda Reece .....	75
Examinations Sustained:	
John Lown .....	76

Ministerial Changes:	
Honorably Retired:	
Thomas D. Hay .....	75
Sarah L. Hill .....	75
Received:	
John Lown .....	76
Salary Policy (second reading) .....	75, 83-86
COORDINATING AND PLANNING COMMISSION.....	92
DOCKET .....	73, 79
EDUCATIONAL TIME (Panel Discussion on Racism) .....	74
ENROLLMENT.....	68-72
HAY, THOMAS D., RECOGNITION.....	76
INTERCESSORY PRAYER .....	75
MATTHEW 25 INITIATIVE.....	75
MINUTES APPROVED.....	73
MOFFETT GRANT FUND.....	74
QUORUM .....	68
RECESS .....	75
SHERANDO ADMINISTRATIVE COMMISSION, Final Report .....	78
STATED CLERK REPORT .....	73
Commission minutes.....	73, 80
Excused attendance.....	73
SYNOD GREETINGS .....	73
TRIENNIAL REPORT.....	74
WELCOME .....	73
WORSHIP .....	68