

HANDBOOK OF REPORTS
for the
193rd STATED MEETING
of the
SHENANDOAH PRESBYTERY

Tuesday May 24, 2022
9:30 a.m.
Massanutten Presbyterian Church

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 24 MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session at the Massanutten Presbyterian Church in Penn Laird, Virginia, on Tuesday, May 24, 2022, beginning at 9:30 a.m.

The Handbook contains essential information for advanced study to enable Presbytery to make informed and prompt decisions. Please be sure all voting members of Presbytery receive a copy. They include all pastors and elected commissioners.

OFFERING: An offering will be taken during morning worship designated to the Pentecost Offering

DIRECTIONS:

For folks using GPS, the physical address is 50 Indian Trail Rd, Penn Laird, VA 22846

From Interstate 81, take exit 247-A (towards Elkton). Travel approximately 3 miles. Take a left at the stoplight at the intersection of Route 33 and Crosskeys Road/Indian Trail Road. The entrance to the church is on the right.

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 2022: February 26, May 24, August 27, and November 15.

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 fifteen (15) 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 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 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 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

DOCKET

- 9:30 a.m. Call to Order & Prayer
- 9:35 a.m. Meeting Instructions – SC Bronwen Boswell & AGP Nancy Meehan Yao
- 9:40 a.m. Determining a Quorum
Procedural Rules
Welcome, Introduction of Guests, and Seating of Corresponding Members
Adoption of the Docket
Report of the Stated Clerk – TE Bronwen Boswell – Pages 2-9
Report of the Associate General Presbyter – TE Nancy Meehan Yao
- 9:55 a.m. Worship
- QR code for online giving
Pentecost Offering
- 
- 10:40 a.m. Committee on Relational Ministry – TE Bronwen Boswell – Pages 10-47
- Introduction of Honorably Retired Teaching Elder James Young – Pages 11-12
 - Changes in Terms of Call for 2022 – Pages 13-16
 - Second Reading of *Sexual Misconduct Prevention and Response Policy* – Pages 17-44
 - Second Reading of *Policy on Background Checks and Mandatory Boundary Training* – Pages 45-47
- 11:00 a.m. Commissioning of Ruling Elder Judy Hensley to Elkton Church – Moderator David Howard
- 11:05 a.m. Committee on Mission & Outreach – CRE Bobby Spurgeon
Report on concurring with the Presbytery of Western Reserve’s overture to the 225th General Assembly
- 11:15 a.m. Committee on New Congregational Development – TE Karen Greenawalt
- 11:20 a.m. Committee on Educational Resources – TE Tommy Carrico
- 11:30 a.m. Committee on Nominations – TE Brad Langdon
New committee member recommendations – Page 48
- 11:35 a.m. Committee on Presbytery Administration – TE Fletcher Hutcheson
Update on the sale of the Presbytery Office Building – Page 49
- 11:45 a.m. Committee on Church Vitality and Transformation – TE Phil Sommer
- 11:50 a.m. Educational Time – Trinity Church – Living into Matthew 25
- 12:25 p.m. Anticipated Adjournment

STATED CLERK REPORT

I. FOR INFORMATION:

- A. Please see pages 50-51 for informational reports from the Committee on Pastoral Transition and the Coordinating and Planning Commission.
- B. PJC Reserve List. The roster of former members of the Permanent Judicial Commission (PJC) who may be called when necessary to constitute a quorum (see Book of Order D-5.0206b):
- Class of 2021: William Everhart (TE) and Andy Sale (TE)
 - Class of 2019: John Peterson (TE) and Beth Smith (RE)
 - Class of 2017: David Howard (TE) and Creigh Deeds (RE)
 - Class of 2015: Ed Brown (RE)
 - Class of 2013: Phil Sommer (TE)

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 approve the minutes from February 26 and April 26, 2022, Presbytery Meetings as distributed.
- C. The annual reports of ministers, candidates, inquirers, DCE's and churches for the year December 31, 2021, as found on pages 3-4.
- D. The statistical reports summary for the year ending December 31, 2021, as found on pages 5-8.
- E. The financial review for the year ending December 31, 2021, as found on page 9.

ANNUAL REPORT
PRESBYTERY OF SHENANDOAH

The Presbytery of Shenandoah respectfully reports to the Synod of the Mid-Atlantic for the year ending December 31, 2021, that it consists of 154 ministers, 99 churches, 12 chapels, 9,702 communicants and has under its care 1 Candidate for the Ministry of the Word and 9 Inquirers for the Ministry of the Word.

MINISTERS

<u>Received</u>	<u>Date</u>
Alexa A. Smith	January 1
James E. Johns	February 11
B. Ronald Gilmer	September 1
Keith A. Phillips	September 1
Caitilin R. Hoy	November 1

<u>Dismissed</u>	<u>Date</u>
Elizabeth L. McCrary	January 1
Lynn McClintock	April 8
M. Kerry Foster	June 30
Jonathan A. Ytterock	August 31

Dismissed to Other Denominations
None

Pastoral Relationships Formed

<u>Minister</u>	<u>Church</u>	<u>Date</u>
Joel P. Thornton	Ivanhoe & Wardensville	August 1
Ann R. Pettit	Massanutten	September 1
Keith A. Phillips	Massanutten	September 1
B. Ronald Gilmer	Woodstock	September 1
Kevin J. Channell	Petersburg	October 1
Caitilin R. Hoy	Waynesboro Second	November 1

Pastoral Relationships Dissolved

<u>Minister</u>	<u>Church</u>	<u>Date</u>
M. Kerry Foster	Bridgewater	June 30
H. Wray Sherman	Hermitage	June 30
Ann R. Pettit	Massanutten (Associate)	August 31
Kevin J. Channell	Collierstown	September 30
Thomas H. Forbes	Keyser & Piedmont	November 30

<u>Honorably Retired</u>	<u>Date</u>
Nancy A. Smith	April 1
Joan M. Wilson	June 1
H. Wray Sherman	July 1
Ronald R. Potter	December 31

<u>Deceased</u>	<u>Date</u>
Charles M. Carlsson	January 14
Charles K. Norville	January 22
Charles K. Reller	December 22

CANDIDATES

For Ordination

None

Date

Ordination Date

Received

None

Enrolled

None

Transferred

None

Removed from Roll

None

INQUIRERS

Enrolled

Deborah Romano

Kimberly Shank

Received

None

Removed from Roll

None

DIRECTORS OF CHRISTIAN EDUCATION

Enrolled

None

CHURCHES

Established or Received

None

Dissolved

Martinsburg First

SHENANDOAH PRESBYTERY
CHURCH RECORD – 2021

Membership
Prior Active Membership – 10,268

Gains

Youth Professions -37
Profession & Reaffirmations – 64
Certificate – 55
Other – 0
Total Gains – 156

Losses

Certificate – 53
Death – 273
Other – 396
Total Losses – 722

Ending Active Membership – 9,702 (-566) See pages 6-8

Female Members – 5,558
Ruling Elders on Session – 734 Friends of the Congregation – 1,666
Average Church Attendance – 4,245

Baptisms

Presented by Others - 47
At confirmation – 4
All other - 12

Age Distribution

25 & Under – 1,048	26 – 40 – 1,290	41 – 55 – 1,464	56 – 70 – 2,294
Over 70 – 3,083	Total reported – 9,179		

People with Disabilities

Hearing - 556	Mobility - 441	Sight - 248	Other – 388
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Christian Education

Birth 3 -114	Grade 3 -71	Grade 8 -60	Young Adults – 230
Age 4 -71	Grade 4 -74	Grade 9 -58	Over 25 – 1,261
Kindergarten -58	Grade 5 -71	Grade 10 -57	Teacher/Officer – 443
Grade 1 -54	Grade 6 -70	Grade 11 – 46	
Grade 2 –65	Grade 7 -80	Grade 12 –55	TOTAL – 2,938

Racial Ethnic Breakdown

	Membership
Asian/Pacific Islander/South Asian	15
Black/African American/African	26
Middle Eastern/North African	3
Native American/Alaska Native/Indigenous	7
Hispanic/Latino-a	14
White	9,412
Multiracial	8

Budgeted Income -15,482,372 Budgeted Expense – 14,528,735

Mission Expenses – 1,753,767
Personnel Expenses – 7,518,961
Facilities Expenses – 3,452,851

CHURCH	2020 MEM BERS	2021 MEM BERS
Augusta Stone	94	90
Ben Salem	34	34
Berkeley Springs	56	54
Berryville	144	144
Bethany	81	74
Bethel	203	197
Bethesda	158	149
Beulah	38	38
Bloomery	45	39
Bridgewater	97	96
Broadway	37	35
Buckton	32	23
Buena Vista	93	91
Buffalo Gap	10	10
Bunker Hill	96	93
Burlington	21	20
Burnt	26	26
Charles Town	286	279
Circleville	32	32
Clear Brook	16	10
Collierstown	104	102
Cooks Creek	216	213
Covenant	465	473
Craigsville	16	16
Elk Branch	23	22
Elkton	50	48
Fairfield	38	37
Falling Waters	111	108
Finley Memorial	89	89
Franklin	61	57
Front Royal	96	93
Gerrardstown	46	48
Glen Kirk	23	23
Goshen	23	23
Halltown	10	10
Hebron	136	129
Hedgesville	36	33
Hermitage	48	45
Highland Memorial	60	45

	2020	2021
	MEM	MEM
CHURCH	BERS	BERS
Hot Springs	39	38
Immanuel	16	16
Ivanhoe	36	34
Keyser	77	69
Lexington	373	347
Little Falls	15	6
Loch Willow	86	81
Martinsburg First	120	0
Massanutten	402	398
McCutchen	15	7
McDowell	64	61
Middletown	24	27
Millboro	33	31
Monterey	50	53
Moorefield	176	170
Mossy Creek	112	107
Mt. Carmel	76	76
Mt. Hope	19	18
Mt. Horeb	130	122
Mt. Joy	14	14
Mt. Olive	105	87
Mt. Storm	21	19
New Monmouth	94	90
New Providence	115	103
Nineveh	40	39
Olivet	104	104
Opequon	509	522
Oxford	138	136
Petersburg	74	73
Piedmont	36	30
Pines Chapel	53	51

	2020	2021
	MEM	MEM
CHURCH	BERS	BERS
Rocky Spring	14	14
Romney	84	81
Ruddle	13	12
Second Opequon	40	40
Seneca Rocks	34	34
Shepherdstown	313	292
Slanesville	13	10
Smyrna	70	68
Springfield	13	10
Staunton First	136	129
Staunton Second	116	114
Staunton Third	87	86
Strasburg	71	71
Sunnyside	37	38
Tabler	30	31
Timber Ridge	104	99
Tinkling Spring	406	397
Tomahawk	22	18
Trinity	173	173
Tuscarora	139	136
Union	23	22
Wardensville	16	16
Warrenton	450	399
Waynesboro First	106	98
Waynesboro Second	62	59
Westminster	265	263
Williamsville	15	12
Winchester First	829	734
Woodstock	156	155
Zetta	15	14
TOTALS	10,268	9,702

March 16, 2022

We reviewed the 2021 financial records of the Shenandoah Presbytery and have found them to be accurate and complete.

Deposits were made multiple times during the week as needed. Random checks proved deposits agree with bank statements.

Random checks of payroll expenses were in agreement with monthly bank statements.

Random checks of the 4-cents per meal distribution indicate that monies are distributed as per the Committee on Mission and Outreach Funds Distribution list.

The color-coded filing system made it easy to determine that all receipts and expenditures are organized and correct.

We commend Heather Carter for her excellent organization of, and attention to, the details of the finances for the Presbytery.



Jim Johns



Denise Rouse

COMMITTEE ON RELATIONAL MINISTRY (CRM)

I. FOR INFORMATION:

The Committee continues to meet monthly via Zoom.

II. ACTIONS TAKEN:

- A. Renewed the temporary supply pastor contract between the Buffalo Gap Session and TE Gwen Carr from March 1, 2022-February 28, 2023.
- B. Renewed the commissioned ruling elder contract between the Burnt Session and CRE Susanne Taylor from March 1, 2022-February 28, 2023.
- C. Renewed the temporary supply pastor contract between the Elk Branch Session and David Beeson (UCC) from April 1, 2022-April 1, 2023.
- D. Renewed the temporary supply pastor contract between the Millboro Session and Teaching Elder Scott Conrad from March 1, 2022-March 1, 2023.
- E. Renewed the contract between the Mt. Olive Session, Stacy Meyerhoeffer, and Teaching Elder James Smith from April 1, 2022-March 31, 2023.
- F. Renewed the temporary supply pastor contract between the Second Opequon Session and Teaching Elder Ernie Poland from March 1, 2022-February 28, 2023.
- G. Received communications from the Broadway Session requesting a waiver of the limitation of terms of service for ruling elders on their sessions. CRM approved excusing them from the rotation of elders for 2022.
- H. Received and reviewed the annual reports from the validated ministry positions, the parish associates, and the members-at-large.
- I. Sustained the examination of Honorably Retired Teaching Elder James R. M. Young and enrolled him as a member of Shenandoah Presbytery effective April 7, 2022. (See pages 11-12 for biographical sketch and statement of faith)

III. RECOMMENDATIONS:

- A. That Presbytery approve the changes in terms of call as found on pages 13-16.
- B. That Presbytery approve the second reading of the *Sexual Misconduct Policy* as found on pages 17-44.
- C. That Presbytery approve the second reading of the *Background Check and Boundary Training Policy* as found on pages 45-47.

Statement of Faith

James R. M. Young

I believe that my ultimate comfort and hope is Jesus Christ. Jesus Christ is the ultimate revelation of God's love for the world. This story is found in the bible. The God who reveals Himself through the words of scripture is the God who lives and loves in freedom. According to the scriptures of the Old and New Testament, God does not need human beings or the world to complete his being in any way. Yet in perfect freedom & love God created the cosmos, our world and men and women.

We come to know this God through God's grace revealed in and through Jesus Christ. This knowledge is acquired through our encountering Christ via his words and the testimony to him in the words of the apostles and writers of holy scripture. This knowledge is further acquired through the love and forgiveness of family and friends. Ultimately this true knowledge comes to us through the mystery of our soul's personal encounter with the living God as revealed through Jesus Christ. The knowledge we have of the love of God through Christ is, and always has been, deeply personal; this knowledge, though, is not only personal but is always clarified, refined, and deepened through the story of Jesus and God's dealings with His people Israel, both old and new Israel, as found in the scriptures. As finite creatures living in a finite reality, this knowledge of the living God is not demonstrable, as in scientific knowledge; rather it is knowledge gained through life experience and the interpretation of such experience clarified through scripture and tradition and family and friends. Our true knowledge of God is more aptly called faith.

In Jesus of Nazareth, we encounter the man above all others, the incarnate God Himself. The divinity of Christ is united with the humanity of Jesus so that the two become one. All subsequent interpretations of God are subject to the revelation of God in Christ. Through Jesus we conclude that God has revealed Himself to be Father, Son and Holy Spirit. The belief that God was in Christ is a matter finally of faith. In his passion Jesus, the innocent good man, underwent on the cross the suffering of sinners, being separated from God as no other man because he was united to God as no other man. Thus, the God who loves in freedom loves to the end, and this love is vindicated on the third day in the resurrection as the most complete and final expression of God's mercy and redemption. The suffering and separation from God that comes from our sin is borne by Christ on the cross for our salvation. The forgiveness and mercy we experience when we acknowledge both our sinfulness and the mercy of God in Christ (justification) bears fruit in a changed and reoriented lifestyle that is centered not on ourselves but on God revealed in Jesus Christ (sanctification) We grow toward God through His mercy.

Our life's journey as one those who acknowledge Jesus as Savior and Redeemer is made possible and nurtured by the Holy Spirit. The Holy Spirit is God himself, even Jesus Christ our Lord, present to and with his people, both individually and in community, i.e. the church. This presence is a mysterious presence, sometimes keenly felt, sometimes not at all. Yet, in faith, we affirm that the objective presence of God with his people is constant because the mercy of God in Christ is constant. God sustains and strengthens his people through the traditional means of grace, most particularly through the two sacraments recognized and affirmed by the Reformed Tradition, baptism and the Lord's supper. God sustains and nurtures his people through a variety of ways in addition to the sacraments, but most especially through the proclamation of the Word of God in preaching and through the love, mercy and forgiveness of God's people for one another in their faith communities, the churches. This mercy and love sustain us throughout our life until this life comes to an end, and, thru dying we live to then take our place with all those who went before us who trusted in Christ, joining them in the true, eternal Kingdom that we have experienced only fleetingly in life, but then completely.

James R. M. Young: Work History

- Interim Pastor, First Presbyterian Church, Cumberland MD 2019 - 2021
- Interim Pastor, St. John's Presbyterian Church Reno, NV 2015 - 2018
- Designated/Interim Pastor, Westminster Presbyterian Church, Waynesboro VA 2012 - 2015
- Senior Pastor/Head of Staff, Wycliffe Presbyterian Church, Virginia Beach VA 2004 - 2012
- Senior Pastor/Head of Staff, Central Steele Creek Presbyterian Church, Charlotte NC 1996 - 2004
- Solo Pastor, Thalia Trinity Presbyterian Church, Virginia Beach VA 1986 - 1996
- Solo Pastor, Spring Hill Presbyterian Church, Staunton VA 1982 - 1986
- Associate Pastor for Youth & Christian Education, The Presbyterian Church, Henderson KY 1980 - 1982 (First ordained call)

James R. M. Young: Service to the Denomination

- Member, EqCuipping Committee, Nevada Presbytery 2016 - 2018
- Member, Committee on Preparation for Ministry, Shenandoah Presbytery, 2013 - 2015
- Member, Committee on Preparation for Ministry, Eastern Virginia Presbytery 2008 - 2012
- Member, Care & Support Committee, Eastern Virginia Presbytery 2005 - 2007
- Overture Advocate, Eastern Virginia Presbytery, General Assembly in Birmingham, AL 2006
- Member, Committee on Ministry, Conflict Mediation Sub-Committee, Charlotte Presbytery 1997 - 2003
- Commissioner to General Assembly from Charlotte Presbytery, General Assembly in Richmond VA 2004
- Consultant to large, urban church in Charlotte Presbytery on history & dynamics of pastoral leadership in their congregation
- Consultant to large, suburban church in Charlotte Presbytery for Long-Range Planning
- Led two workshops for Charlotte Presbytery on working through conflict in congregations
- Participated in presbytery mission to Mexico, Charlotte Presbytery
- Chair, Christian Education Division, Eastern Virginia Presbytery
- Member, Finance Committee, Eastern Virginia Presbytery
- Member, Presbytery Council, Eastern Virginia Presbytery
- Chair & Facilitator, Long-Range Planning Committee for Camp Makemie Woods, Eastern Virginia Presbytery
- Chair, Youth Sub-Committee, Shenandoah Presbytery
- Organized and led two trips to New York City/United Nations for high school students, Shenandoah Presbytery
- Leader, Youth Delegation to Youth Triennium, Shenandoah Presbytery
- Small Group Leader, Youth Triennium

James R. M. Young: Trainings & Certifications

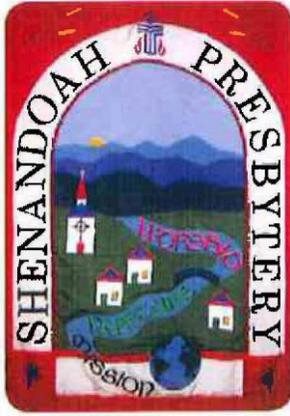
- Interim Ministry Training
 - Week 1 by PC(USA) at Zephyr Cove, NV 2012
 - Week 2 by PC(USA) at Princeton, NJ 2014
- Certified Administrator for Myers-Briggs Type Inventory
- Certified Administrator for The Enneagram (Riso-Hudson version)
- Certified Christian Educator
- Extensive training & experience in Bowen Family Systems applied to church management/conflict

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
Berryville	J. Bunker	2021	Yes	29022	29022								4444	Yes	2000	500	300	
Berryville	J. Bunker	2022	Yes	29894	29894								4574	Yes	2000	500	300	
Bethany	J. Craft	2021	No	2000	20093								2739	Yes	900	500	500	
Bethany	J. Craft	2022	No	2000	20093								2739	Yes	900	500	500	
Buena Vista	H. Boswell	2021	Yes	32382	12000								3395	Yes	3000	1500	1000	1000
Buena Vista	H. Boswell	2022	Yes	33030	12000								3445	Yes	3000	1000	1000	1000
Charles Town	J. Bethard	2021	Yes	47167		8324	2400		1729			17886	4245	Yes	1840	1200	500	500
Charles Town	J. Bethard	2022	Yes	48157		8499	2400		1767			18247	4876	Yes	1840	1200	500	500
C'ville/S Rocks	F. Hutcheson	2021	Yes	33000		3000	9600					11160	3488	Yes	3000	500		
C'ville/S. Rocks	F. Hutcheson	2022	No	Report														
Cooks Creek	S.Normington	2021	Yes	31930	39140					5408	Yes		5437	Yes	500	2000	750	
Cooks Creek	S.Normington	2022	Yes	31930	39140					7700	Yes		5600	Yes	500	2250	500	
Covenant	J. Peterson	2021	Yes	57042	25000			1196			Yes		6276	Yes	2575	1500		
Covenant	J. Peterson	2022	Yes	58763	25750						Yes		6464	Yes	2575	1545		
Covenant	S. Wolf	2021	Yes	28830	17170			684			Yes		3519	Yes	2575	1500		
Covenant	S. Wolf	2022	Yes	29695	17685						Yes		3635	Yes	2575	1545		
Finley Memorial	T Carrico	2021	Yes	17230	25000								3230	Yes	2000	3000		
Finley Memorial	T Carrico	2022	Yes	17230	25000								3230	Yes	2000	3000		
Front Royal	C Evans	2021	Yes	25000	35000								4590	Yes	500	1000		1000
Front Royal	C Evans	2022	Yes	25000	35000						Yes		4590	Yes	500	1000		1000
Gerrardstown	K.Greenawalt	2021	Yes	34000	5000		2400					14400	Yes	Yes	3500	1000		
Gerrardstown	K.Greenawalt	2022	Yes	39044	5000		2400					14400	Yes	Yes	3500	1000		
Hedgesville	V. Smith	2021	No	1	7599				581				581	Yes	500	500	250	
Hedgesville	V. Smith	2022	No	1	7599				581				581	Yes	500	500	500	

			Full	Cash	IRS	Furnish	Housing		Taxed			Manse	Nontax	Medical/		Cont		
Church	Pastor	Year	Time	Salary	Housing	Utilities	Equity	Bonus	SECA	Other	Dental	Value	SECA	Pension	Auto	Ed	Books	Other
Ivanhoe/W'ville	J. Thornton	2021	Yes	33000	12000								3443	Yes	2200	500	500	
Ivanhoe/W'ville	J. Thornton	2022	Yes	33000	12000								3443	Yes	2200	500	500	
Loch Willow	R. Hopkins	2021	Yes	37661		3100	1200					12588	3988	Yes	2350	750	250	
Loch Willow	R. Hopkins	2022	Yes	37791		3193	1200					12655	4108	Yes	2000	750	250	
Massanutten	A. Pettit	2021	Yes	38000	20000					Vision	Yes		4437	Yes	3000	1500	500	1000
Massanutten	A. Pettit	2022	Yes	38000	20000					Vision	Yes		4437	Yes	3000	1500	500	1000
Massanutten	K. Phillips	2021	Yes	39000	19000					Vision	Yes		4437	Yes	3000	1500	500	1000
Massanutten	K. Phillips	2022	Yes	39000	19000					Vision	Yes		4437	Yes	3000	1500	500	1000
McDowell	E. Pyles	2021	No	18800		Yes						6253	2044	Yes	3000	250	250	
McDowell	E. Pyles	2022	No	18800		Yes						6253	2044	Yes	1500	0	0	
Middletown	K. Hay	2021	Yes	5000	37000						Yes		3213	Yes	2500	1000	300	800
Middletown	K. Hay	2022	Yes	4100	40000						Yes		3374	Yes	2500	1000	300	800
Moorefield	J. Yao	2021	Yes	35700		Yes	1200					12270	3634	Yes	2204	1000	500	
Moorefield	J. Yao	2022	Yes	37485		Yes	1200					12805	3770	Yes	2303	1000	500	
Mossy Creek	J. Smith	2021	Yes	35895		Yes	1800		4290	Vision	Yes	14036	4307	Yes	2400	600	500	
Mossy Creek	J. Smith	2022	Yes	37690		Yes	1800		4444	Vision	Yes	15600	4581	Yes	2400	600	600	
New Monmouth	C Clark	2021	Yes	31956	15614						Yes		3639	Yes	1313	1875		
New Monmouth	C Clark	2022	Yes	31674	17324						Yes		3724	Yes	1313	1920		
New Monmouth	R Clark	2021	No	10652	5205						Yes		1213	Yes	437	625		
New Monmouth	R Clark	2022	No	10558	5774						Yes		1241	Yes	437	640		
New Providence	L. Mitchell	2021	Yes	47500		Yes	3000			Vision	Yes	16530	3909	Yes	1200	1700	500	
New Providence	L. Mitchell	2022	Yes	50311		Yes	3000			Vision	Yes	17576	4212	Yes	1200	1700	500	
Olivet	L. Thomas	2021	Yes	32299	26202								4475	Yes	3000	1200	200	2000
Olivet	L. Thomas	2022	Yes	33035	26857								4582	Yes	1200	200		

			Full	Cash	IRS	Furnish	Housing		Taxed			Manse	Nontax	Medical/		Cont		
Church	Pastor	Year	Time	Salary	Housing	Utilities	Equity	Bonus	SECA	Other	Dental	Value	SECA	Pension	Auto	Ed	Books	Other
Opequon	D. Witt	2021	Yes	56475	16410					14142	Yes		5575	Yes	2400	1650	550	1600
Opequon	D. Witt	2022	Yes	56475	16410					17786	Yes		5576	Yes	2400	1950	550	1600
Petersburg	K. Channell	2021	Yes	48500		Yes	1200				Yes	15101	4169	Yes	1800	500	500	700
Petersburg	K. Channell	2022	Yes	48500		Yes	1200				Yes	15101	4169	Yes	1800	500	500	700
Romney	R. Vaughan	2021	Yes	37000		Yes	1200			Vision	Yes	11725	3902	Yes	4000	1000	500	2000
Romney	R. Vaughan	2022	Yes	38000		Yes	1200			Vision	Yes	12025	3978	Yes	4000	1000	500	2000
Shepherdstown	G. Newquist	2021	Yes	54400	17000					1343			5347	Yes	1000	2000	2000	
Shepherdstown	G. Newquist	2022	Yes	56542	17000			1500		1343			5243	Yes	1000	2000	2000	
Staunton 1st	K. Allamon	2021	Yes	44260	0					22000	Yes		4916	Yes	1500	1500		1500
Staunton 1st	K. Allamon	2022	Yes	44260	0					22000	Yes		4916	Yes	1500	1500		1500
Staunton 2nd	E. Smith	2021	Yes	15130	30000						Yes		3529	Yes	2000	4500	5000	780
Staunton 2nd	E. Smith	2022	Yes	12130	38000						Yes		3911	Yes	2000	4500	5000	780
Staunton 3rd	J Singleton	2021	Yes	18400	21600								3060	Yes	2000	500	500	
Staunton 3rd	J Singleton	2022	Yes	18400	21600								3060	Yes	2000	500	500	
Strasburg	D. Howard	2021	Yes	45500		Yes	1440				Yes	14348	3696	Yes	1200	300		480
Strasburg	D. Howard	2022	Yes	46000		Yes	1440				Yes	14376	3666	Yes	1200	300		480
Timber Ridge	P. Lanaghan	2021	Yes	39845		5000	2071				Yes	13144	4341	Yes	3500	500	225	
Timber Ridge	P. Lanaghan	2022	Yes	41861		5000	2071				Yes	13180	4530	Yes	3500	500	225	
Tinkling Spring	P. Ryan	2021	Yes	51100	15000				4957				4957	Yes	5000	3000	2000	
Tinkling Spring	P. Ryan	2022	No	Report														
Trinity	S. Sorge	2021	Yes	32091	30600					600	Yes		4796	Yes	3000	1500		
Trinity	S. Sorge	2022	Yes	35852	30600					600	Yes		5084	Yes	1500	3000		1500

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
Tuscarora	R Crumley	2021	Yes	35592	30000						Yes		5018	Yes	2500	1400		
Tuscarora	R Crumley	2022	Yes	39462	30000						Yes		5314	Yes	2500	1400		
Warrenton	J. Lunde	2021	Yes	44328	28500						Yes		5571	Yes	2400	1000	100	
Warrenton	J. Lunde	2022	Yes	46513	28500						Yes		5738	Yes	1400	1030	103	
Waynesboro 2nd	C. Hoy	2022	Yes	30359	14641								3442	Yes	1200	500	500	
Westminster	A. Cranford	2021	Yes	22960	30600						Yes		4097	Yes	2000	500	3400	
Westminster	A. Cranford	2022	Yes	22960	30600						Yes		4097	Yes	1000	500	3400	
Winchester 1st	D. McCoig	2021	Yes	42445	54000								7378	Yes	1500	3000		
Winchester 1st	D. McCoig	2022	Yes	44374	54000								7526	Yes	1500	3000		
Winchester 1st	A. Thomas	2021	Yes	21020	31000								3980	Yes	500	1500		
Winchester 1st	A. Thomas	2022	Yes	22060	31000								4059	Yes	500	1500		
Woodstock	R. Gilmer	2021	Yes	45000	15000								4590	Yes	2000	2500	500	
Woodstock	R. Gilmer	2022	Yes	45000	15000								4590	Yes	2000	2500	500	
OTHER:																		
Gen Pres/SC	B. Boswell	2021	Yes	62956	8000					500	Yes		5428	Yes	11000	2000		
Gen Pres/SC	B. Boswell	2022	Yes	65085	8000					500	Yes		5625	Yes	11000	2000		
Assoc GP	N Meehan Yao	2021	Yes	49959	3600						Yes		4098	Yes	10000	1500		
Assoc GP	N Meehan Yao	2022	Yes	51566	3600						Yes		4254	Yes	10000	1500		



PRESBYTERY OF SHENANDOAH
Sexual Misconduct Prevention and Response Policy

SECOND READING

Sexual Misconduct Prevention and Response Policy Committee

Shenandoah Presbytery

Kathy Baker, Ruling Elder, Westminster Presbyterian Church

Rev. Dr. Nancy Meehan Yao, Associate General Presbyter

Rev. Bronwen Boswell, General Presbyter and Stated Clerk

Rev. Dr. Howard Boswell, Teaching Elder, Moderator, Committee on Relational Ministry

The committee acknowledges its indebtedness to the authors of numerous policy statements that it adapted, borrowed from, and used for inspiration in drafting this policy. These sources include sexual misconduct policies developed by the:

Presbyterian Church (U.S.A.) October 2013

Presbytery of West Virginia

Presbytery of the James

National Capitol Presbytery

Presbytery of Cincinnati

Submitted XX, XX, 2021

Approved XX, XX, XXXX

Table of Contents

- I. Decision Tree
- II. Introduction
 - a. Foundations
 - b. Policy Statement
 - c. Purposes of this Policy
 - d. Guiding Principles Behind this Policy
- III. Definitions
- IV. Training and Education to Prevent and Protect
 - a. Availability of Policies and Procedures
 - b. Background Checks, Training and Education
- V. Response to an Allegation
 - a. Reporting
 - b. Sequence of Steps
- VI. Meeting Needs, Preserving Rights
- VII. Effecting Resolution and Reconciliation
- VIII. Contact Information
- IX. Resources
- X. Appendices
 - a. Appendix A Acknowledgement of this Policy
 - b. Appendix B Social Media Policy
 - c. Appendix C Acknowledgement Form for Childcare

DECISION TREE

If you need to report sexual abuse or sexual misconduct committed by someone covered under this policy:

If the abuse is against a minor, you must report it:

1. call your state child abuse prevention hotline

For the Commonwealth of Virginia, call 1-800-552-7096

For the State of West Virginia, call 1-800-352-6513

2. contact the Stated Clerk of Shenandoah Presbytery, and submit a written statement of allegation. 540-433-2556 presbyterSC@shenperes.org

POB 1146

Harrisonburg, VA 22803

“All Teaching Elders, Ruling Elders, Deacons, and Certified Christian Educators are mandated (required by law) to report abuse against a minor.”

Book of Order G-4.0302

If it is an allegation of sexual misconduct not against a minor by a pastoral leader: (Minister or CRE):

1. Contact the Stated Clerk of Shenandoah Presbytery, and submit a written statement of allegation. 540-433-2556 presbyterSC@shenperes.org

If it is an allegation of sexual misconduct by a Ruling Elder in a congregation:

1. Notify the Clerk of Session of that congregation in writing and proceed per the congregation’s policies.

If it is an allegation of sexual misconduct by the Stated Clerk:

1. Notify the Stated Clerk of the Synod of the Mid-Atlantic in writing:

clerk@synatlantic.org or call 804-342-0016

If it is an allegation of sexual misconduct against the Associate General Presbyter:

1. Notify the Stated Clerk of the Presbytery, and submit a written statement of allegation:

PresbyterSC@shenpres.org, or call 540-433-2556

Introduction

Section 1

Foundations

As God who called you is holy,
Be holy yourselves in all your conduct.

I Peter 1:15

Not many of you should become teachers, my brothers and sisters,
for you know that we who teach will be judged with greater strictness.

James 2:15

Tend the flock of God, that is your charge,
not under compulsion, but willingly,
not for sordid gain, but eagerly.
Do not lord it over those in our charge, but be examples to the flock.

I Peter 5:2

*“The Spirit gives us courage
To pray without ceasing
To witness among all peoples to Christ as Lord and Savior,
To unmask idolatries in Church and culture,
And to work with others for justice, freedom and peace.”*

*A Brief Statement of Faith, PC(USA) Book of Confessions, (Part I of the PC(USA) Constitution),
1983*

*All those in ministry, both Ruling and Teaching Elders, are “to be responsible for a quality of
life and relationship that commends the gospel to all persons and that communicates its joy and
justice.” Book of Order, Part II of the PC(USA) Constitution) G-2.0504 2019-2021*

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 LEADERS and members are nurtured & strengthened for service

*OPEN COMMUNICATION and information are used constructively & creatively to keep us
connected.*

*Shenandoah Presbytery exists to assist and support “the witness of congregations to the
sovereign activity of God in the world, so that all congregations become communities of faith,
hope, love and witness.” (BOO G-3.0301)*

*In order to do so, we hold seriously our responsibility to protect those who are most vulnerable
in our communities: children, youth, and vulnerable adults.*

Policy Statement

It is the policy of Shenandoah Presbytery that all employees and/or members of the Presbytery, *including pastors (TEs and CREs), Certified Christian Educators, Certified Associate Christian Educators, and volunteers serving the Presbytery at events related to children, youth, and those adults with cognitive or developmental disabilities*, shall maintain at all times the integrity required of the Church and their own professional relationships. All forms of sexual misconduct as defined in § 2 below are regarded as a violation of the principles set forth in Scripture and **are thus never permissible**.

If allegations of abuse or misconduct are brought against someone who is not covered under this policy, those allegations should be submitted in writing to the council which has authority over the person. (Session, etc.) For example, this policy does not apply to situations involving allegations of sexual misconduct involving only the ruling elders, members employees, volunteers or visitors of a church.

Purposes of this Policy

The purposes of this policy are to:

1. Set high standards of ethical behavior consistent with Scripture, the Reformed tradition, and secular law.
2. Serve as a guide for prevention of all types of sexual abuse *and* misconduct.
3. Establish procedures for inquiry and effective response when allegations of sexual misconduct occur.
4. Safeguard employees, *members of Shenandoah Presbytery* and members of the church from both sexual misconduct and false allegations.
5. Protect the rights and meet the needs of the accused, the complainant, the congregation(s) involved, and the Presbytery as a whole.
6. Establish a process for the enforcement of those standards that are set forth in this policy.
7. Suggest alternative means by which instances of sexual misconduct may be addressed without recourse to church judicial process where these alternative means are both possible and appropriate.
8. Promote, whenever possible, the reconciliation to the church of individuals who, after due process has occurred, are deemed to have violated the terms of this policy.
9. Correlate the sexual misconduct policy adopted by the General Assembly of the Presbyterian Church (U.S.A.) with the procedures outlined in the *current* Book of Order and the individual structure, offices, and needs of the Shenandoah Presbytery.
10. Further the peace, unity, and purity of the church through justice and compassion.

Guiding Principles Behind this Policy

It is our belief as Christians that Scripture calls each of us to high ethical and moral standards in all aspects of our lives, including our sexual behavior. These standards assume even greater importance when an individual provides leadership to the Shenandoah Presbytery and its churches because of the trust inherent in that position. For this reason, the guiding principles that stand behind this policy are that sexual misconduct (as defined in §2 of this document):

1. Violates one's covenant as a leader who has undertaken to demonstrate responsibility, integrity, sensitivity, and caring in a trust relationship. *Those in ministry and leadership do so in order that "the ministry of the whole people of God may flourish." (W-4.0401) Any violation of that trust impedes the ministry of God's people.*
2. Is a misuse of authority and power that breaches Christian ethical principles by violating a trust relation for advantage over another or for personal pleasure in an abusive, exploitative, and unjust manner. Even if someone else initiates or invites sexual contact in the relationship, the **individual who is in a position of authority is responsible for maintaining appropriate boundaries and prohibiting improper relationships.** *Because of the power differential, there is no such thing as "consenting adults" in such a setting.*
3. Takes advantage of the vulnerability of others in a way that is contrary to the central teachings of the Gospel, which enjoins us to protect the vulnerable from harm.
4. A further guiding principle of this policy will be to deal openly and honestly with the issue of sexual misconduct, to provide healing and reconciliation to the greatest extent possible, to help those who have had wrong done to them, as well as those who have done wrong, and to seek to provide remedies, whenever possible and appropriate, that do not require recourse to formal church judicial processes.

Definitions

Accused

Section 2

The individual against whom an allegation of sexual misconduct has been made. For the purposes of this policy, it is assumed that the accused is a paid or unpaid member of the staff or volunteer of Shenandoah Presbytery, *including pastors (TEs and CREs), Certified Christian Educators, Associate Christian Educators, and volunteers at Presbytery events.* Allegations against other individuals should be made to whichever body has appropriate jurisdiction. For instance, an accusation against an elder who does not *serve/volunteer* on the staff of Shenandoah Presbytery *would ordinarily* be made to that person's Session.

Administrative Leave Leave of absence initiated by the person or entity to whom that individual reports. For the purposes of this policy, administrative leave will be:

i] a paid leave of absence, if the individual placed on leave has not been:

- formally charged with violating federal, state, or local law,
- judged to be guilty through a trial conducted by the policies of the Church,
- or
- deemed to be guilty through an admission of serious wrongdoing.

For paid leaves of absence, the individual is entitled to continue receiving all regular benefits of employment, including (for example) use of a residence.

ii] an unpaid leave of absence in all other situations. In the case of an unpaid administrative leave, the individual is not entitled to regular benefits of employment, including (for example) use of a residence.

While administrative leave is in effect, a minister of the Word and Sacrament/CRE may not perform any pastoral, administrative, educational, or supervisory duties, and may not officiate in any functions such as Baptism, funerals or weddings.

See BOO D-10.0106, a and b.

Church When capitalized, refers to the Presbyterian Church (U.S.A.).

Child/Minor Any person under the age of 18.

Complainant The individual making an allegation of sexual misconduct. In the case of minors, the term "complainant" may be used both of the minor and of the minor's legal guardian.

Employee Any person hired or called to work for the Presbytery or for a related organization within the jurisdiction of the Presbytery and receiving salary or wages. The employee need not be a member of a congregation within the Presbytery or even of the Presbyterian Church (U.S.A.).

Inappropriate Conduct

the following types of conduct are inappropriate:

Physical Abuse: including any unwanted touch, any physical contact intended to coerce or do harm, any hitting or touch in anger.

Emotional/Verbal Abuse: including insults; name calling; belittling remarks; harassment; unfavorable comparisons with others, especially children and youth, shaming; deliberately causing fear; using speech to hurt and bullying or allowing bullying to take place.

Spiritual Abuse: including using Scripture or church authority to coerce, control, or shame; using threats about condemnation from God or making threats about God; withholding love to control behavior.

Sexual Abuse: which is defined as sexual contact with children, youth, or persons with disabilities, including:

Fondling private parts

Oral, genital, or anal penetration

Sexual intercourse

Rape (see below)

Showing pornography

Exposing sex organs

Allowing children to witness sexual activity

Sexual Abuse may also include verbal behavior, in person, or by technological means, initiated by a person in a ministerial role when such behavior sexualizes a relationship. (See Appendix B for Social Media Policy)

Sexual Abuse of a Minor or One who lacks capacity to consent: A minor is here understood to be any person under the age of 18. This abuse includes, but is not limited to, accessing, promoting, or pandering of child pornography, on church property and/or with church owned devices such as computers or cell phones.

*Sexual abuse of a minor is a crime in all states and **must** be reported to civil authorities. All those in ordered ministry, (Teaching Elders, Ruling Elders, Deacons) and Certified Christian Educators are Mandated Reporters. (see below)*

Sexual Harassment: includes but is not limited to:

Unwelcome sexual advances

Requests for sexual favors or relationship

Sexually oriented jokes or humor

Sexually demeaning comments

Verbal suggestions of sexual involvement or activity

Questions or comments about sexual behavior

Unwelcome or inappropriate physical contact

Graphic or degrading comments about an individual's physical appearance

Any verbal or physical conduct of a sexual nature

Displays of sexually explicit or suggestive objects or pictures.

Repeated requests for social engagements after an individual refuses.

Lack of intent to harass is not in and of itself an adequate defense against an accusation of sexual harassment.

Inquiry: the term used in the Rules of Discipline in the BOO to determine whether charges should be filed based upon a written allegation received by a Council (Presbytery, Session, Synod or General Assembly) that an offense has occurred. BOO D-10.0200

Sexual Malfeasance: Sexual conduct occurring within a ministerial or professional relationship, such as between clergy and a member of his/her congregation, a counselor and a client, or a teacher and a student. Sexual malfeasance includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. For the purposes of this policy, sexual malfeasance does not cover relationships between spouses and does not restrict church professionals from having normal, mutual, social, intimate, or marital relationships *when they occur outside their professional/pastoral relationship and are* not otherwise prohibited by this policy. An unmarried Church Professional seeking a romantic relationship can do so outside their own congregations. If a Church Professional (Pastor/Educator) becomes interested in dating or romantic relationship with a member of his/her congregation, the

ministerial relationship between the religious leader and other person must be severed before ethically pursuing a relationship of this nature. Should a relationship begin to develop between a Church Professional and a congregant or staff member, it is the responsibility of the Church Professional to discuss this with the Stated Clerk of Shenandoah Presbytery, and the Committee on Relational Ministry, and the Session, in order to agree on a way to maintain appropriate professional boundaries.

Mandated Reporter: A person who is required by law to report any and all known or suspected incidents or risk of child abuse. The policies of the PC(USA) require (mandate) all persons ordained in the Presbyterian Church (U.S.A.) (Deacons, Ruling Elders, Teaching Elders) and any Certified Christian Educator to report all suspected incidents of child sexual abuse to ecclesiastical and civil authorities. Both West Virginia and Virginia understand pastors (Teaching Elders and Ruling Elders commissioned to pastoral service) to be mandated reporters.

G-4.0301 “A minister or Word and Sacrament or a commissioned pastor (also known as commissioned ruling elder) may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person.”

G-4.0302 “Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.

D-10.0401b and c:

b. “For instances of sexual abuse of another person, the five year time limit [to report an alleged offense] shall not apply. There is also no time limit for charging that a person who knew or reasonably should have known of the reasonable risk of sexual abuse of another as defined in D-10.0401c (1) or (2) failed to take reasonable steps to minimize the risk. Both charges may be brought regardless of the date on which an offense is alleged to have occurred.”

c. “Sexual abuse of another person is any offense involving sexual conduct in relation to

(1) any person under the age of eighteen years or anyone without the capacity to consent; or

(2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position.”

Presbytery: When capitalized, refers to the Shenandoah Presbytery.

Rape: Sexual contact resulting from force, threat, or intimidation.

Sexual Misconduct: A comprehensive term that includes:

- i] Sexual abuse of a minor or those unable to consent due to cognitive or developmental disabilities
- ii] Sexual harassment
- iii] Rape
- iv] Inappropriate conduct
- v] Sexual malfeasance

Training and Education to Prevent and Protect

Section 3

Availability of Policy and Procedures

1. *All Members of Shenandoah Presbytery, its employees, those volunteering at Presbytery events related to children and youth, and all persons who are enrolled as Inquirers or Candidates under the Presbytery shall be given copies of this policy and are required to sign an acknowledgement of receipt. Such signature indicates the signers' agreement to abide by the terms of this Sexual Misconduct Prevention Policy.*
2. *This document shall be available to all church members and to the public, in both print and electronic forms.*
3. *This document will be included, annually, in a Handbook for a Stated Meeting of Shenandoah Presbytery.*
4. *This policy will be sent to every clerk of session annually.*
5. *An electronic or print copy of the signed acknowledgement shall be received by the Presbytery at the time of renewal of call/contract/review of validated ministry, and annually by those "At Large."*

Background Checks, Training and Education

Per the Background Check Policy of Shenandoah Presbytery, approved August 26, 2017:

"It is the policy of the Presbytery of Shenandoah that background checks shall be conducted for all new Ministers of the Word and Sacrament serving in congregations or validated ministries of the presbytery, clergy of denominations in full communion with the PCUSA, members of the presbytery who receive a new call or appointment to a congregation in the presbytery, leaders of new worshiping communities, Commissioned Ruling Elders (CRE), and presbytery staff. In addition, this policy applies to volunteers who chaperone presbytery-sponsored events for persons under the age of 18, lead and/or work with presbytery-sponsored activities with vulnerable adults, and those who have sole financial responsibility over any presbytery funds. The purpose of this policy is to increase protection for congregations, as well as their children, youth, and vulnerable adults, from those who have a history of criminal or dangerous activity.

For further details, see Shenandoah Presbytery's Background Check Policy, approved August 26, 2017.

<https://s3.amazonaws.com/mywt5-files/wp-content/uploads/sites/81/2019/07/10174553/Copy-of-Background-Check-Policy-Final.pdf>

Record Keeping and Retention

The Stated Clerk of the Presbytery shall ensure the confidentiality and appropriate retention of background checks, and shall communicate, with the Committee on Pastoral Transition or the Committee on Relational Ministry, and counsel both the perspective pastoral leader and the calling congregation/Session where appropriate. Records of Disciplinary Action will be retained permanently with the pastoral leader's file.

In a case in which the Investigating Committee decides not to file charges, the IC shall

- a. *file a written report of that fact alone with the Stated Clerk, who will then notify the complainant.*
- b. *ask the Presbytery to retain all records for at least two years, in accordance with the Book of Order. (D- 11.0601 e.(2))*

Sessions and Congregations

All congregations are required to “adopt and implement a sexual misconduct policy and a child and youth protection policy.” (Book of Order G-3.0106) The date of approval/adoption must be recorded in the Session minutes.

The Presbytery can help Sessions and their leaders create, adopt and implement these policies.

Boundary Training

Shenandoah Presbytery requires that all Congregational Leaders (Teaching Elders, Commissioned Ruling Elders, those in Validated Ministry and those "At Large") take part in a Mandatory Boundary Training every 3 years, given by this Presbytery. Congregation members and Ruling Elders are also welcome. New pastoral leaders (TEs and CREs) must complete this during their first year of service in Shenandoah Presbytery. Subsequent trainings must be completed every 3 years. Failure to do so may result in the Presbytery contacting the Clerk of Session to inform them of their pastor's failure to complete the mandatory training, and/or member's call/contract not being approved by the CRM, or, in the case of those member's seeking a call elsewhere, of their Personal Information Form not being attested/released by the Stated Clerk, until the training is completed.

Event specific training

Volunteers, members of the Presbytery and staff who are acting as staff/supervisors/chaperones for any Presbytery event that involves youth/children/vulnerable adults will watch a training video/presentation prior to the event, and will sign a form acknowledging having taken part in the training and their willingness to abide by sexual misconduct and child and youth protection policies of the Presbytery.

Presbytery Meetings

The screening and training of child-care workers for Presbytery meetings shall be the responsibility of the host church providing childcare. Childcare provided at Presbytery meetings shall be in accordance with the Presbytery's Child and Youth Protection Policy, as well as the host church's.

Ordinarily the Presbytery will not allow a Presbytery event involving care or activities for children and youth to be held at a church unless that church has a Child and Youth Protection Policy in place.

The host church should use the Acknowledgement Form (Appendix C) to verify the screening of its childcare workers.

Presbytery staff will see that policy information is distributed to host church(es) and will see the caregivers are suitably verified.

The host church will handle supervision of childcare workers. The “Two Adult” rule will be standard procedure.

Education

Shenandoah Presbytery has a commitment to provide resources for, and to publicize educational opportunities, aimed at preventing sexual misconduct in the church. These trainings will be available both to members of the Presbytery, and to congregations and their members. Shenandoah Presbytery is always able to work with congregations, Sessions, youth and Christian Education committees to educate and inform in this area.

In most cases the goals of these educational programs and training should include recognition of the:

1. Imbalance of power between religious leader(s) and those in their care.

2. Need for appropriate boundaries to exist between those in authority and parishioners/clients.
3. *Need for appropriate physical settings: interactions that are 1:1 should be in a place where the leaders may be observed by others, with windows in doors/open spaces/open doors when meeting one-to-one with a congregation members/counselee/student/youth. The "2:1" should be observed in working with children and youth- that is, optimally, the ratio should always be 2 adults to at least 1 child/youth, or if not feasible, 2 youth:1 adult.*
4. Need for caregivers to understand that frequent pastoral calling visits, frequent phone conversations, extended time together, and physical touching, hugs, and kisses may be associated with sexual advances and are high risk behaviors that may be perceived as unwelcome or an infringement on the rights of others.
5. Importance for members of clergy to have an "accountability partner" with whom meet regularly, since their role invites trust and dependence and since they are often in a one-on-one setting with persons who respect and depend on them.
6. Advisability for religious leaders who counsel or provide spiritual direction to observe professional cautionary measures such as:
 - i. limiting the amount of time spent with each counselee/directee
 - ii. making sure that there are other people around during sessions, and
 - iii. observing a professional caution regarding physical contact with each counselee/directee.
7. Need for religious leaders who are providing counseling to be in a supervisory relationship with a licensed psychotherapist.
8. Importance for religious leaders who are providing spiritual direction to receive direction themselves under the guidance of a supervising spiritual director.

Response to an Allegation Requirement to report

Section 4

“Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.”

BOO G-4.0302

Any report of sexual abuse or suspected abuse of a minor **must** be reported to civil authorities.

For the Commonwealth of Virginia, call 1-800-552-7096

For the State of West Virginia, call 1-800-352-6513

When an allegation is made against person covered under this policy:

1. Allegations of sexual misconduct on the part of individuals governed by this policy, including but not limited to the ministers and employees of the Presbytery, are to be made **in writing** to the Stated Clerk of Shenandoah Presbytery.
 - a. Should an individual wish to make an allegation of sexual misconduct on the part of the Stated Clerk, it should be submitted in writing to the Stated Clerk of the Synod of the MidAtlantic: clerk@synatlantic.org or call 804-342-0016
 - b. In such cases, the General Presbyter (or his or her designee) would then assume all duties otherwise assigned to the Stated Clerk in this policy.
2. Immediately upon receipt of a written allegation of Sexual Misconduct, the Stated Clerk shall inform the *Presbytery* merely that an allegation of misconduct has been made. The Presbytery shall then appoint *both a Response Team (if desired by the complainant)* and an Investigating Committee (IC) in accordance with Presbytery policies and the Book of Order D-10.0103.

A person under jurisdiction of this policy may also come forward in self-accusation.

Book of Order D-10.0102c

Upon receipt of a written statement of an alleged offense of sexual misconduct or abuse, the Stated Clerk of the Presbytery, without undertaking further inquiry, shall then report to the council only that an offense has been alleged without naming the accused or the nature of the alleged offense, and refer the statement immediately to an investigating committee. D-10.0103

*When a written statement of an alleged offense of sexual abuse/misconduct toward any person has been received against a minister of the Word and Sacrament, the Stated Clerk receiving the written allegation **shall immediately** communicate the allegation to the Permanent Judicial Commission. The moderator of the Permanent Judicial Commission shall within three days **designate two members**, who may be from the roster of former members of the PJC, to determine whether the accused shall be placed on a paid administrative leave during the resolution of the matter. (D-10.0106)*

An Investigating Committee is formed

- a. The IC will be an ad hoc committee consisting of no fewer than three and no more than five individuals. *The Presbytery may provide by rule for appointment of an Investigating Committee. (See Book of Order D-10.0201a, b.)*
- b. In selecting members to serve on the IC, care should be given, whenever possible, to identifying a set of individuals who have among them relevant expertise in pastoral care, the legal aspects of sexual misconduct, and familiarity with the operations of the Presbytery, this policy, and the Book of Order.
- c. As soon as possible, the Stated Clerk should outline to the IC its duties and provide appropriate orientation.

In addition, a Response Team shall be appointed by the Stated Clerk, if desired by the complainant. This purpose of this team is to ensure that an expeditious, professional, objective and caring response is made by the Presbytery to charges of sexual abuse or misconduct. The Response Team will not investigate an allegation in any way or usurp the roles of the IC or the PJC. The Response Team will confine its activities to:

1. *Coordinating a process that addresses the specific needs of the alleged victims and their families, the accused and their families, the affected congregations, and the Presbytery, and*
2. *training and assigning advocates, if advocates are requested by the alleged victims, the accused, family members, or involved congregations.*

The Presbytery will create this Response Team of at least 3 people, with a balance of genders. Those on the Response Team might be those with previous experience on the PJC, or in the fields of education, counseling, or health care. The Presbytery will train the members of the Response Team. Care will be taken to avoid conflicts of interest. Members of the Response Team shall sign a pledge of confidentiality, copies of which shall be furnished to the chair of the Response Team, and the Stated Clerk.

Pastoral care and concern will be expressed by the Presbytery for all involved parties. All allegations are to be taken seriously, and all allegations remain allegations until the inquiry concludes. See §5

Sequence of Steps

3. The **initial task** of the IC shall be to determine whether the allegation:
 - a. **Involves a possible violation of federal, state, or local law.** If so, the Stated Clerk must refer the allegation to the appropriate secular authorities and (with the possible exception of §3.3[b] below, regarding administrative leave) the process outlined in this document should be suspended until the civil process has reached its conclusion.
 - b. *And to receive the recommendation of the PJC regarding the need for administrative leave. If so, a recommendation to this effect should be made to the Stated Clerk.*
 - i. Upon receiving a recommendation to grant administrative leave from the IC/PJC, the Stated Clerk will communicate this decision with the accused and his/her clerk of Session. The leave, if granted, will be paid or unpaid according to the guidelines set forth under the definition of “Administrative Leave” in §2, and in the Book of Order, D-10.0106.
 - ii. If the accused refuses to accept an administrative leave once it has been granted, the Presbytery may, if it chooses, proceed under G-3.0301c of the Book of Order or the appropriate personnel policy of the Presbytery to remove the accused from his or her position.

4. The **second task** of the IC will be to determine whether:
 - a. **The allegation has sufficient merit to warrant further investigation.** If not, the IC reports this finding to the Stated Clerk, who files a written report of this fact alone to the Presbytery. The IC is then dissolved.
 - b. **The accused disputes the general substance of the allegation.** If not, the IC proceeds to §4.5 below.
 - c. The allegation is more appropriately addressed by full investigation rather than by mediation, counseling, or other less formal measures.
If so, the IC proceeds to §4.5 (g) below.
5. If the IC finds that all of the criteria outlined above have been met, its **third task** is to conduct an investigation. In accordance with D-10.0201 of the Book of Order, during this investigation the IC must:
 - a. provide the accused with a copy of the statement of the alleged offense as described in D-10.0101 of the Book of Order.
 - b. make a thorough inquiry into the facts and circumstances of the alleged offense.
 - c. examine all relevant papers, documents, and records available to the IC.
 - d. ascertain all available witnesses and make appropriate inquiries of them.
 - e. determine, in accordance with G-3-0102 and D-2.0203b of the Book of Order, whether there are probable grounds or cause to believe that an offense was committed by the accused.
 - f. decide whether the allegation(s) reported — on the basis of the papers, documents, records, testimony, or other evidence — can reasonably be proved, having due regard for the character, availability, and credibility of the witnesses and evidence available.
 - g. initiate, if the IC deems it appropriate, alternative forms of resolution.
 - i. Ordinarily these alternative forms of resolution — which may include mediation, formal or informal apologies, counseling, and other such measures — should be pursued only after an investigation has been completed and probable cause has been determined, but before formal charges have been filed.
 - ii. In certain cases, however, alternative forms of resolution may be explored even before the investigation has concluded if such resolution is acceptable to both the complainant and the accused.
 - iii. If mediation is attempted, it shall be completed within **120 days** of its onset unless a continuance is allowed by the Permanent Judicial Commission of the Presbytery (PJC).
 - iv. The IC shall convey any recommended settlement agreement to the PJC. *Approval by the PJC requires a vote of at least two-thirds of the members eligible to vote; make a record of its proceedings according to the provisions of D-11.0601d, including the name of the accused, the substance of the charge(s) and censure; and transmit its decision to the clerk of session or the stated clerk, who shall report it according to the provisions of D-11.0701.*

v. Throughout settlement negotiations, both parties shall be provided with an advocate if they desire one.

vi. If a settlement satisfactory to all parties involved in the mediation is not reached within the stipulated period, the IC shall then proceed to consideration of whether charges should be filed.

h. The IC shall report to the Presbytery only whether or not it will file charges.

i. if charges are to be filed, the IC will

i. prepare and file them in writing with the Stated Clerk in accordance with the provisions of D-10.0401-.0404 of the Book of Order.

ii. determine how it shall reconfigure itself as a Prosecuting Committee (PC).

Based on the complexity of the case, the IC may consist of:

- (1) all members of the IC, serving as a **committee of the whole**;
- (2) selected representatives of the IC, serving as a **subcommittee**; or
- (3) a single representative of the IC, serving as the **committee's delegate and representative**.

6. If the IC decides to file charges,

a. the IC shall

i. promptly inform the accused in writing of the charges it will make, including a summary of the facts it expects to prove at trial in order to support those charges.

ii. ask the accused if he or she wishes to plead guilty to the charges as a means of avoiding full trial.

iii. indicate to the accused the censure it will recommend to the PJC.

b. consideration shall be given to the possibility of reference. (See Book of Order D-4.0000.)

c. the Permanent Judicial Council shall follow the procedure for responding to those charges and conducting a trial that is outlined in the Book of Order (D-10.0404, 10.0405, and 11.0000).

7. If the IC decides **not** to file charges, the IC shall

a. file a written report of that fact alone with the Stated Clerk, who will then notify the complainant.

D- 10.0303 Within 30 days of receipt of the report, the complainant may petition the PJC to review the decision of the IC not to file charges. The petition shall allege those instances in which the IC has not fulfilled the duties specified in D-10.0202. See D-10.0303 a-f

b. ask the Presbytery to retain all records for at least two years, in accordance with the existing Book of Order. (D- 11.0601 e.(2))

1. To help meet the needs of the **complainant**, he/she/they has the right to ...
 - a. Be heard and taken seriously. From the time that the complainant indicates that sexual misconduct has occurred, the complainant should receive immediate attention and serious consideration from all church representatives.
 - b. Receive pastoral and therapeutic support. The complainant may require spiritual and professional assistance as a result of the alleged sexual misconduct. The Stated Clerk will offer to appoint, if it is desired by the complainant, a Response Team of at least three members that will either offer such support itself or arrange to have it provided from a suitable pastor and/or a qualified therapist. Discussions with members of the Response Team and their agents would be confidential, privileged conversations.
 - c. Be informed about church process and progress with regard to the accusation. The Stated Clerk should appoint a liaison who will keep the complainant properly informed as to what actions are taking place as a result of the accusation, including rights to appeal. In cases where there is an Response Team, the liaison will ordinarily be a member of that body.
 - d. Receive legal advice. The Stated Clerk should advise the complainant of his or her right to pursue independent legal advice.
 - e. Be assured of an advocate of one's own choosing. A complainant may need continuing moral support from an individual who is present while the church addresses the accusation. This advocate may be a relative, a friend, or an impartial third party. In certain circumstances, this advocate will speak for the complainant.
 - f. Be assured that justice will be pursued. The complainant needs to be shown by the processes of the church that justice is being pursued through fact-finding, truth-telling, confrontation, and agreement that may include removal or temporary exclusion of the accused from office or impartial adjudication of the complaint.
 - g. Receive healing and reconciliation. In addition to the other forms of reconciliation mentioned above, the complainant may need to attain a degree of healing, wholeness, and reconciliation with all concerned — with the self, the family, the church and, ideally, the accused as well. For more on resolution and reconciliation, see §6 below.
2. To help meet the needs of the **accused**, he/she/they has the right to ...
 - a. Receive adequate information about the accusation. When an allegation of sexual misconduct has been received by the Stated Clerk, the IC will notify the accused that an allegation has been made. This notification
 - i. will be made in writing and should include advice that the accused have no further contact of any sort with the *complainant*, the alleged victim (if different from the *complainant*), or the family of the *complainant*.
 - ii. will warn the accused that any statements made to the IC may be used against the accused in later proceedings.

- iii. should explain the process by which the allegation of sexual misconduct will be investigated and the options available to the accused, including rights to appeal.
 - iv. will recommend that the accused seek legal advice immediately since the allegation could result in church discipline or in civil or criminal court action.
- b. Obtain legal advice and assistance. The accused may seek legal advice from any source, but it should be noted that in church disciplinary or remedial cases “no person shall act as counsel who is not a member of the Presbyterian Church (U.S.A.)” (Book of Order, D-7.0301). *No member of a PJC shall appear as counsel before the commission while a member.*
- The Stated Clerk may be able to recommend a list of Presbyterian lawyers who are willing to consider representing parties in church disciplinary cases. The accused is responsible for his or her own attorney fees, but, if an allegation proceeds to the initiation of a disciplinary case and the accused is unable to employ counsel, the accused may request appointment of counsel under the provisions of Book of Order, D-11.0302.
- c. Receive pastoral counseling and care. If the accused so desires, the Stated Clerk will appoint an ad hoc Team of Counselors (ToC), consisting of no fewer than three members. (In cases where the accused is a member of the clergy, the CoM may appropriately be asked to take responsibility for either serving as or helping to select the ToC.) Members of the ToC should be spiritual or professional counselors with someone whose conversations with the accused would be recognized by courts as confidential and privileged communication. Note that, while the Stated Clerk may be asked to suggest names of impartial clergy or therapists, they should not themselves engage in this type of pastoral care and counseling because their conversations would not be confidential and because of their potential involvement in the disciplinary process.
 - d. Receive assistance in relating to Session and Congregation. Each situation will be different, but the Presbytery should be prepared to help plan for the anticipated needs of a particular congregation and to recommend expert resources.
 - e. All appropriate legal protections. Before each and every conference with the accused, the accused should be informed of the right to remain silent, to be represented by counsel and, if charges are later filed, to have counsel appointed if he or she is unable to secure counsel (Book of Order D-11.0301-.0302).
 - f. Have his or her family remain economically secure. The Presbytery should remain alert to the possible spiritual, emotional, and financial needs of the family of the accused and recommend expert resources. Nevertheless, individuals on the staff of the Presbytery should be cautioned against personally trying to meet these needs through loans, gifts, and other activities that may complicate any subsequent secular legal action.
 - g. Receive complete exoneration if acquitted. If the accused is acquitted of the charge, it is important for the Presbytery to see that the acquittal is widely disseminated, unless doing so would further injure the person falsely accused. At the very least, all individuals who were officially informed of the accusation should also be officially informed of the acquittal.

D-11.0401 The accused in a disciplinary case is presumed to be innocent until the contrary is proved, and unless guilt is established beyond a reasonable doubt, the accused is entitled to be found not guilty.

3. To help meet the needs of the **congregation** affected by the accusation, *the congregation* has the right to ...
- a. Pastoral care. In cases where the accused is a minister/*Teaching Elder/CRE*, pastoral care should be provided to the congregation by another member of the ordained staff (if the church is a multiple-staff church) or by a trained interim pastor. If the minister leaves his or her position as a result of an accusation of sexual misconduct, a trained interim pastor or consultant in sexual misconduct may need to work with the congregation; in extreme cases this assistance may continue for an extended period of time. In cases where the accused is someone other than a minister, the pastor should provide the needed care for his or her congregation. The pastor, if not previously trained in this area of specialization, may wish to consult with denominational specialists who can provide advice on how to proceed in tending to the needs of the congregation and how to address any problems that may arise.
 - b. Proactive attention while necessarily awaiting a determination of guilt or innocence. Special care must be taken to meet a congregation's needs even as the process outlined in this policy is still unfolding. Rumors may be *circulating* that are detrimental to the congregation's welfare. Decisions may need to be made about whether the congregation is best served by having the accused placed on administrative leave. Routine business may need to be tended to should the energies of the accused become focused on mounting a defense. It will be necessary for various individuals and groups associated with the Presbytery — for instance, the Stated Clerk and the CRM — to assist in meeting these needs of the congregation in accordance with their knowledge of the case and their appropriate professional role.
 - c. An appropriate amount of information about the case. While certain types of information must remain confidential in order to protect the rights of both the complainant and accused, other types of information should be shared with the congregation in order to avoid misunderstandings, false rumors, and destructive speculation. For instance, if a case of sexual misconduct becomes a matter of public knowledge within a congregation and if a pastor has been found guilty of sexual misconduct, an interim pastor or consultant may be needed to hold meetings with individuals, small groups, or the whole congregation. Such meetings should provide information about sexual misconduct in general, Presbyterian polity and judicial process, and the process by which others who may have been victimized may be heard and ministered to. If the accused is not the pastor, then the pastor should perform these functions in most cases.
 - d. Resource persons. Individuals whose services may be valuable to a congregation in the context of sexual misconduct could include a trained interim pastor, a CRM representative knowledgeable in polity and the effects of sexual misconduct in the church, a consultant or therapist with knowledge and experience in dealing with sexual misconduct, an attorney who can discuss legal aspects of a case, an insurance agent who can advise the congregation about their exposure to liability or coverage, and other professionals of this sort.
 - e. Have its financial concerns addressed and taken seriously. Allegations of sexual misconduct may have serious financial implications for a congregation. Paid administrative leaves may need to be funded, counselors may need to be retained, and interim staffing may need to be sought. While each situation will be different, the Presbytery should work closely with the congregation in each case so that the lasting financial impact of these situations may be minimized and the congregation's return to wholeness may be effected in as timely a manner as possible. In situations where a paid administrative leave would be financially burdensome to the congregation, the CRM may be requested to assist in finding an appropriate solution to this problem.

1. The ultimate goal, in cases where there is either a finding of fault or an admission of guilt, should always be to effect as much healing, resolution, and reconciliation as possible between the individual responsible for the misconduct and the complainant, congregation, Presbytery, and Church.
2. In cases where the individual responsible for the misconduct is a member of clergy, the CRM will be responsible for designing and implementing a plan for effecting this healing, resolution, and reconciliation.
3. In cases where the individual responsible for the misconduct is not a member of clergy, the Stated Clerk, working in consultation with the General Presbyter and the Chair of the CRM, will name an appropriate group of individuals to design and implement a plan for effecting healing, resolution, and reconciliation. At times, this group will be some existing body or standing committee; at other times, this group will be an ad hoc committee established solely for this purpose.
4. No single plan for healing, resolution, and reconciliation will be applicable to all situations. Nevertheless, it is likely that the body responsible for developing these plans will consider, among other options:
 - a. Mandatory counseling for the individual responsible for the misconduct.
 - b. Mandatory training in the prevention of sexual misconduct, either for individuals or for groups.
 - c. Apologies, either formal or informal, to those adversely affected by the misconduct.
 - d. An alteration of responsibilities, either permanently or for some set period.
 - e. *A plan for reporting participation/successful completion in counseling/training/alteration of responsibilities must be agreed upon by the individual responsible for the misconduct and the person/body responsible for reviewing/supervising these plans.*

The Book of Order provides for degrees of church censure: rebuke, rebuke with supervised rehabilitation, temporary exclusion from exercise of ordered ministry or membership, and removal from ordered ministry or membership. D-12.0100

5. It should be remembered — and openly discussed with the complainant, the individual responsible for the misconduct, and other parties affected by the misconduct — that the plan for healing, resolution, and reconciliation should never be developed with the intent to punish, humiliate, seek retribution, or alienate the individual responsible for the misconduct. This part of the process is not intended to result in a sanction, such as may have been imposed by the PJC. Rather the goal of this stage of the process should always be to educate the individual responsible for the misconduct and to bring about his or her reconciliation with the congregation, Presbytery, Church and, where possible, the complainant.
6. Similar care should be taken, whenever necessary, to provide ongoing pastoral care to the complainant and/or the congregation affected by the misconduct in order that all parties may reach, to the greatest extent possible, a sense of closure, healing, and wholeness in a timely manner.
7. In cases where the accused is acquitted or where the IC has concluded that the allegation does not warrant full investigation, similar efforts should be taken to reach healing, resolution, and reconciliation. While in these cases, too, no single plan to accomplish this goal will be applicable to all situations, it is likely that the body responsible for developing these plans will consider, among other options:

- a. Mandatory or recommended counseling for the individual responsible for the allegation.
- b. Additional training in the meaning and nature of sexual misconduct, either for individuals or for groups.
- c. Apologies, either formal or informal, to the individual falsely accused.
- d. An alteration of reporting relationships or congregational membership, either permanently or for some set period.

Contact Information

Section 7

Stated Clerk of the Shenandoah Presbytery:
presbyterSC@shenpres.org or by calling 540.433.2556.

Current contact information for the moderator of the PJC, the Committee on *Relational* Ministry (CRM), and other standing committees of the Shenandoah Presbytery may always be found online at <https://shenpres.org/committees/> or by calling 540.433.2556.

The mailing address for the Presbytery Office is:
POB 1146
Harrisonburg, VA 22803

The Stated Clerk of the Synod of the Mid-Atlantic:
clerk@synatlantic.org or call 804-342-0016

The mailing address for the Synod:

3601 Seminary Ave.
Richmond, VA 23227

For reports of abuse concerning minors:

Commonwealth of Virginia Child Abuse Hotline: 1-800-552-7096
For the State of West Virginia, call 1-800-352-6513

The Associate General Presbyter is available to help Sessions, congregations, Christian Educators and pastors create policies regarding Child, Youth and Vulnerable Adult Protection Policies and Sexual Misconduct Policies. For information, contact assocgp@shenpres.org

Resources

Section 8

The PC(USA) has many resources available for Sessions and congregations.

<https://www.presbyterianmission.org/legal-resources/creating-safe-ministries/>

https://www.pcusa.org/site_media/media/uploads/children/pdf/we_wont_let_it_happen.pdf

PC(USA) Hotline

The Presbyterian Church (USA) has a sexual misconduct hotline. The number is 1-888-728- 7228 ext.5207 or 1-502-569-5207. It is staffed by the sexual misconduct ombudsperson. The purpose of this hotline is to report events, even if the victim is not ready to pursue a formal complaint at this time. The caller has the ability to control the information and how it is used. This can be especially helpful for those who want more information about the process, or who want a historical record kept in the event that s/he decides to pursue a complaint at a later date. If the person accused of the violation is named, then it could be helpful in the event that another victim files a complaint against the same person. The ombudsperson can be a listening ear as well as resource as to options and process. The important point is that the caller controls the information.

Insurance Carriers

Many insurance carriers have free resource information available regarding Child and Youth Protection and Sexual Misconduct Policies, available even if you are not a client of that company. Contact your insurance provider for more information, and to make sure the congregations' insurance includes coverage for sexual misconduct/child and youth protection issues.

Insurance Board:

<https://www.insuranceboard.org/?s=sexual+misconduct>

Church Mutual:

<https://www.churchmutual.com/137/Sexual-Misconduct-and-Molestation>

Brotherhood Mutual:

<https://www.brotherhoodmutual.com/index.cfm/resources/safety-library/risk-management-articles/administrative-staff-and-finance/sexual-misconduct/>

Other Resources:

Resources held at the Mary Lou McMillin Resource Center, Massanetta Springs Conference Center

The Child's Song, The Religious Abuse of Children

Donald Capps

I Can Say No- A Child's Book About Abuse

Doris Sanford

I Can't Talk About It -A Child's Book about Sexual Abuse

Doris Sanford

Safe Sanctuaries Reducing the Risk of Child Abuse in the Church

Joy Thornburg Melton

Safe Sanctuaries for Children & Youth Reducing the Risk of Abuse in the Church DVD

Safe Sanctuaries for Youth Reducing the Risk of Abuse in Youth Ministries

Joy Thornburg Melton

Resources not held at the Mary Lou McMillin Resource Center

Boundaries with Kids: When to say Yes, When to say No

Henry Cloud

Boundaries with Kids: When to say Yes, When to say No Workbook

Henry Cloud

It's My Body

Lory Freeman

Welcome the Child: A Child Advocacy Guide for Churches

Guy and Daley

Sexual Abuse: Pastoral Responses

Len Hedges-Goettl

Surely Heed Their Cry: A Presbyterian Guide to Child Abuse Prevention, Intervention and Healing

Bonnie Glass MacDonald

Is Nothing Sacred

Marie Fortune

See also FaithTrustInstitute.org

Darkness to Light

<https://www.d2l.org/>

Appendices

Appendix A Acknowledgement of Sexual Misconduct Prevention Policy Shenandoah Presbytery

As part of my annual certification to serve within Shenandoah Presbytery, I acknowledge that I have received, read and reviewed Shenandoah Presbytery's Sexual Misconduct Prevention Policy, and agree to abide by and follow its provisions.

Printed Name

Date

Signature

Appendix B

Safe Social Media

Commonly Accepted Principles of Safe Media

- Remember that anything you write can be copied and distributed, and mis-attributed as the opinion of an institution instead of just the individual.

- All clergy, adults engaged in ministry with youth or committees, Presbytery staff and volunteers should consider the content and nature of any post. Your voice is often considered the voice of the church and Presbytery.

- Make sure that church staff and volunteer leaders are using church computers appropriately. Any use of Presbytery or church media (computers, phones, etc.) to view or distribute pornography is a violation of this Sexual Misconduct Policy, and will result in discipline.

Power Base

- Adults have more power than children and youth.
- Clergy have more power than people with whom they have a pastoral relationship.
- The mutuality of friendship cannot exist when there is a disparity of power.

General Information about Digital Communications

- All communication sent digitally (email, social networking sites, notes or posts, etc.) is NOT CONFIDENTIAL and may be shared or reposted to others.
- Interactions in the virtual world need to be transparent, as a window in the door provides transparency in the physical world.
- In the virtual world healthy boundaries and safe church practices must be adhered to as they are in the physical world.
- In the virtual world, “friend” can mean anyone with whom you are willing to communicate through that medium, and friend-of-a-friend may also have access to your communication, regardless of the presence of a shared ideology.
- Laws regarding mandated reporting of suspected abuse/neglect/exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.

Recommended Practices and Guidelines for Interactions with Children and Youth: Social Networking Sites-Relationships

- Adults who minister to children and youth are strongly encouraged to set very stringent privacy settings on any social networking profile.
- Individual personal profiles are to be used to interact with real friends, family and peers.
- Adults should not submit “friend” requests to minors or youth. Youth may not be able to decline such requests due to the disparity of power between youth and adults.
- Youth may ask to be “friends”, and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.
- If an adult chooses to accept friend requests from minors or youth who are associated with their community of faith, other adult leaders must have full access to all aspects of that adult’s profile and correspondence.
- Adults who want to connect via a social networking website with youth to whom they minister are strongly encouraged to set up a closed group account that youth may join.
- Youth requesting to “friend” an adult can then be invited to join this group rather than be accepted as a friend on an adult’s personal profile account.
- The purpose of these two separate accounts/profiles is to create a line of privacy and maintain healthy boundaries with youth and real family, friends and colleagues.

Any material on any site (whether affiliated with the church or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and/or Child Protective Services (CPS) in the state in which the child resides. If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after consultation with CPS/police.

Groups on Social Networking Sites

- Groups should have at least two unrelated adult administrators as well as at least two youth.
- Closed groups, but not “hidden” groups, should be used for youth groups.
- Invitations to youth to join the group should be made by youth administrators, unless a youth previously asked an adult administrator to invite him/her to join the group.
- Behavioral covenants should be created to govern what content is appropriate and inappropriate for an online youth group.
- Any material on any site (whether affiliated with the church or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and/or Child Protective Services. If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after consultation with CPS/police.
- Inappropriate material that does not raise suspicion that a child has been or will be abused/neglected/exploited should immediately be removed from the site.
- Any content that details inappropriate behavior (outside of the bounds of the established behavioral covenant) during a church sponsored event or activity should be addressed by adult youth leaders and parents.
- Social networking groups for youth should be open to parents of current members.
- Parents should be informed that the content of youth pages or groups that are not sponsored by the church are NOT within the purview of adult youth leaders.
- Adult leaders of youth groups and former youth members who, due to departure, removal from position, or are no longer eligible because they “aged-out” of a program should be immediately removed from digital communication with youth groups via social networking sites, list serves, etc.

Recommended Practices and Guidelines for Interactions with Adults: Social Networking Sites-Relationship

- Clergy are strongly encouraged to set very stringent privacy settings on any social networking profile to shield both adult and youth members from viewing content that may be private or inappropriate.
- Individual personal profiles of clergy should be used to interact with real friends, family and peers.
- Clergy should consider whether to submit “friend” requests to congregants and others to whom they minister. The disparity of power may not give the other person the ability to decline such request.
- Clergy who want to connect via a social networking website with congregants are strongly encouraged to set up a group account that all congregants may join. The purpose of having a personal profile and church group is to create a line of privacy and maintain healthy boundaries with congregants and real family, friends and colleagues.
- Clergy should consider the impact of declining a “friend” request from congregants. These encounters may create a tension in “real world” relationships. Clergy can direct “friend” requests from congregants to the church’s group page.
- Clergy who work directly with youth are encouraged to establish church sponsored digital communications groups to maintain contact with youth members. When sending texts or emails to youth, a group text, or a text/email/electronic submission should have parents/families, etc, cc’d into the distribution.
- When a pastor’s ministry at a church or other ministry setting ends, the pastor should remove congregants as “friends” or contacts in all forms of digital communications.

Appendix C
Form for Child Care at a Presbytery Meeting

Acknowledgement of Policy

_____”Church”

The undersigned representative of the Church hereby acknowledges that the Church maintains both a child and youth protection policy and a sexual misconduct policy, per Book of Order G-3.0106. Furthermore, all those individuals named at the bottom of this form are members/employees of this church and have been screened in accordance with said Policy, including a background/reference check , and will be working with the Presbytery sponsored event. They have been, and currently are, authorized by the church to work with the children youth, and persons with disabilities of this church.

Signed this _____ day of _____,
20_____.

Signature

Printed Name

Capacity with church

Members authorized to work with Children and Youth of this church:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

PRESBYTERY OF SHENANDOAH
POLICY ON BACKGROUND CHECKS AND MANDATORY BOUNDARY TRAINING

Approved by Presbytery August 26, 2017
Revised XXXXXX

I. POLICY ON BACKGROUND CHECKS

It is the policy of the Presbytery of Shenandoah that background checks shall be conducted for all new Ministers of the Word and Sacrament serving in congregations or validated ministries of the presbytery, clergy of denominations in full communion with the PCUSA, members of the presbytery who receive a new call or appointment to a congregation in the presbytery, leaders of new worshipping communities, Commissioned Ruling Elders (CRE), and presbytery staff. In addition, this policy applies to volunteers who chaperone presbytery-sponsored events for persons under the age of 18, lead and/or work with presbytery-sponsored activities with vulnerable adults, and those who have sole financial responsibility over any presbytery funds. The purpose of this policy is to increase protection for congregations, as well as their children, youth, and vulnerable adults, from those who have a history of criminal or dangerous activity.

The Pastor Nominating Committees (PNC) of churches in transition shall have the responsibility for providing information on the requirement and process to pastor candidates. The presbytery office shall have the responsibility for assuring that other pastors seeking membership in the Presbytery of Shenandoah are given notice of and process for background checks, when that is appropriate. The presbytery office, or designated staff, shall have the responsibility for obtaining background checks on all employees prior to employment, CREs prior to commissioning, and volunteers prior to the volunteer activity, as well as all leaders in new worshipping communities as part of their preparation work with the Committee on New Congregational Development (CNCD).

II. INFORMATION REQUESTED IN A BACKGROUND CHECK

A background check is a review of available records, both public and confidential, relative to possible history of criminal activity and other activity that could be dangerous to congregations and individuals. Background checks in the Presbytery of Shenandoah occur in four ways:

- a. The Personal Information Form (PIF) provides one way in which sexual misconduct is disclosed and shared between presbyteries.
- b. In the Presbyter-Presbyter reference check, knowledge of criminal misconduct is shared between executives.
- c. All requests for reports are subject to the signed authorization of the individual.
- d. A formal background check shall include:
 - *Social Security Trace
 - Nationwide Criminal History check
 - Sexual Offender Registry check
 - County and State Wide Criminal History check
 - Verification of the Educational Credentials
 - Motor Vehicle Record Check
- e. When a pastor's Terms of Call include a loan, a Credit Report shall be requested.
- f. Statewide reports will be requested for all states in which the individual has lived during the preceding five years.
- g. Additional optional background check components are available at the request of a PNC or employing agency relative to individualized responsibilities for a pastor, staff, or volunteer.

* A social security number is required for a background check. A trace of the social security number provides information on localities in which an individual has lived and applicable states/counties in which to check records. The social security number will be used only for this purpose.

III. PERSONS WHO WILL RECEIVE BACKGROUND CHECKS

The Presbytery *shall* conduct all checks before a call is issued or employment begins for:

- a. All teaching elder members new to the Presbytery, *as well as those non-PC(USA) pastors who serve in congregational leadership.*
- b. All teaching elders and CRE'S of the Presbytery who receive a new call or an appointment as Supply Pastor or Interim Pastor, if the time interval since the last background check is five years.
- c. All ordained and non-ordained leaders of new worshipping communities who have not had a background check in the last five-years.
- d. All laypersons who chaperone Presbytery events for those under the age of 18, who have not had a background check through the Presbytery within the past five years.
- e. All staff of the Presbytery shall have a background check and those having financial responsibility shall have a Credit Report requested if not done for previous five years.
- f. A statement that background checks shall be conducted should a call be issued is to be included in one of the narrative question responses on the MIF.

IV. WHERE REPORTS ARE HELD AND WHO HAS ACCESS TO THEM

The Presbytery shall be responsible for maintaining and retaining all records and reports related to background checks for all individuals for whom they are received for a period of 20 years.

V. PROCESS OF BACKGROUND CHECKS AND HOW THE INFORMATION WILL BE USED

a. In the case of a church in transition, when the PNC decides upon its candidate, the PNC shall notify the General Presbyter/Stated Clerk, or a designee, to initiate the background check process. The report is returned to the General Presbyter/Stated Clerk. If the report is clear, the PNC is notified and the CPT can proceed to its examination of the candidate for acceptance of the call.

Should there be a negative result, the following shall occur:

1. The Presbyter, or his/her designee, shall contact the individual to discuss the matter.
 2. If the Presbyter/designee is not satisfied with the individual's explanation, the concern will be referred to a group consisting of the Presbyter, chairs of the Committee on Relational Ministry (CRM), Committee on Pastoral Transition (CPT) and the Pastor Nominating Committee (PNC). This group will meet with the individual to discuss the concern.
 3. If concerns are not satisfied, this group shall recommend to the PNC restrictions or may recommend termination of the call process.
 4. The Presbyter shall file a report in the pastor member's file in the Presbytery office when any restrictions are set for the individual.
- b. For other teaching elders coming into the presbytery, leaders of new worshipping communities, staff of presbytery, and volunteers it is the responsibility of the presbytery office, to complete the background check process. A negative result in a background check shall be reviewed with the individual prior to any action.

VI. RESPONSIBILITY FOR COST

- a. The cost for teaching elders shall be assumed by the calling church or employing agency.
- b. The cost for New Worshipping Community leaders shall be assumed by the CNCD.
- c. *CREs shall have background checks prior to commissioning and the congregation/employing agency proffering the contract shall assume responsibility for payment.*
- d. The Presbytery shall pay for all background checks conducted on its staff and lay volunteers, *with the exception of Presbytery sponsored mission trip participants—that cost will be borne by the individual, as part of the cost of participating in the trip.*

VII. SUBSEQUENT CHECKS

Once called/employed/contracted with a congregation, subsequent background checks, through the Presbytery, shall be required every five years. The cost for these subsequent background checks shall be borne by the calling/contracting congregation or NWC. For those in validated ministry whose employer will not cover the cost, and for those members of Shenandoah Presbytery "At Large," and for volunteers for Presbytery sponsored events (see V. d. above) the cost will be borne by the Presbytery.

Churches in Shenandoah Presbytery are encouraged to require background checks on all staff, and lay persons, who chaperone or provide leadership for anyone under the age of 18 years. Requirements of many liability insurance policies have an expectation of background checks.

VIII. MANDATORY BOUNDARY TRAINING

- a. *Shenandoah Presbytery requires that all Congregational Leaders (Teaching Elders, Commissioned Ruling Elders, and those "At Large") take part in a Mandatory Boundary Training, given through Shenandoah Presbytery, every three years. Others are invited to attend these trainings: REs from congregations, staff, and members of congregations as well.*
- b. *Failure to attend/successfully complete the Boundary Training may result in the Committee on Relational Ministry:*

*Not renewing temporary contracts (session will be notified),
not approving changes in terms of call (session will be notified) and
The Stated Clerk notifying other presbyteries in case of transfer,
And the Stated Clerk not attesting a Personal Information Form.*

- c. *Event Specific Training*

Volunteers, members of the Presbytery and staff who are acting as staff/supervisors/chaperones for any Presbytery event that involves youth/children/vulnerable adults will watch a training video/presentation prior to the event, and will sign a form acknowledging having taken part in this training and their willingness to abide by the Sexual Misconduct and Child, Youth and Vulnerable Adult protection policies of this 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 members: Brad Langdon, TE, Tabler PC; Bonny Wilson, RE Fairfield PC, Faye Bottenfield, RE, Augusta Stone; Ann Held, TE, HR; David Witt, TE, Opequon PC; and Paula Osborne, RE, Berkeley Springs PC; and Stephanie Sorge, TE, liaison from the Committee on Representation.

The following persons are nominated by the committee for approval by the presbytery:

Committee on Preparation for Ministry:

Class of 2022: Houston Lynch (RE) Broadway Church

Permanent Judicial Commission:

Class of 2027: Ed McLaughlin (RE) Tabler Church

COMMITTEE ON PRESBYTERY ADMINISTRATION (CPA)

“The purpose of the C.P.A. is to oversee the management of presbytery funds, property, and staff” (from *The Presbytery Manual*).

Members of the C.P.A.: Hannah Bush, Betsy Hay, Eric Hulett, Fletcher Hutcheson, Edwina Johansen, Jim Johns, Jim Lunde, Clayton Rascoe, and Harold Tongen

The C.P.A. held a Zoom meeting on March 17th. Heather Carter reported that the presbytery successfully has switched to a new telephone system with Valley MicroComputers, Inc. She also mentioned that all our congregations except for ten have sent in their acceptance pledges for 2022. The financial review of the 2021 records has been completed, and everything looked good.

Betsy Hay reported that all the work from the presbytery’s end on the sale of the office property has been completed. A restriction on the deed from the earlier sale of a portion of the property to Dollar General is being addressed and clarified. Bronwen Boswell reported that a contract to rent space at the presbytery office for two persons on the administrative staff of Open Doors has been signed, and the two staff persons have moved into their rented space.

The C.P.A. gave its approval for Camp Paddy Run to accept a letter of engagement with Bookkeeping and Management Systems of Waynesboro to conduct a financial review of the camp’s records for the past three years. The committee also approved changing the wording of the presbytery’s covenant with Camp Paddy Run from requiring a “full audit” every three years to requiring an “external inspection”.

The C.P.A. approved having Bronwen endorse the application of Trinity Presbyterian Church for a loan from Presbyterian Investment and Loan Program. We approved the expenditure of up to \$300 for a printer which Nancy Meehan Yao will use at home in her work for the presbytery. We also approved allocating an additional \$5,000 from the 2018 Fund for Innovations in Worship grants.

Bronwen Boswell, Clayton Rascoe, and others are researching the restrictions placed on endowment funds overseen by various presbytery committees. Jim Lunde suggested that possibly a fund previously established and used for the publication of presbytery history books in the future might be designated to assist churches in digitizing their historical records.

The C.P.A. plans to have a Zoom meeting at 1:30 p.m., Thursday, May 19th. Until then, we continue to share reports and updates via e-mail.

(This report is a summary of minutes submitted by acting secretary Hannah Bush.)

FOR INFORMATION ONLY REPORTS

Coordinating and Planning Commission (CPC)

I. FOR INFORMATION:

The CPC met via Zoom on April 26 and heard reports from all committees.

II. ACTIONS TAKEN:

- A. Postponed the Sacrament of the Lord's Supper until the November Presbytery Meeting.
- B. Designated the offering taken at the May Presbytery Meeting to the Pentecost Offering, with the 40% retained going to UKirk.
- C. Approved holding the May Presbytery Meeting in-person with live stream but no hybrid option. (The meeting will be May 24 at Massanutten Church.)

COMMITTEE ON PASTORAL TRANSITION (CPT)

I. FOR INFORMATION:

The Committee continues to meet monthly via Zoom.

II. ACTIONS TAKEN:

- A. Sustained the examination of Ruling Elder Judy Hensley who has received a contract with the Elkton Church to be their commissioned ruling elder.
- B. Approve the commissioned ruling elder contract between the Elkton Session and RE Judy Hensley from March 21, 2022-March 20, 2023.
- C. Extended the temporary supply pastor contract between the Berkeley Springs Session and TE Alexa Smith through June 30, 2022.
- D. Authorized the Berkeley Springs Church to elect a pastor nominating committee and proceed with creating a ministry information form.
- E. Extended the temporary supply pastor contract between the Augusta Stone Session and TE Bill Reinhold (Coastal Carolina Presbytery) through June 5, 2022.
- F. Extended the temporary supply pastor contract between the Oxford Session and TE Marina Gopadze (Peaks Presbytery) through May 31, 2022.
- G. Approved requiring any congregation seeking a called and installed pastor complete the appropriate Holy Cow assessment.
- H. Approved the commission to install Teaching Elder Caitilin Hoy at the Waynesboro Second Church on June 12, 2022.

- I. Sustained the examination of Teaching Elder Kelly Kaufman (Presbytery of the James) who has received a contract to serve as temporary supply pastor of the Westminster Church while Teaching Elder April Cranford is on sabbatical.
- J. Approved the temporary supply pastor contract between the Westminster Session and TE Kelly Kaufman from May 23-September 11, 2022, while Teaching Elder April Cranford is on sabbatical.

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.