

# **HANDBOOK OF REPORTS**

**for the**

**177<sup>th</sup> STATED MEETING**

**of the**

**SHENANDOAH PRESBYTERY**

**Saturday, February 24, 2018**

**9:30 a.m.**

**Place:**

**Tinkling Spring Presbyterian Church  
Fishersville, Virginia**

**Shenandoah Presbytery is a covenant body where:**

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

MEMO TO: Pastors and Commissioners to Presbytery  
FROM: Bronwen W. Boswell, Stated Clerk  
RE: February 24 MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session at Tinkling Spring Presbyterian Church in Fishersville, Virginia, on Saturday, February 24, 2018.

**CHILDCARE:** for childcare, please contact Betsy Coleman at 540.470.8783 no later than Monday, February 19, 2018.

**LUNCH:** can be purchased before the convening hour of 9:30 a.m. for the price of \$10. If you have dietary needs, please contact Ann Gregory at 540.949.0829 no later than Monday, February 19, 2018.

**HANDBOOK:**

The Handbook contains essential information for advanced study to enable Presbytery to make informed and prompt decisions. A link to the Handbook will be sent by February 9 to all folks who are on the Presbytery-wide email list. Please be sure all voting members of Presbytery receive a copy. They include all pastors and elected commissioners.

**DIRECTIONS:**

From the north part of the Presbytery, travel on I-81 south.

From the south part of the Presbytery, travel on I-81 north.

From I-81 take exit 221 onto I-64 heading east toward Richmond. Proceed on I-64 to exit 91 for Fishersville (about 4 miles). At traffic light at the end of the ramp, turn left onto state road 608 & 285 (going north). This is Tinkling Spring Road. The church is ½ mile on the right.

## ***BAD WEATHER POLICY***

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

**INFORMATION PERTAINING TO MEETINGS OF PRESBYTERY**  
**Per Presbytery Manual Chapter V**

**Number of Meetings** – Our *Book of Order* (G-3.0304) requires presbytery to hold stated meetings at least twice each year. At this time, there will be four **STATED** meetings for 2018: February 24, May 22, August 25, and November 27.

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

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

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

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

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

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

## PROCEDURAL RULES

### 5.5. OPERATING PROCEDURES

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

*Seeking to be Faithful Together:*

**Guidelines for Presbyterians During Times of Disagreement**

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

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

## ANNOUNCEMENTS

### VOTING MEMBERS OF SHENANDOAH PRESBYTERY

All ministers enrolled in Shenandoah Presbytery

Ruling elders commissioned to churches

Ruling elders from each church session

0-400 members = 1 ruling elder

401-800 members = 2 ruling elders

801-1200 members = 3 ruling elders

1201+ = 4 ruling elders

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

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

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

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### ACRONYMS YOU MAY HEAR AT THE MEETING

AC – Administrative Commission  
ARE – Authorized Ruling Elder  
CCR – Committee on Congregational Redevelopment  
CER – Committee on Educational Resources  
CMO – Committee on Mission & Outreach  
CNCD – Committee on New Congregational Development  
CPA – Committee on Presbytery Administration  
CPC – Coordinating and Planning Commission  
CPM – Committee on Preparation for Ministry  
CPT – Committee on Pastoral Transition  
CRE – Commissioned Ruling Elder  
CRM – Committee on Relational Ministry  
DPRT – Disaster Preparedness Response Team  
ECO – A Covenant Order of Evangelical Presbyterians  
EECMY – Ethiopian Evangelical Church Mekane Yesus  
EPC – Evangelical Presbyterian Church

GA – General Assembly  
IC – Investigating Committee  
KCC – Key Church Communicator  
LRT – Listening Response Team  
MIF – Ministry Information Form  
PAM – Presbyterian Association of Musicians  
PCA – Presbyterian Church in America  
PCUS – Presbyterian Church in the United States  
PCUSA – Presbyterian Church (U.S.A.)  
PDA – Presbyterian Disaster Assistance  
PIF – Pastor Information Form  
PJC – Permanent Judicial Commission  
PNC – Pastor Nominating Committee  
RE – Ruling Elder  
SPYCE – Shenandoah Presbytery Youth Council Extraordinaire  
TE – Teaching Elder  
TPR – Temporary Pastor Relationship

Teaching Elder Bill Klein of Lexington Church  
Serves as the Presbytery Moderator for 2018

**DOCKET**

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

- 8:30 a.m. Registration Begins
- 9:30 a.m. Call to Order, Opening Prayer, and Morning Worship
- 10:30 a.m. Determining a Quorum  
Procedural Rules  
Welcome and Introduction of Guests  
First time commissioners  
Seating corresponding members  
Welcome from Tinkling Spring Church - TE Rosalind Banbury, Tinkling Spring Interim  
Appointments by the Moderator  
Adoption of the Docket  
Report of the General Presbyter/Stated Clerk – TE Bronwen Boswell  
Correction and Approval of Minutes  
New Business  
Report of the Associate General Presbyter – TE Nancy Meehan Yao
- 10:50 a.m. Committee on Preparation for Ministry – TE Kate Rascoe
- 11:00 a.m. Committee on Pastoral Transition – TE Patrick Pettit and TE Jonathan Bunker
- 11:10 a.m. Committee on Congregational Redevelopment – TE David Witt
- 11:20 a.m. Committee on New Congregational Development – TE Karen Greenawalt
- 11:25 a.m. Educational Time – Church Safety and Security
- 12:25 p.m. Directions for Lunch and Prayer – TE Rosalind Banbury, Tinkling Spring Interim
- 12:30 p.m. Lunch - Order of the Day
- 1:30 p.m. Intercessory Prayer
- 1:35 p.m. Committee on Presbytery Administration – TE Wray Sherman
- 1:45 p.m. Committee on Educational Resources – TE Punker Robertson
- 2:00 p.m. Kearneysville Administrative Commission Report – TE Jonathan Bunker
- 2:15 p.m. Committee on Nominations – RE Mary Lou Cox
- 2:20 p.m. Committee on Mission and Outreach – TE Gwen Carr
- 2:35 p.m. Coordinating and Planning Commission – TE John Cushwa
- 2:40 p.m. Anticipated Adjournment

STATED CLERK REPORT

I. FOR INFORMATION:

- A. The Investigating Committee formed in October 2017 has concluded its work with no charges being filed. Members were Stephany Morgan (RE), Bill Blair (RE) Ann Pettit (TE) Wray Sherman (TE)
- B. The Investigating Committee formed in December 2017 has concluded its work with no charges being filed. Members were Clayton Rascoe (TE), Beth Smith (RE), Reed Hopkins (TE) Amy Fetterman (TE)
- C. PJC Reserve List. The roster of former members of the Permanent Judicial Commission (PJC) who may be called when necessary to constitute a quorum (see Book of Order D-5.0206b):
  - Class of 2017: David Howard (TE), Frank Wyche (TE), and Creigh Deeds (RE)
  - Class of 2015: Ed Brown (RE), Ann Massie (RE)
  - Class of 2013: Phil Sommer (TE)
- D. Dates for the meetings of Shenandoah Presbytery for 2018:
  - Tuesday, May 22: Lexington Church, Lexington, Virginia
  - Saturday, August 25: Warrenton Church, Warrenton, Virginia.
  - Tuesday, November 27: Your church name here\*

*\*seeking host congregation*
- E. The Stated Clerk presents the list of ruling elders of the churches of the Presbytery who died in 2017. The information listed depends on reports from clerks of session of the churches:

Augusta Stone	Peggy Early
	Charles Jordan
Bunker Hill	Edgar Kane
Burlington	Bonnie Spyrison
Covenant	Mary Vermeulen
Elkton	Mae Frances Downey
Fairfield	Charles Mynes
Franklin	Ronald Kirk, Sr.
	Martha Wimer
Front Royal	Wesley Harris
	Patrick Younk
Gerrardstown	Roger Campbell
	Grace Weekley
Hebron	William Glover
	Frank Henderson
	Lenwood Shiflet
Keyser	Edward Smith
Lexington	Thomas Baker
	Joe Egyed
	Virginia Harlow
	Bob Irons, Sr.
	Lou Stuart
Martinsburg First	James Smith
Massanutten	John Barnes
Mt. Carmel	Berl Patterson
Mt. Horeb	Kenneth Munson, Sr.
Opequon	Robert Weidele
Petersburg	Lura Moomau
Seneca Rocks	Mary Kay Alt
Slanesville	Ruth Hockman
Staunton First	Caroline Bell
	Marjorie Hoge
	Ruth Sproul

Tinkling Spring	James Patrick
	John Swett
Tuscarora	John Reynolds
	Robert Stevenson
Union	Keith Karicofe
	Lola Kirkland
Warrenton	Al McNeill
	Alan Poe
Waynesboro First	Charles Baker
	Robert Euler
	Lennart Sandquist
Waynesboro Second	Virginia Higgs
Woodstock	Nancy Gibson-Geiger

Teaching Elders that died in 2017 are:

Joseph Sefcik  
 Thomas T. Biggs  
 William A. Cole  
 Richard Forbes  
 Randy Harrison  
 Andrew Snelson

II. RECOMMENDATIONS:

- A. That Presbytery excuse from attendance from all or part of this stated meeting those ministers who submit such a request.
- B. That Presbytery receive the minutes to install Rev. James Yao at the Moorefield Church as found on page 5.
- C. That Presbytery receive the financial summary for the year ending December 31, 2017 as found on pages 6-8.
- D. It is the policy of Shenandoah Presbytery to allow resident retired minister members who for good reason decide that they will not be participating in the Presbytery’s voting for the year to remove themselves from the need to attend and the need to be counted in the Stated Clerk’s recommendation for balancing minister/elder voting.

While the Presbytery strongly encourages participation in the full life of the Presbytery, the following have by signed request asked to be automatically excused from Presbytery meetings for the year 2018 indicating they will not be voting and will be “inactive participants” for Presbytery business: (If you are a resident retired minister member of Presbytery and did NOT sign such a form for 2018, you are counted and expected to attend Presbytery.)

Joe Brandon	Ralph Bucy	William Caperton
William Cox	Robert Field	Merle Fisher
John Garrison	Bart Hellmuth	Patricia Hunt
Larry Miles	Thomas Rhyne	Richard Slider
Charles Symons	Randy Tremba	Jack Wilkers
Robert Woodworth	Richard Young	

- E. Membership and Attendance Balance. Each year the Stated Clerk is required to recommend to Presbytery a way of balancing the representation of ruling elders and ministers (Manual 5.2.2.). The following is the analysis for 2018 (for ministers as of 12/31/17 and church membership as of 12/31/16).

**TEACHING ELDERS:**

Total Enrollment of Teaching Elders, 12/31/2017 ..... 162

<b>Active Participants</b>	
Installed Pastors and Temporary Supplies .....	66
Serving in other validated ministries.....	7
Parish Associates .....	5
Members at Large .....	9
Resident Honorably Retired .....	55
<b>Total Active Participants</b> .....	<b>142</b>

<b>Non-participants for 2018</b>	
Resident Honorably Retired requesting to be inactive .....	17
Honorably Retired living outside the bounds of presbytery .....	20

<b>Total Non-Participants</b> .....	<b>37</b>
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<b>TOTAL TEACHING ELDERS PARTICIPATION</b> .....	<b>105</b>
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<b>RULING ELDERS:</b>	
Ninety-five (95) congregations send one ruling elder .....	95
Six congregations send two ruling elders: Covenant, Lexington, Massanutten, Opequon, Tinkling Spring, Warrenton.....	12
One congregation sends three ruling elders: Winchester 1st .....	3
Commissioned Ruling Elders for Particular Pastoral Services .....	9
Certified Christian Educators serving .....	0
Presbytery staff .....	1
Ruling elders serving on Coordinating and Planning Commission.....	2
<b>TOTAL POTENTIAL RULING ELDERS PARTICIPATION</b> .....	<b>122</b>

*CONCLUSION: No imbalance (ruling elders exceed teaching elders) exists for 2018.*

MINUTES OF COMMISSION TO INSTALL THE REV. JAMES C. YAO, as pastor of the Moorefield Presbyterian Church of Moorefield, West Virginia. In accordance with the appointment of the Committee on Pastoral Transition, the commission convened at the Moorefield Presbyterian Church, on Sunday, December 10 at 3:30 p.m.

Commission members present: Teaching Elders: Richard Cardot, Kevin Hay, John Leggett, and Nancy Meehan Yao Ruling Elders: Katharine Lewis Brown (Presbytery Moderator), Deb Bishop (Moorefield), and Jo Ann Harman (Petersburg)

A quorum was present.

Kate Lewis Brown, Convener, called the commission to order and led in prayer.

The congregation was called to worship. Nancy Meehan Yao preached the sermon on the subject "Clay Jars" from 2 Corinthians 4:1-7. Kate Lewis Brown asked the questions of the teaching elder. Deb Bishop asked the questions of the congregation. These being answered in the affirmative and with prayer led by Kevin Hay, the commission installed James Yao as pastor of the Moorefield Presbyterian Church.

Rich Cardot delivered the charge to the congregation, and John Leggett delivered the charge to the pastor.

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

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

Kate Lewis Brown, Moderator  
Deb Bishop, Clerk

	Actual Twelve Months	2017 Twelve	Remaining	%
	December 31, 2017	Month Budget	Budgeted Funds	Used
<b>Resources Provided by:</b>				
Acceptances from Congregations	\$ 525,684.42	\$ 531,960.00	\$ 6,275.58	99%
<b>Resources Used for:</b>				
Congregational Redevelopment CCR	\$ 9,476.60	\$ 9,550.00	\$ 73.40	99%
Educational Resources CER	\$ 6,000.00	\$ 6,000.00	-	100%
Mission and Outreach CMO	\$ 10,922.57	\$ 12,575.00	\$ 1,652.43	87%
Presbytery Administration CPA				
GA - Per Capita	\$ 101,887.56	\$ 101,887.50	\$ (0.06)	100%
Synod - Per Capita	\$ 10,868.04	\$ 10,868.00	\$ (0.04)	100%
GA - Shared Mission Support	\$ 3,999.63	\$ 4,000.00	\$ 0.37	100%
Synod - Shared Mission Support	<u>\$ 200.04</u>	<u>\$ 200.00</u>	<u>\$ (0.04)</u>	100%
Total to GA and Synod	\$ 116,955.27	\$ 116,955.50	\$ 0.23	100%
Occupancy	\$ 29,234.67	\$ 39,000.00	\$ 9,765.33	75%
Office Expenses	\$ 25,665.31	\$ 27,500.00	\$ 1,834.69	93%
Presbytery	\$ 1,233.23	\$ 5,000.00	\$ 3,766.77	25%
Personnel Expenses	<u>\$ 322,940.39</u>	<u>\$ 308,603.01</u>	<u>\$ (14,337.38)</u>	105%
Total CPA	\$ 379,073.60	\$ 380,103.01	\$ 1,029.41	100%
Pastoral Transition CPT	\$ 2,984.70	\$ 6,000.00	\$ 3,015.30	50%
Relational Ministry CRM	\$ 99.62	\$ 775.00	\$ 675.38	13%
Total	<u>\$ 525,512.36</u>	<u>\$ 531,958.51</u>	<u>\$ 6,446.15</u>	99%

Restricted Net Assets as of December 31, 2017

<b>Cmte on New Church Development</b>	
H'burg 1st to New Church Develop	140,485.99
New Church Development	131,157.94
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<b>Total Cmte on New Church Development</b>	271,643.93
<b>Cmte on Educational Resources</b>	
Brown & Hogshead	605.33
Blue Funds	10,548.04
<b>Camp Paddy Run</b>	
Timbering Project CPR	6,924.55
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<b>Total Camp Paddy Run</b>	6,924.55
Thomas & Martha Grafton	331.39
Harry S McClung	2,881.32
Peacemaking % Retained	12,544.33
Women's Spirituality (Peggy Rob)	4,557.52
Youth Council - SPYCE	2,907.62
	<hr/>
<b>Total Cmte on Educational Resources</b>	41,300.10
<b>Cmte on Mission &amp; Outreach</b>	
HAE Grant	4,007.82
<b>Living Waters Team</b>	
Water Projects - Undesignated	22,309.54
EI AyalEscuelaOficialRuralMixta	450.00
WP-ComalapaEscuelaTecnicoChixot	450.00
WP-Guat.SantiagoAtitlan,Iglesia	501.10
El Sinaca IglesiaAsambleaDeDios	450.00
Iglesia Christiana Y Misionera	50.00
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<b>Total Living Waters Team</b>	24,210.64
<b>Mission Communities</b>	
Baja Mission Trip - HAMC	
Baja Uniform Fund	100.00
Baja Mission Trip	1,792.00
Sterrett Memorial Fund	996.84
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<b>Total Baja Mission Trip - HAMC</b>	2,888.84
Covenant Shower Trailer - DRT	10.00
MVMC Shower Trailer	1,840.29
PHMC Hunger Action Team	989.86
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<b>Total Mission Communities</b>	5,728.99
<b>Partnership Committee</b>	
ESL - Project Funds	8,194.29
Ethiopian Banquet	431.25
<b>iCARE Gore Home</b>	
iCARE Discretionary	50.00
iCARE - Sponsorships	7,185.33
Wakjira Haile Scholarship	932.42
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<b>Total iCARE Gore Home</b>	8,167.75
Lydia Center	1,025.04
Partnership Discretionary	5,729.79
Travel to Ethiopia	1,246.24
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<b>Total Partnership Committee</b>	24,794.36
Bernice Hiett Fund	1,862.42
Moffett Grant	11,263.00
PCUSA Ethiopian Network	3,675.67
Ramsey fund	6,556.29
<b>Hunger</b>	
Hunger Funds	23,248.51
Ethiopian Famine Relief	1,972.15
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<b>Total Hunger</b>	25,220.66
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<b>Total Cmte on Mission &amp; Outreach</b>	107,319.85

<b>Cmte on Pastoral Transition</b>	
CRE/ARE Training Program	4,035.05
CRE/ARE Mentor Training	501.10
CRE/ARE Vocational Assessments	1,002.20
CRE/ARE Annual Meeting	1,002.20
Ministry-SenecaRock/Circleville	47,390.43
McClung - CAT WALK training	3,401.42
<b>Total Cmte on Pastoral Transition</b>	<b>57,332.40</b>
<b>Cmte on Prep for Ministry</b>	
CPM Discretionary	1,519.53
<b>Total Cmte on Prep for Ministry</b>	<b>1,519.53</b>
<b>Cmte on Presbytery Administration</b>	
Warm Springs settlement	286,667.12
G.P. Discretionary Acct	4,277.19
H'burg 1st to Budget	7,053.64
Investment Interest	189.90
Legal Fees	19,021.12
Vehicle Expenses	2,289.18
<b>Total Cmte on Presbytery Administration</b>	<b>319,498.15</b>
<b>Cmte on Relational Ministry</b>	
Background Checks	-106.50
Rehoboth / Ramkey (Anne Ross)	1,037.48
CRM Discretionary	8,967.32
Strong Ministers' Program	90,924.78
The Oasis Project	19,176.35
<b>Total Cmte on Relational Ministry</b>	<b>119,999.43</b>
<b>TOTAL</b>	<b>918,613.39</b>

COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

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

On behalf of the presbytery, the CPM is currently supporting the education, development and discernment of four individuals. We invite you and the places of ministry that you represent to keep them in your prayers:

**Molly Morris**

Home Church: 1<sup>st</sup> Presbyterian, Staunton  
School: San Francisco Seminary  
Candidacy Date: Jan 17, 2018  
Update: Molly will graduate in May, and hopes to spend a year in CPE Residency.

**Mark Dewey**

Home Church: 1<sup>st</sup> Presbyterian, Winchester  
School: Chicago Theological Seminary (online)  
Inquirer Date: January 11, 2017  
Update: Mark is “grateful for the committee's guidance and encouragement in this process”.

**Kelley Connelly**

Home Church: 1<sup>st</sup> Presbyterian, Winchester  
School: Union Presbyterian Seminary  
Inquirer Date: November 15, 2017  
Update: Kelley is in her first year of seminary.

**Hannah Oneal von Oeyen Altman**

Home Church: Warrenton Presbyterian Church  
School: Union Presbyterian Seminary (on leave)  
Inquirer Date: November 15, 2017  
Update: Hannah has put seminary on hold temporarily in order to serve the church as Acting Director of Programs at Massanetta Springs Camp and Conference Center!

.....  
In conjunction with the Examinations sub-group of CPT, the CPM also is commissioned by the presbytery to examine candidates moving into the presbytery to be ordained to their first call. On January 24, 2018 Tommy Carrico preached for the committee and was examined in the areas of Polity, Bible, Theology and Worship & the Sacraments, as well as suitability for a call to Finley Memorial Church. On the presbytery’s behalf, we have approved and sustained Tommy Carrico’s call and ordination to Finley Memorial Church. Tommy will be introduced to the presbytery at its meeting on Feb 24, 2018. (See pages 10-11 for bio and faith statement)  
.....

If you or someone you know is discerning a call to ordination as a Teaching Elder, we welcome questions and have resources to share.

-your CPM

Rev. Kate Rascoe, CPM Chair katerascoe@yahoo.com  
Debra McCune, Jonathan Ytterock, Elizabeth Lewis, Mary Lou McMillin, Dan Summers-Minette, Jim Ramsey, Bronwen Boswell, General Presbyter/Stated Clerk

Thomas J. Carrico, Jr.  
Biographical Sketch

I was born in Richmond, Virginia and moved to Lynchburg shortly before I turned nine. There, my family was, and continues to be, active at First Presbyterian Church. When I went to college at Christopher Newport University, I attended Hidenwood Presbyterian Church in Newport News. During college, I began exploring a call to seminary, discussing various options with pastors at First Pres., Hidenwood, as well as with some campus ministers. After graduating with a B.A. in Philosophy in 2006, I married my wife, Abbey, and we moved to Atlanta where she began a PhD in French Literature at Emory University and I entered Columbia Theological Seminary's Master of Divinity program (Decatur, GA).

At Columbia, I began to discern my call more fully, especially regarding the type of post-seminary career I was called to pursue. Courses in Christian ethics, biblical exegesis, and theology made me realize that I enjoyed the "academic" side of the seminary experience and I began to consider an eventual balance between a call to "academic" work, on the one hand, and, "pastoral" work on the other. My pastoral internship and experiences at Rehoboth Presbyterian Church (2008-2009) in Decatur, GA made it clear that these were two sides of the same call and that my ideal career would have elements of both. After graduating seminary in 2009, I completed a one year Master of Arts program in Middle East and Islamic Studies at the American University of Paris. Abbey and I then returned to Atlanta where she continued writing her dissertation at Emory and I worked as a "houseman" at Druid Hills Golf Club. After this year we moved to Tallahassee, FL where I had accepted an offer at Florida State University to pursue my PhD in Religion, Ethics, and Philosophy and serve as a graduate teaching assistant beginning in 2011. I was still unsure, however, where a call to academic research, teaching, and working in the church would lead.

During my two years of coursework in Tallahassee, I served on the Board of Directors at the FSU Presbyterian University Center, and preached and taught several times at First Presbyterian Church Tallahassee. Abbey and I welcomed our first daughter Vivian in fall 2012 and, in spring 2013, Abbey graduated from Emory and accepted a position as Assistant Professor of French at the Virginia Military Institute (Lexington, VA). That fall, we moved to Virginia where I completed my comprehensive exams in spring 2014, submitted my dissertation proposal in fall 2014, and taught online for FSU. Currently, I am writing my dissertation entitled *Lights in Darkest England: On Matchsticks and Morals* in which I explore how the "lucifer" matchstick industry was as an example of the way that social, economic, political, and cultural factors impact ideas of right and wrong in 19<sup>th</sup>-century England.

In the spring of 2016 Abbey and I welcomed our second daughter, Quinn. Here in Lexington, we are active at Lexington Presbyterian Church. Since living in Virginia, I have preached at Lexington Presbyterian, New Providence Presbyterian Church, Amherst Presbyterian Church, Bethel Presbyterian Church, and Mt. Carmel Presbyterian Church and have taught Sunday School classes at First Presbyterian Church (Lynchburg, VA) and Lexington Presbyterian. As I near completion of my dissertation and transition from formal schooling to career, I am excited to continue writing, teaching, and researching, but also to answering a call to pastoral leadership. Throughout the call process with Finley Memorial, we have discussed the many ways we feel that our calls intersect and I am confident that all aspects of my preparation will allow me to fully serve this congregation and join them in serving God and their community.

Thomas J. Carrico, Jr.  
Statement of Faith

“Our wisdom, in so far as it ought to be deemed true and solid Wisdom, consists almost entirely of two parts: the knowledge of God and of ourselves. But as these are connected together by many ties, it is not easy to determine which of the two precedes and gives birth to the other.”

John Calvin, *Institutes* 1.1.1

**Introductory Thoughts:** In one sense, Calvin’s notion is correct: knowledge of self and knowledge of God are “connected together by many ties.” In another sense, he only partially identifies the difficulty of theology: knowledge of self and God are further connected to knowledge of others, knowledge of groups, and knowledge of society. Within these social fields, it is truly difficult to discern which “precedes and gives birth to the other,” but it is also in these fields that we make sense of God’s revelation and action.

**Triune God:** I believe in the triune God: Father, the Son, and the Holy Spirit, three persons, one substance, a model of community. I believe that God’s action is revealed in creation, that Christ’s redemptive work is revealed in the world, and the Holy Spirit makes all things new. However, events may lead us to question God’s actions, people may act in ways that make us skeptical of humanity’s movement towards redemption, and confusion and discord may lead us to doubt our interpretive capabilities. Nevertheless, we confess God’s providence, the Father’s unconditional care, the gifts of the Holy Spirit, and the forgiveness and grace of God in Christ.

**Jesus Christ:** I believe in the birth, life, ministry, death, and resurrection of Jesus Christ - fully God and fully human. This is to say, I believe that we make sense of God’s revelation and action in light of Christ’s becoming human, his service, his healing, his sacrifice, and his forgiveness as attested to in scripture. In Christ, God is uniquely “connected together by many ties” with humanity, leading the church to discern the ways that we might join Christ’s work in the world.

**Holy Spirit** – The Holy Spirit is God’s presence and work in the world. The Spirit calls us to act, freely endows us with a variety of gifts, and empowers us to work towards Christ’s promise of freedom. This Spirit brings new life, new understanding, and new relationships. While our efforts are marked by sin – our propensity towards “a breach of friendship with God and others” (Gutiérrez) – we are called and, by the power of the Holy Spirit, we do our best to answer. I believe the Holy Spirit creates, calls, and gathers the church.

**The Church:** The church is where the Word of God is rightly preached and the Sacraments are rightly administered. In the sacrament of baptism, we welcome those who would join us, recognize God’s claim on their lives, and commit to support them throughout their life, just as we have been welcomed, claimed, and supported. Through the sacrament of the Eucharist, we follow Christ’s example by setting apart a place and a meal as holy and inviting our neighbors to join us in remembrance of Christ. While we confess that the invisible church may extend beyond the boundaries of the visible church, in God’s grace we the visible church welcome new members, remember our tradition, and care for strangers. As church, we make sense of our mission in light of broad and specific calls: the gospel calls us to think in universal terms while our local communities have needs that seek particular attention.

**Concluding Thoughts:** I believe that the church’s theological considerations are guided by scripture: an individual and corporate undertaking. From our particular social fields we bring a particular understanding of scripture. As a church, we seek to understand the ways that scripture applies to and shapes the world in which we live and the “many ties” by which we are connected. I believe that this involves passionate debate and a mutual commitment to working together towards a goal we only partly understand. We do so with partial understanding and immersed in other influences, but we trust in God’s providence, Christ’s redemption, and the Holy Spirit’s gifts of guidance and understanding

COMMITTEE ON PASTORAL TRANSITION (CPT)

ACTIONS TAKEN:

- A. Concurred with the request to dissolve the relationship between the Petersburg Church and Teaching Elder Rich Cardot effective December 31, 2017, and approved transferring TE Cardot to the Presbytery of West Virginia.
- B. Approved Teaching Elder Joel Thornton serving as liaison to Petersburg Church.
- C. Sustained the examination of Harold Tongen (Presbytery of Shenandoah) who has received an interim contract to the Petersburg Church.
- D. Approved the interim contract between the Petersburg Session and Teaching Elder Harold Tongen from February 11, 2018-February 11, 2019.
- E. Approved Teaching Elder Bill Cox serving as moderator to Beulah and Monterey churches.
- F. Accepted the Conversation report from Tomahawk Church.
- G. Accepted the CAT report from Cooks Creek Church and granted permission to form a pastor nominating committee to seek an installed pastor.
- H. Sustained the examination of Teaching Elder Kevin Channell (Presbytery of the James) and received him as a minister member of Shenandoah Presbytery effective February 1, 2018. (See pages 14-15 for bio and faith statement)
- I. Approved the following terms of call between the Collierstown Church and Teaching Elder Kevin Channell beginning February 1, 2018:

Annual cash salary	\$51,000
Use of Manse	11,000
Automobile allowance	1,500
Continuing education allowance	500
Major Medical	16,575
Pension and Disability	7,956
SECA	3,902
Other	905

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

- J. Sustained the examination of Teaching Elder Wray Sherman (Presbytery of Shenandoah) who had received a contract to do pulpit supply and homebound communion for Waynesboro Second Church during December.
- K. Approved the temporary supply contract between the Waynesboro Second Session and Teaching Elder Wray Sherman through December 31, 2017.
- L. Sustained the examination of Roy Martin (Presbytery of Shenandoah) who has received a temporary supply contract to the Bethel Church.
- M. Approved the temporary supply contract between the Bethel Session and Teaching Elder Roy Martin from November 20, 2017-November 20, 2018.

- N. Concurred with the Committee on Preparation for Ministry to sustain the examination of Candidate Thomas Carrico (Peaks Presbytery).
- O. Approved the following terms of call between the Finley Memorial Church and Candidate Thomas Carrico beginning March 1, 2018:

Annual cash salary	\$20,000
Housing allowance	17,000
Automobile allowance	2,000
Continuing education allowance	1,729
Major Medical	11,000
Pension and Disability	4,440
SECA	2,830.50

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

- P. Approved the commission to install Teaching Elder James Yao at the Moorefield Church on December 10, 2017.
- Q. Commissioned Dwight Rinard to the Burnt Church through December 31, 2020.
- R. Re-commissioned Isca Mitchell as commissioned ruling elder to the Glen Kirk Church through December 31, 2020.
- S. Re-commissioned Bobby Spurgeon as commissioned ruling elder to the Goshen, Millboro, and Rocky Spring churches through December 31, 2020.
- T. Approved renewing the temporary supply contract between the Beulah Session and Teaching Elder Anne Ross from January 1-June 30, 2018.
- U. Approved renewing the temporary supply contract between the Monterey Session and Teaching Elder Anne Ross from January 1-June 30, 2018.
- V. Approved renewing the temporary supply contract between the Monterey Session and Ruling Elder Mary Robinson from January 1-June 30, 2018.
- W. Approved renewing the interim contract between the Bethesda Session and Teaching Elder Fred Noll from February 8, 2018-February 8, 2019.
- X. Approved renewing the interim contract between the Tinkling Spring Session and Teaching Elder Rosalind Banbury from May 8-November 8, 2018.

Biographical Statement  
Kevin Channell

I was born and raised in the central mountains of West Virginia. My hometown is a small community located halfway between Snowshoe Ski Resort and Canaan Valley Ski Resort. I am youngest of five children.

My father worked in the coal mines and died of black lung in 1984. In 1990, I lost my sister who was closest to me in age in a traffic accident. My mother succumbed to cancer in 1992. My next oldest brother, the middle son, committed suicide in 2000. Through these losses, I have grown stronger in my faith, and I am able to walk the path with others who are facing the same life circumstances. You could say, "I have walked in their shoes." It is when we walk the dusty roads of human existence together that we are drawn closer into the overwhelming love of God

I grew up in a Presbyterian Church with a membership of sixty-five. I was confirmed in ninth grade, and participated in many youth events. Even as a small child, I sensed God's calling in my life, but was unable to discern what God was calling me to do.

After completing High School, I entered the United States Air Force. During my military years, I turned away from the church and sought my own way. I eventually hit rock bottom and became very disillusioned with life. It was while I was in Okinawa that a fellow service member reintroduced me to Christ. It was during this renewal of my faith that God spoke loud and clear. I accepted the call to enter the ministry.

Upon being discharged, I received my BA Degree in Religious Studies from West Virginia Wesleyan College and my M.Div from Union Theological Seminary in VA. I have served churches in Petersburg, WV, Waynesboro, VA, Scott Depot, WV, Huron, SD, and West Sunbury, PA. Since 2014 I have served a church in Keswick, VA.

The great love of my life, my wife Molly works in the medical lab at UVA Hospital. We recently celebrated our 34th anniversary. We have two daughters, Melinda who is working at Charlottesville Eye Associates and Ashley a nurse at Magee Women's Hospital in Pittsburgh, PA. Our empty nest is now filled with Marigold, our cat, and Bailey, our Pomeranian Mix.

Throughout my twenty-eight years of ministry, I have discovered that I have many gifts, such as my ability to be with people during their most heart-wrenching, and challenging times—to meet them there and walk the path to healing and wholeness together. I love helping people to discover their God given talents, and to watch as they present those talents to be used by God. It truly is remarkable how God brings together people with differing gifts, that when joined for the purposes of God are like the brush strokes of a great painter, or the power of a piece of music. I love Scripture and the way it always speaks to me in my daily journey. Preaching and teaching are also passions of mine.

During my time in the military, I learned a lot about leadership and organization. I have further developed these skills throughout my ministry.

In closing, I would describe myself as being a common person, with a common background, that is constantly being molded by my creator. I can't wait to see how I turn out.

Statement of Faith  
Kevin Channell

I believe in the Triune God revealed to us in Holy Scriptures.

I believe that God created and brought forth life in matters great and small with the spoken Word. He created human beings in God's image animating us with the breathe of God. We see that creative power in both the majestic and breathtaking beauty of the creation, as well as the destructive and yet re-creating power of a living, growing universe. God unconditionally loves us, undeservedly redeems us, and graciously sustains us.

God is revealed to us as the Son in Jesus Christ, fully God and fully human, who left the glory of heaven and entered human existence, yet remained sinless. On the cross, he took upon himself our rebellion bringing about reconciliation between God and humanity. God raised him on the third day. He ascended into heaven where he intercedes for us before God. At the appointed time, he will return and establish in its fullness his Kingdom on Earth.

I believe that God is revealed to us through the Holy Spirit, offering us counsel, wisdom, comfort, and strength. The Holy Spirit convicts us of sin, leads us to repentance, and inspires us in a life of transformation. The Holy Spirit enables us to rise above our brokenness to give God the glory.

I believe that humanity, created in the image of God, is in conflict between our nature and the will of God. We can do nothing to earn God's favor, or to repair the fractures in our relationships with God or one another. It is by the grace and mercy of a loving God that relationships are restored.

I believe in the one Church, the Body of Christ. Though fractured through schism, all Christian denominations make up the body of Christ. However, the true church exists where the Word of God is proclaimed and the Sacraments rightly observed. It is the church's calling to extend the grace, love, and communion of God to all people, sharing God's invitation to salvation. The church's mission is to seek justice; work for peace between peoples and nations; and to speak for those who have no voice; to feed, shelter, and love all peoples.

I believe in two sacraments of the Reformed Faith. In the Lord's Supper, we are fed spiritually as the Gospel is dramatized through our participation. As believers gather at the Lord's Table, they commune spiritually with our Risen Lord. As believers share the elements with one another our bond in community is strengthened. The bread and cup remind us of all that Christ did on our behalf. In Baptism we are marked as children of God and received into God's family. We are reminded that before we choose a relationship with God, God has already chosen to be in relationship with us. These two Sacraments are signs and symbols of the New Covenant between God and the People of God.

I believe the scriptures of the Old and New Testaments to be the authoritative Word of God, inspired by the Holy Spirit and the witness of God's love for humanity and God's plan for salvation. The Scriptures are God's Word, offering us guidance, wisdom, inspiration, hope, and God's offer of redemption.

COMMITTEE ON PRESBYTERY ADMINISTRATION (CPA)

The Committee on Presbytery Administration recommends that Presbytery approve the 2018 Budget as found on pages 17-18.

**PROPOSED BUDGET - 2018**

	2017 BUDGET ACTUALS	2017 BUDGET	2018 PROPOSED BUDGET
<b>Resources Provided by:</b>			
Acceptances from Congregations	\$ 363,773.55	\$ 531,960.00	\$ 558,100.00
<b>TOTAL</b>	<b>\$ 363,773.55</b>	<b>\$ 531,960.00</b>	<b>\$ 558,100.00</b>
<b>Resources Used for:</b>			
<b>Congregational Redevelopment CCR</b>			
CCR Operating Expenses	\$ 385.60	\$ 9,550.00	\$ 1,000.00
<b>Total CCR</b>	<b>\$ 385.60</b>	<b>\$ 9,550.00</b>	<b>\$ 1,000.00</b>
<b>Educational Resources CER</b>			
Big Event	\$ (1,158.36)	\$ 1,500.00	\$ 1,500.00
Adult Ministries	\$ 500.00	\$ 500.00	\$ 500.00
Massanetta Springs	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Presbyterian Campus Ministry	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
SPYCE - Youth Council	\$ 500.00	\$ 500.00	\$ 500.00
<b>Total CER</b>	<b>\$ 3,341.64</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>
<b>Mission &amp; Outreach CMO</b>			
CMO Expenses	\$ 297.84	\$ 2,575.00	\$ 500.00
Disaster Prep Team Expenses			\$ 575.00
Mission Community Support (6) Partnership			\$ 1,500.00
IBS Evan & Dev Support	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
BSCO Support	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Visits to & from Ethiopia	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
ESL Program	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Total CMO</b>	<b>\$ 10,297.84</b>	<b>\$ 12,575.00</b>	<b>\$ 12,575.00</b>
<b>Payments to Governing Bodies: 12,113</b>			
<b>2016 Membership</b>			
GA - Per Capita (2017-\$7.50) (2018 - \$7.73)	\$ 76,415.67	\$ 101,887.50	\$ 93,633.49
Synod - Per Capita ( \$.80 for 2017)(\$.85 for 2018)	\$ 8,151.03	\$ 10,868.00	\$ 10,296.05
GA - Shared Mission Support	\$ 2,999.64	\$ 4,000.00	\$ 4,000.00
Synod - Shared Mission Support	\$ 150.03	\$ 200.00	\$ 200.00
<b>Total</b>	<b>\$ 87,716.37</b>	<b>\$ 116,955.50</b>	<b>\$ 108,129.54</b>
<b>Presbytery Administration CPA</b>			
Occupancy:			
Contracted Office Cleaning	\$ 5,040.00	\$ 7,000.00	\$ 7,000.00
Utilities	\$ 5,785.67	\$ 12,000.00	\$ 12,000.00
Bldg & Grounds Maintenance	\$ 2,430.16	\$ 6,000.00	\$ 5,000.00
Insurance	\$ (51.00)	\$ 14,000.00	\$ 14,000.00
<b>Occupancy Total:</b>	<b>\$ 13,204.83</b>	<b>\$ 39,000.00</b>	<b>\$ 38,000.00</b>

Office Expense:			
Internet Service / Telephone	\$ 2,237.75	\$ 3,500.00	\$ 3,100.00
Postage	\$ 858.55	\$ 1,500.00	\$ 1,500.00
Supplies for Office	\$ 2,748.74	\$ 4,000.00	\$ 4,000.00
Equip Rental & Maintenance	\$ 8,861.93	\$ 13,000.00	\$ 13,000.00
Computer & Equip Purchases	\$ 1,344.00	\$ 4,000.00	\$ 4,000.00
Web-Site / Domain Expenses	\$ 183.54	\$ 1,500.00	\$ 1,500.00
Office Expense Total:	\$ 16,234.51	\$ 27,500.00	\$ 27,100.00
Presbytery			
Listening Team	\$ -	\$ 2,000.00	\$ 2,000.00
Presbytery Meeting Expenses	\$ 199.96	\$ 2,000.00	\$ 2,000.00
CPA Expenses	\$ -	\$ 250.00	\$ 250.00
Mileage Reimbursement	\$ 551.60	\$ 750.00	\$ 750.00
Presbytery Total:	\$ 751.56	\$ 5,000.00	\$ 5,000.00
Personnel Costs	\$ 230,840.40	\$ 308,603.01	\$ 353,482.03
<b>Total CPA</b>	\$ 348,747.67	\$ 497,058.51	\$ 531,711.57
<b>Committee Expense:</b>			
<b>Pastoral Transition</b>			
CPT Operating Expenses	\$ 290.63	\$ 1,000.00	\$ 1,000.00
Holy Cow Consulting	\$ -	\$ 2,000.00	\$ 2,000.00
Holy Cow Training	\$ 460.00	\$ 3,000.00	\$ 3,000.00
<b>Total CPT</b>	\$ 750.63	\$ 6,000.00	\$ 6,000.00
<b>Relational Ministry</b>			
CRM Operating Expenses	\$ 99.62	\$ 775.00	\$ 775.00
<b>Total CRM</b>	\$ 99.62	\$ 775.00	\$ 775.00
<b>Total Resources Used</b>	\$ 363,623.00	\$ 531,958.51	\$ 558,061.57
<b>DIFFERENCE - TO OR (FROM) PROVIDED RESOURCES</b>	\$ 150.55	\$ 1.49	\$ 38.43

## COMMITTEE ON EDUCATIONAL RESOURCES (CER)

The Committee on Educational Resources recommends approval of the following:

- By-Laws of Camp Paddy Run, Inc. as found on pages 20-24.
- Camp Paddy Run, Inc, Unanimous Consent of Directors as found on pages 25-26.
- Articles of Incorporation of Camp Paddy Run, Inc. as found on pages 27-29.
- Covenant Agreement as found on pages 30-31.

**Bylaws of  
Camp Paddy Run, Inc.**

**ARTICLE I**

**Offices**

A. Principal Office. The principal office of Camp Paddy Run, Inc. (hereinafter called the "Corporation") shall be located in the Commonwealth of Virginia and the mailing address is **117 N. Braddock Street, Suite 100, Winchester, VA 22601.**

B. Purpose. The purpose of the Corporation is set forth in the Articles of Incorporation.

C. Other Offices. The Corporation may also have offices at such other places, both in or outside of the Commonwealth, as the Board of Directors may from time to time determine or the business of the Corporation may require.

D. Restrictions on Borrowing or Selling Property. The Corporation shall not (1) use the real estate as collateral for any loan, (2) sell any real estate, or (3) lease for more than a two year term any of its real estate without the prior approval of the Shenandoah Presbytery.

**ARTICLE II**

**Directors**

A. Board of Directors. The affairs of the Corporation shall be managed by its Board of Directors. The Board shall be comprised of **at least five (5) but not more than fifteen (15) Directors** - but this may be increased or decreased by amendment to these Bylaws by the then serving Board of Directors as later provided for herein.

B. Qualification of Directors. At least 75% of the Directors must be members of the Shenandoah Presbytery (or the churches thereunder). The remaining 25% of the Directors may be individuals who are not involved in the Presbyterian Church.

C. Terms of Directors. Directors shall serve for three years, except that the terms of the initial Board shall be staggered at the beginning so that approximately 1/3 of the Directors will rotate off the Board each of the first three years.

D. Directors. The Directors shall be elected for a three-year term by the existing Board at the Annual Meeting of the Board of Directors. Each Director elected shall hold office until their term is complete or until their earlier resignation or removal.

E. Term Limits. Directors may serve for no more than two consecutive terms, then must rotate off the Board for at least one year before being elected to another term.

F. Death/Resignation/Removal. Upon the death, resignation, or removal of a Director, the Board of Directors shall elect a new Director to fulfill the unexpired term of the Director who has died, resigned or been removed, to serve the unexpired term. A Director may be removed at any time and for any reason (with or without cause) by a two-thirds vote of the remaining Directors then serving. If a proposal is made to remove a Director, such Director shall be excluded from that meeting for purposes of deliberation and vote, but the Board shall attempt to give such Director an opportunity to present a defense before any such vote. Likewise, any Director may resign at any time. Such resignation shall be

made in writing and shall take effect at the time specified therein, or if no time be specified, at the time of its receipt by the President or Secretary.

G. Annual and Regular Meetings. The Annual Meeting of the Directors shall occur on the first Saturday of November (or at such other time as established by the Directors). Regular meetings of the Board of Directors shall be held at such time and place as determined by the Board. Written notice of such meeting shall be sent by the Secretary at least five (5) days prior to the date of the meeting. All meetings of the Directors shall be at the principal office of the Corporation, unless at least two-thirds of the Directors then serving agree the meeting shall convene at some other location.

H. Special Meetings. Special Meetings of the Board may be called by the President (at any time for any reason) or by the Secretary upon the receipt of a written request signed by at least two (2) Members of the Board. Notice of such meeting shall be sent by the Secretary to each Director at least five (5) days and not more than sixty (60) days prior to the date of the meeting, or notice by telephone at least three (3) days and not more than five (5) days prior to the date of the meeting. Any such notice shall state the purpose of the meeting, and no other business shall be transacted thereat.

I. Quorum. A quorum for a meeting of the Board shall be a majority of the Board then serving. Members of the Board of Directors or any committee designated by the Board may participate in a meeting of such Board or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting. The departure of any Director after a quorum is established for the meeting, as determined by the Chairman of the Board or other individual, shall not defeat the quorum or any action taken by the Board at the meeting after such departure. If, at the commencement of any meeting of the Board of Directors, there shall be less than a quorum present, a majority of those present may adjourn the meeting, and reschedule the same with the same notice requirements set forth above.

J. Voting. A majority of the votes cast at a meeting of the Board of Directors, duly called and at which a quorum is present, shall be sufficient to take or authorize action upon any matter which may properly come before the meeting, unless the concurrence of a greater proportion is required for such action by statute, the Articles of Incorporation, or these Bylaws. A Director may not vote by proxy, rather a Director may only vote if present (either in person or by telephone) at such meeting.

K. Action Without Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth such action, is signed by all of the Directors. Such consent shall have the same force and effect as a unanimous vote.

L. No Compensation of Directors. No Director shall be compensated for his/her services in such capacity. However, this shall not preclude the employment of any Director in another capacity.

M. Participation in Meetings. Directors may participate in meetings in person, by phone or video conference.

N. Notices. Notices may be sent to Directors at such addresses as provided by the Directors by mail, fax or email – with the preference being via email. Each Director shall notify the Corporation of any change of address. A Notice shall be deemed sent at such time as it is sent by the Corporation by mail, fax or email to the last known address of such person.

## ARTICLE III

### Officers

A. Officers. The officers of the Corporation, shall consist of the positions set forth below. Such officers shall be elected by a majority vote of the Directors then serving, and shall hold office until his/her successor shall have been elected and qualified.

B. President. The President shall manage the affairs of the Corporation. The President shall preside at all meetings and appoint chairman of all committees. The President shall be a member, ex-officio, of all committees.

C. Vice President. The Vice President shall preside over all meetings and manage the affairs of the Corporation in the absence of the President.

D. Secretary. The Secretary shall keep an accurate record of all meetings of the Corporation and the Board and Members.

E. Treasurer. The Treasurer shall have charge of all money, keep accurate accounts of income and expenses and make necessary expenditures as authorized by the Board based upon Articles of Operation of CPR. The Treasurer shall give a report at each regular and each Annual Meeting.

F. Vacancies. Any vacancies occurring among the officers during the year may be filled for the unexpired term of office by a majority vote of the Board.

G. No Compensation of Officers. No Officer shall be compensated for his/her services in such capacity. However, this shall not preclude the employment of any Officer in another capacity.

## ARTICLE IV

### Committees

A. Executive Committee. The Executive Committee shall have and exercise the authority of the Board between meetings of the Board, except as otherwise expressly provided in these Bylaws. The Executive Committee shall consist of the President (who shall serve as Chairman of such Committee) and all other Officers.

B. Other Committees. The Board of Directors may, by a resolution adopted by a majority of the Directors in office, appoint one or more other committees - the composition of which shall be established by the Board.

C. Quorum. A majority of the members of a committee shall constitute a quorum for the transaction of business at any meeting thereof. The vote of a majority of the members of a committee present at a meeting at which a quorum is present shall constitute the action of the committee.

D. Action Without a Meeting. Any action required or permitted to be taken at a meeting of a committee may be taken without a meeting if a written consent, setting forth the action so taken, shall be signed by all of the members of the committee and filed with the minutes of proceedings of the committee.

E. Telephone Meetings. Members of committees may participate in a meeting by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other. Such participation shall constitute presence in person at the meeting.

F. Vacancies. Any vacancies occurring on the Executive Committee or any other committee may be filled by the President, and if the President does not act by the next Board meeting, then by a resolution adopted by a majority vote of the Board of Directors.

G. Removal and Resignations. Any member of the Executive Committee or any other committee may be removed at any time for any reason (with or without cause) by resolution adopted by a majority of the Directors. Any member of a committee may resign from the committee at any time by giving written notice to the Board of Directors or the President or Secretary of the Corporation. Unless otherwise specified therein, such resignation shall take effect upon receipt thereof by any Director.

H. Procedure. All committees established by the Board of Directors shall keep regular minutes of their proceedings and the chairperson of each committee shall report any actions taken to the Board of Directors at the next meeting thereof held after the committee meeting. The minutes of committee meetings shall be distributed to all members of the Board of Directors.

## ARTICLE V

### Indemnification

A. Indemnification. Unless expressly prohibited by law, the Corporation may (by a two-thirds vote of the disinterested Directors then in office) fully indemnify (as permitted by law) any person made, or threatened to be made, a party to an action, suit or proceeding (whether civil, criminal, administrative or investigative) by reason of the fact that such person is or was a director, officer, committee person, employee or agent of the Corporation, against all expenses (including attorneys' fees), judgments, fines and amounts paid or to be paid in settlement incurred in connection with such action, suit or proceeding; provided, such person was not engaged in willful misconduct or a knowing violation of the criminal law.

B. Insurance. The Corporation may purchase and maintain insurance to indemnify it against the whole or any portion of the liability assumed by it in accordance with this Article.

## ARTICLE VI

### Dissolution

The Corporation may be dissolved at any time by a two-thirds vote of the Board of Directors then serving. In the event of the dissolution of the Corporation, whether voluntary or involuntary or by operation of law, the assets of the Corporation **shall be distributed as provided for in the Articles of Incorporation (i.e. returned to the Shenandoah Presbytery)** as then in existence (or absent direction therein, then after payment of all lawful debts of the Corporation, its property and assets shall be given to one or more charitable organization/s described in Section 501(c)(3) of the Internal Revenue Code (as amended) as so selected by the Board of Directors).

## **ARTICLE VII**

### **General Provisions**

- A. Calendar. The fiscal year of the Corporation shall be a calendar year.
- B. Execution of Instruments. All checks or demands for money and notes of the Corporation shall be signed by such Officer or Officers or such other person or persons as the Board of Directors may from time to time designate.
- C. Amendments to Articles of Incorporation. Amendments to the Articles of Incorporation may be proposed by a two-thirds vote of the Board of Directors then serving. The resolution shall be submitted to the directors at a regular or Special Meeting - however, the notice shall state that at least one purpose of the meeting is to consider the proposed amendment and it shall be attached to the notice.
- D. Amendment to Bylaws. Amendments to the Bylaws (including amending the number of Directors to serve) may be made by a two-thirds (2/3) vote of the Directors then serving, provided fifteen (15) days written notice is given to the Directors of any meeting at which any such proposal shall be voted upon.

The foregoing Bylaws were adopted by the Board of Directors on \_\_\_\_\_,  
2017.

\_\_\_\_\_  
Punker Robertson, Secretary

**Camp Paddy Run, Inc.  
Unanimous Consent of Directors  
in Lieu of Organizational Meeting**

The undersigned persons, being all of the initial directors of Camp Paddy Run, Inc. (the "Corporation"), acknowledge that they have consented to being named as initial directors and consent to the adoption of the following resolutions:

RESOLVED, the Bylaws annexed to this Consent are ratified, adopted and approved as the Bylaws of the Corporation and shall be filed with the minutes of the Corporation.

RESOLVED, the following initial directors are hereby elected for terms as shown below:

<u>Name</u>	<u>End of Term</u>
R. William Bayliss, III	12/31/2020
Punker Robertson	12/31/2020
Amy Tubbs	12/31/2020
Tom Widder	12/31/2019
Lori Orndorff	12/31/2019
Beth Thompson	12/31/2019
Sabra Veach	12/31/2018
Debbie Clem	12/31/2018
_____	12/31/2018

RESOLVED, that the fiscal year of the Corporation shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each calendar year.

RESOLVED, that the following persons are elected to the offices set forth opposite their respective names, each to serve until the first annual meeting of this Board of Directors or until such person's successor is elected:

<u>Name</u>	<u>Office</u>
R. William Bayliss, III	President
Punker Robertson	Secretary
Amy Tubbs	Treasurer

RESOLVED, that the Corporation open one or more deposit accounts at the bank the church currently uses for deposit of the funds of the Corporation; that all the above officers are each authorized to sign checks drawn on such accounts.

RESOLVED, the Corporation accept conveyance to it of the real property heretofore owned by Shenandoah Presbytery, such property to be used, kept, and maintained by the Corporation as a camp, primarily for the benefit of the Shenandoah Presbytery.

RESOLVED, that the officers of the Corporation, any one of whom may act, are authorized and directed, on behalf of the Corporation, to pay all charges and expenses incident to or arising out of the incorporation of the Corporation and to reimburse the persons who made any disbursements therefore.

RESOLVED, that the officers of the Corporation, any one of whom may act, are authorized in the

name and on behalf of the Corporation to take such further actions, to obtain all licenses and permits, and to execute such additional documents, agreements, instruments and certificates as any such officer may deem necessary to enable the Corporation to conduct its business and to effectuate or carry out the purpose and intent of the foregoing resolutions.

This consent shall be effective as of the date the Articles of Incorporation became effective.

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

By: \_\_\_\_\_  
R. William Bayliss, III, Director

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

By: \_\_\_\_\_  
Punker Robertson, Director

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

By: \_\_\_\_\_  
Amy Tubbs, Director

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

By: \_\_\_\_\_  
Tom Widder, Director

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

By: \_\_\_\_\_  
Lori Orndorff, Director

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

By: \_\_\_\_\_  
Beth Thompson, Director

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

By: \_\_\_\_\_  
Sabra Veach, Director

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

By: \_\_\_\_\_  
Debbie Clem, Director

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

By: \_\_\_\_\_  
, Director

**Articles of Incorporation of  
Camp Paddy Run, Inc.**

**Mission Statement**

**Camp Paddy Run is dedicated to provide a simple, natural setting where people of all ages can experience God’s love through the beauty of His creation, the gift of family, and the joy of Christian fellowship as they grow in their faith journey with Jesus Christ.**

The undersigned set forth the following for the purpose of forming a nonstock corporation under the provisions of Chapter 10 of Title 13.1 of the Code of Virginia:

**Article 1) NAME.** The name of the corporation is **Camp Paddy Run, Inc.**

**Article 2) NO MEMBERS.** The corporation shall have no members.

**Article 3) DIRECTORS.** The governing body of the corporation shall have full, exclusive and continuing authority to make management decisions for the corporation, and shall be designated as directors. The number of directors shall be nine (9). This number may be increased or decreased by amendment to the Bylaws. The directors will elect their successors. The initial directors shall be as follows:

<u>Name</u>	<u>Address</u>
R. William Bayliss, III	_____
Punker Robertson	_____
Amy Tubbs	_____
Tom Widder	_____
Lori Orndorff	_____
Sabra Veach	_____
Beth Thompson	_____
Debbie Clem	_____

**Article 4) REGISTERED AGENT AND OFFICE.** The name and business address of the initial registered agent (who is a resident of Virginia and a member of the Virginia State Bar) is as follows:

William A. Truban, Jr.  
103 N. Braddock Street  
Winchester, Virginia 22601  
(City of Winchester - Virginia)

**Article 5) PURPOSES.** The corporation is organized for the following purposes:

A. The principal purpose of this corporation is to operate Camp Paddy Run for the benefit of the Shenandoah Presbytery (and its members, churches and congregations). The corporation may engage in all activities relating thereto as allowed by law and these Articles of Incorporation.

B. The corporation is organized exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

C. The corporation is organized pursuant to the Virginia Nonstock Corporation Act and does not contemplate pecuniary gain or profits and is organized for nonprofit purposes.

**Article 6) TAX LAW RESTRICTIONS.** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article V hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed to the **Shenandoah Presbytery, currently located in Harrisonburg, Virginia** (or such successor entity), if it is then in existence and qualifies as an IRS Section 501(c)(3) charity, and otherwise to those of its member churches which are then in existence and qualify as an IRS Section 501(c)(3) charity, and otherwise for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Witness the following signatures of all the directors of the Corporation at this time.

Dated: \_\_\_\_\_

By \_\_\_\_\_

R. William Bayliss, III, Incorporator/Director

Dated: \_\_\_\_\_

By \_\_\_\_\_

Punker Robertson, Incorporator/Director

Dated: \_\_\_\_\_

By \_\_\_\_\_

Amy Tubbs, Incorporator/Director

Dated: \_\_\_\_\_

By \_\_\_\_\_

Tom Widder, Incorporator/Director

Dated: \_\_\_\_\_

By \_\_\_\_\_

Lori Orndorff, Incorporator/Director

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Sabra Veach, Incorporator/Director

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Beth Thompson, Incorporator/Director

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Debbie Clem, Incorporator/Director

Dated \_\_\_\_\_

By \_\_\_\_\_

## Covenant Agreement

This Covenant Agreement (“**Agreement**”) is entered into as of \_\_\_\_\_, 2017, between Camp Paddy Run, Inc. (“**CPR**”), and the **Shenandoah Presbytery** (“**SP**”).

- 1. The Camp.** SP currently owns and operates Camp Paddy Run, a Christian camp and retreat center located on approximately 376 acres (more or less) in the Shenandoah Valley, Virginia. The camp is dedicated to the glory of God, providing year-round facilities for recreation, worship, and spiritual growth.
- 2. Formation of CPR.** CPR has been formed as a Virginia not for profit corporation to carry on the camp’s mission as described above. CPR currently intends to apply to the Internal Revenue Service for recognition of exemption under Section 501(c)(3) of the Internal Revenue Code.
- 3. Transfer of the Camp.** SP will convey the camp and \$1 to CPR on or about January 1, 2018. SP approval is required to (1) sell any of such real estate, (2) lease the land for more than a two year term, and (3) use any land as collateral for a loan.
- 4. Reversion to SP.** If at any time CPR is dissolved, adjudicated bankrupt or insolvent, or has a receiver, liquidator, or trustee appointed by court order for CPR or any of its property, then its real and personal assets remaining after provision for payment of valid debts and liabilities shall be transferred to SP or its successor entity. For purposes of this Covenant Agreement, insolvency is defined as being unable to pay debts as they fall due in the usual course of business for a period of more than six consecutive months.
- 5. CPR Governance.** CPR is a separate legal entity and will be governed by its own Board of Directors and officers. SP has approved the initial Board of Directors during the formation of CPR. The CPR Board of Directors will select future replacement directors, consistent with the Articles of Incorporation and Bylaws of CPR. CPR agrees to promptly communicate to SP any changes to its Board of Directors, its Articles of Incorporation, or its Bylaws. The CPR Board of Directors will direct the operations, programs, and fund-raising activities for CPR and seek to fulfill CPR’s obligations under this Agreement.
- 6. Duties and Responsibilities of CPR to SP.**

  - a.** CPR covenants to offer staff leadership and physical facilities for appropriate training events, programs, seminars, and related activities, designed to address the mission of SP, its member churches, and its other organizations, including, if requested, hosting at least one Presbytery meeting each year. CPR will give priority consideration to the reservation requests of the Presbyterian Church (USA) congregations within the Presbytery as well as requests made by the Presbytery itself.
  - b.** CPR agrees to maintain the real property, fixtures, equipment, and tangible assets of CPR in good working order and repair, and will make improvements as finances allow and need requires. CPR will also maintain an appropriate level of insurance.
  - c.** CPR will operate CPR according to its Bylaws. CPR will provide SP an annual program and financial report, prepared according to the Book of Order (presently §G-3.0113), along with periodic updates as necessary and appropriate or pursuant to request by SP. The financial audit will be a full audit every three years and a financial review in the years in between. CPR intends to have any SP funds transferred to CPR managed by the SP Corporation and remain in the custody of the SP Corporation.
  - d.** A majority (75%) of the CPR Board will be members of the Presbyterian Church (USA). CPR will notify the SP moderator and Presbytery office of the names of newly elected directors within one week of their election.

- e. CPR, through its Board and staff, will strive to provide:
  - i) programming and leadership to uphold the historic and ongoing focus of the Reformed tradition; and
  - ii) summer curriculum for elementary, junior and senior high for review by a group of Pastors and/or Christian Educators in the Shenandoah Presbytery to insure its conformity with The Presbyterian Church (USA) understanding of the Bible and its theology.

**7. Duties and Responsibilities of SP to CPR.**

- a. SP provides CPR an affiliation with the Presbyterian Church (USA) and recognizes CPR as an entity related to SP through this covenant. SP encourages the full use of CPR by Presbyterian individuals and churches. SP recognizes CPR as a mission outreach, sharing the Good News of Jesus Christ through a variety of programs, including ecumenical programs with multiple denominations.
- b. SP will encourage congregations and individuals to give CPR consideration as host site for its programs, retreats, and conferences as well as for Presbytery events.
- c. SP will support the mission of CPR by being well informed about its programs and policies.
- d. The CPR Board will respond to any request by SP within a timely manner.
- e. SP does not anticipate financially supporting CPR, but it will encourage SP churches and membership to participate in the financial support of CPR.

**8. Amendment.** This Agreement may be amended, superseded, or canceled, and the terms of this Agreement may be waived, only by a written instrument signed by each of the parties, or, in the case of a waiver, by the party waiving compliance.

**IN WITNESS WHEREOF**, the parties sign this Covenant Agreement, which is effective as of the date written above.

**Shenandoah Presbytery**

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

By: \_\_\_\_\_  
Moderator

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

By: \_\_\_\_\_  
Chairperson, Trustees

**Camp Paddy Run, Inc.**

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

By: \_\_\_\_\_  
R. William Bayliss, III, President

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

By: \_\_\_\_\_  
Chairperson, Board of Directors

Kearneysville Administrative Commission  
Report and Recommendations

Commission Members: Rev Jonathan Bunker, Ruling Elder Eric Hulett, and Ruling Elder Carl Moore (Ruling Elder Betsy Donahoe was part of the Commission till she moved her membership to a church in the Presbytery of the James. She was replaced by Eric Hulett)

The congregation of the Kearneysville Presbyterian Church has experienced significant dissonance with the Presbyterian Church(USA) for a number of decades. The earliest found reference to their desire to depart from the denomination appears in 1999 session minutes when they invited representatives of the Presbyterian Church of America to make a presentation concerning their denomination. There was no subsequent report as to the result of that presentation. Throughout the early 2000's the congregation enjoyed the leadership of CRE's John Cushwa and Tom Forbes, though they continued to express the desire to sever their relationship with the PC(USA). In September of 2012 Tom Forbes resigned sensing that his commitment to the PC(USA) and the congregation's desire to depart from it were inhibiting viable ministry. Tom was the last Presbytery appointed and approved leader of the congregation.

Between September 2012 and today the congregation has sought pulpit supply from outside the PC(USA) and is currently served by lay preacher who is a former Presbyterian, Bobby Burkholder. They have not had a Moderator, nor have they had a Session that has actively met, nor Elders that have been regularly elected. The last set of Session Minutes are dated in 2009, and according to the congregation's report they cannot recall the last time they held an election of officers. Instead of a Presbyterian Polity they have developed a congregational approach to church government making decisions as a committee of the whole.

The congregation reports an active participation of 9 members, and 3 nonmembers. The AC was also provided names of 2 members who were infrequently active and several other who were not active at all. Attempts to contact those inactive were not successful. It is the findings of the AC that though these 12 individuals constitute a congregation of individuals seeking to faithfully serve the Lord and their community, they no longer constitute a PC(USA) Congregation and that they have no desire to be one. It is their intention to sever their ties with the PC(USA) and become an independent Bible Church that they have voted to name Kearneysville Bible Church. Therefore as an Administrative Commission we recommend the following.

Recommendations:

1. That Presbytery approve the dissolution of the Kearneysville Presbyterian Church effective immediately and authorize the Stated Clerk to grant letters of transfer for any member that requests one and receive all available Session Records for deposit with the Presbyterian Historical Society.
2. That the Presbytery transfer by quitclaim deed the church building and adjoining cemetery to the newly formed Kearneysville Bible Church.
3. That Shenandoah Presbytery retain from the assets held in trust for the Denomination by the former congregation a sum of \$11,500(see rationale below).
4. Following the successful conclusion of all legal matters related to recommendations 2 and 3 the Presbytery dissolve the Administrative Commission.

Rational: The Kearneysville congregation is a small congregation with limited assets. See below a breakdown of those assets. In our conversations with the members of the congregation it became clear that they have a desire to continue and grow their ministry in their community, though they recognize the challenges before them having a predominantly older retired congregation. It was the intent of the AC to reach a settlement with the congregation that both honored their Presbyterian heritage that goes back generations and at the same time leave them in a position to continue their ministry which they wanted to do in the building many of them had worshiped in from childhood. As we discussed the formulation of a settlement the congregation suggested giving 10% of their assets. The AC applied that figure as a way of formulating a possible settlement to their assets and reached a round figure of \$11,500. Such a settlement

leaves the congregation with a financial foundation to develop and grow their ministry while providing resources to the Presbytery to continue its Ministry and Mission in the world. The settlement amount was proposed to the congregation in July of 2017 and was accepted in August 2017 with out counter. The congregation's assets are as follows

**\$23,995 in their general operating account** (a majority of these monies is comprised by the funds the congregation received from the Heit Bequest that was left by Mrs. Betty Heit to the small congregations of the old Winchester Presbytery. The congregation chose to receive the fund though they no longer identified with the Presbytery or the Denomination. To their credit the congregation did comply with the request made by the Presbytery that all congregations receiving the funds tithe 10% of the funds to the Mission work of the Presbytery. )

**\$ 5,708 held in a CD.**

**\$86,200 in property** (figured reached on the basis of the assessed tax value of the land and building) The property consists of a the church building and a small cemetery. (The legal documents being prepared will include the assumption of responsibility for the cemetery by the newly formed Kearneysville Bible Church and the release of Shenandoah Presbytery from any responsibility for its future care and maintenance.)

The total of this assets comes to \$115,903.

This Report is respectfully submitted by the Administrative Commission.

## COORDINATING AND PLANNING COMMISSION

The Coordinating and Planning Commission met on Tuesday, January 23, 2018, and heard reports from all Presbytery committees.

### I. ACTIONS TAKEN:

- A. Endorsed the application of Associate General Presbyter Nancy Meehan Yao to the D.Min program at Colgate Rochester Crozer Divinity School on Transformative Leadership.
- B. Approved the following disaster kit collection proposal from the Disaster Preparedness Response Team: (DPRT)
  - Church representatives deliver any completed disaster kits they have to each stated Presbytery meeting (there are three types of kits), or to the Presbytery Center at any time.
  - Host churches for Presbytery meetings will make this activity part of their routine planning process in terms of identifying a collection point and possibly a temporary storage place, and provide at least one volunteer to help with delivery directions.
  - If desired by host churches, the DPRT will endeavor to provide a parking lot collection point.
  - The DPRT will collect the kits either on the day of the meetings or within a few days after the meetings and transfer them to a CWS warehouse.
  - The DPRT will publicize this activity prior to each stated meeting of the Presbytery.
  - The DPRT will maintain current kit information on the Presbytery website.
- C. Approved holding the May 2019 and May 2020 Presbytery meetings on the third Tuesday instead of the fourth due to Memorial Day week.

### II. RECOMMENDATION:

That Presbytery elect HR Tom Holden to the Committee on Representation, Class of 2020.

## REPORTS FOR INFORMATION ONLY

### Committee on Relational Ministry (CRM)

#### FOR INFORMATION:

Received written annual reports from members-at-large and those serving in validated ministries.

#### ACTIONS TAKEN:

- A. Approved a revised contract through August 31, 2018, between the Broadway Session and Teaching Elder Joan Wilson that reduced Joan's hours and monthly salary.
- B. Approved renewing the supply contract between the Mt. Carmel Session and Teaching Elder Olivia Haney from January 1-December 31, 2018.
- C. Approved renewing the supply contract between the Nineveh Session and Teaching Elder Randy Webb from January 1-December 31, 2018.
- D. Approved renewing the supply contract between the Williamsville Session and Teaching Elder Punker Robertson from January 1-December 31, 2018.
- E. Approved renewing the supply contract between the Zetta Session and Teaching Elder Stan Farthing from January 1-December 31, 2018.
- F. Approved renewing the supply contract between the Elkton Session and Teaching Elder Andrew Wing from January 1-December 31, 2018.
- G. Approved renewing the commissioned ruling elder contract between the Tabler Session and CRE William Moore from January 1-December 31, 2018.
- H. Approved renewing the supply contract between the Pines Chapel Session and Honorably Retired Teaching Elder Joe Condro from January 1-December 31, 2018.
- I. Approved renewing the commissioned ruling elder contract between the Slanesville Session and CRE Michele Elliott from January 1-December 31, 2018.
- J. Approved renewing the commissioned ruling elder contract between the Goshen, Millboro, and Rocky Spring sessions and CRE Bobby Spurgeon from January 1-December 31, 2018.
- K. Approved renewing the commissioned ruling elder contract between the Glen Kirk Session and CRE Isca Mitchell from January 1-December 31, 2018.
- L. Approved renewing the supply pastor contract between the Smyrna Session and Honorably Retired Teaching Elder Henry Scoggins from March 12, 2018-March 11, 2019.
- M. Approved renewing the parish associate contract between the Falling Waters Session and Honorably Retired Teaching Elder Carl Howard from January 1-December 31, 2018.
- N. Appointed the following mentors: Betty Dax to Kevin Channell and George Chapman to Thomas Carrico.
- O. Approved the request from the Clear Brook and Zetta churches for waiver of elder rotation for 2018.

- P. Approved transferring Teaching Elder Steve Willis to the Presbytery of the Peaks, upon receipt of request from the Stated Clerk of The Peaks.
- Q. Transferred Teaching Elder Jonathan Bromhead to the PCA effective December 14, 2017.
- R. Transferred Teaching Elder Connie Dorn to Northern Waters Presbytery effective December 14, 2017.
- S. Transferred Teaching Elder John Mathison to National Capital Presbytery effective December 14, 2017.
- T. Transferred Teaching Elder Paul O’Gorek to the PCA effective December 14, 2017.

## 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 Congregational Redevelopment (CCR)**

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.