

**HANDBOOK OF REPORTS**  
**for the**  
**SPECIAL MEETING**  
**of the**  
**SHENANDOAH PRESBYTERY**

**Saturday, March 4, 2017**  
**9:30 a.m.**

**Place:**

**Massanutten Presbyterian Church**  
**Penn Laird, 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: Kerry Foster, Stated Clerk  
RE: MARCH 4 SPECIAL MEETING OF PRESBYTERY

Ruling Elder Kate Lewis Brown, Presbytery Moderator, has called a **Special meeting** of Presbytery that will meet on Saturday, March 4, 2017, at Massanutten Presbyterian Church. As per the Shenandoah Presbytery Manual of Operations, adopted August 13, 2016, the moderator may call such a meeting as this (Chapter V; 5.1.2.B). The Search Committee will present their nominee for the position of **Associate General Presbyter** to be examined, voted on, and installed. Additionally, to complete the transition of the staffing model, the timeline and process concerning the Stated Clerk will be addressed pending the actions of presbytery in reference to the first item of business. The meeting commences at 9:30 am with anticipated adjournment at 12:00 Noon.

### **CHILDCARE**

Massanutten Presbyterian Church will provide childcare for this meeting. If you are bringing children, please call the church office at (540.434.6194) NO LATER THAN **MARCH 1** and inform them of the number of children to attend.

### **HANDBOOK**

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

### **DIRECTIONS**

Massanutten Presbyterian Church is located at 50 Indian Trail Road, Penn Laird, VA 22846

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

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

**Number of Meetings** – Our *Book of Order* (G-3.0304) requires presbytery to hold stated meetings at least twice each year. At this time, there will be four STATED meetings for 2017: February 11, May 9, August 26, and November 14.

**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 ~~will~~ 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><br/><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><br/><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><br/><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                      | EPC – Evangelical Presbyterian Church                      |
| ARE – Authorized Ruling Elder                       | GA – General Assembly                                      |
| CCR– Committee on Congregational Redevelopment      | IC – Investigating Committee                               |
| CER - Committee on Educational Resources            | KCC – Key Church Communicator                              |
| CIT – Churches in Transition                        | LRT – Listening Response Team                              |
| CMO – Committee on Mission & Outreach               | MIF – Ministry Information Form                            |
| CNCD–Committee on New Congregational Development    | PAM – Presbyterian Association of Musicians                |
| CPA – Committee on Presbytery Administration        | PCA – Presbyterian Church in America                       |
| CPC – Coordinating and Planning Commission          | PCUS – Presbyterian Church in the United States            |
| CPM – Committee on Preparation for Ministry         | PCUSA – Presbyterian Church (U.S.A.)                       |
| CPT – Committee on Pastoral Transition              | PDA – Presbyterian Disaster Assistance                     |
| CRE – Commissioned Ruling Elder                     | PIF – Pastor Information Form                              |
| CRM – Committee on Relational Ministry              | PJC – Permanent Judicial Commission                        |
| DRT – Disaster Response Team                        | PNC – Pastor Nominating Committee                          |
| ECO – A Covenant Order of Evangelical Presbyterians | RE - Ruling Elder  |
| EECMY - Ethiopian Evangelical Church Mekane Yesus   | SPYCE – Shenandoah Presbytery Youth Council Extraordinaire |
|   | TE – Teaching Elder  |
|   | TPR – Temporary Pastor Relationship                        |

Ruling Elder Kate Lewis Brown of Falling Waters Church  
Serves as the Presbytery Moderator for 2017

**DOCKET**

**(Members of Presbytery are urged to be registered and seated by 9:30 a.m.)**

- 9:00 a.m. REGISTRATION BEGINS
- 9:30 a.m. Call to Order and Opening Prayer
- 9:40 a.m. Meeting is Convened, Purpose of the Meeting Stated  
Determining a Quorum  
Procedural Rules  
Seating corresponding members  
Adoption of the Docket
- 9:50 a.m. Report of the Associate General Presbyter Search Committee
- 10:15 a.m. Examination of Candidate
- 10:45 a.m. Vote to be Taken
- 11:00 a.m. Motion for Transfer of Stated Clerk Position
- 11:15 a.m. Installation Service
- 12:00 p.m. Anticipated Adjournment

## **Report from the Search Committee for the Associate General Presbyter**

At the Presbytery May, 2016 meeting, the Presbytery authorized the Committee of Presbytery Administration (CPA) to form a search committee for an Associate General Presbyter. CPA elected TE Olivia Kincaid Haney, (Maury River MC) and RE Emerson Deitz, (Highland-Augusta MC) from within their committee, and then the committee proceeded to find the rest of the search committee; TE Rich Cardot (Potomac Highlands MC), RE Harriett Kopp (Eastern Panhandle MC), RE and CRE Bobby Spurgeon (Maury River MC), and TE Bill Burslem (Mountain Valley MC). RE Melissa Leecy (Central Valley MC) was appointed on the search committee, but needed to step down due to family commitments. The committee felt that we had begun working enough that to bring someone else on board and catch them up would be difficult and CPA agreed.

The committee began its work in May, working off the job description presented to them by the Presbytery Transitional Team report and CPA. The MIF (Ministerial Information Form) was posted in the Presbyterian Church (USA) Church Leadership Connection (CLC). Due to the search committee's summer schedule, PIF's (Personal Information Forms) were received, but the committee began reviewing the PIFs in September 2016. As of February 14, 2017, the MIF has received 884 hits and the committee received 26 PIFs.

The committee, in their work, discernment and prayer, focused on finding a person called to this position, which as directed by the job description, would resource Committee on Congregational Redevelopment (CCR), Committee on Educational Resources (CER), Committee on Mission and Outreach (CMO) and Coordinating and Planning Commission (CPC), would work with the churches of the presbytery, and in coordination with the General Presbyter/Stated Clerk, would provide pastoral care to Teaching Elders and churches. The person for this position would also be available to visit and preach when invited throughout the churches of Shenandoah Presbytery.

After reviewing all the PIF's, the committee felt led to interview 5 people whom we felt had the gifts for this particular call. From those 5, the committee has felt led to extend the call to the person whom we feel will not only serve well as the Associate General Presbyter for Shenandoah Presbytery, but will also walk with us as we move forward in ministry and mission, serving God.

## RECOMMENDATIONS

1. That Presbytery sustain the examination. (See page 4 for faith statement)
2. Enroll as a member of Presbytery to be the Associate General Presbyter following the signing of the Book of Obligations.

3. Approve the following terms of call between the Presbytery beginning April 10, 2017:

|                                |             |
|--------------------------------|-------------|
| Annual Cash Salary             | \$38,500.00 |
| Housing Allowance              | 14,000.00   |
| Dental                         | 443.40      |
| Automobile Expense             | 6,000.00    |
| Continuing Education Allowance | 1,500.00    |
| Major Medical                  | 13,993.00   |
| Pension and Disability         | 6,353.28    |
| Required SECA                  | 4,016.25    |
| TOTAL COMPENSATION             | \$84,805.93 |

4. Approve the following commission to install as Associate General Presbyter:

Teaching Elders

Olivia Kincaid Haney  
Richard Cardot  
Roy Martin

Ruling Elders

Kate Lewis Brown, Presbytery Moderator  
Bobby Spurgeon, Hot Springs  
Emerson Deitz, Tinkling Spring  
Harriett Kopp, Gerrardstown  
Bill Burslem, Opequon

## Statement of Faith

In life and in death, we belong to God.

I believe in the One God, maker of all that is, whom Jesus called “Abba”, Father. God loves us with the persistent, steadfast love of a Father; and like a Mother, God will not forget us or forsake us. I believe in God who is far above any limited understanding, any limited language or ideas about self-hood or time, any limited human attempt to grasp God. God is—and we are to “be still and know that [God] is God.” (Psalm 46) I believe that in the beginning, God created—and called it good. God is creating still. I believe that humans, made in God’s image, nevertheless, in sinfulness, turn away from God, deny God, and worship other things that are not God. God who showed mercy and action throughout history, is acting still. We are God’s children, called to live lives of gratitude for the gift God has given us in Jesus Christ.

In life and in death, we belong to God.

I believe in Jesus Christ, the Savior. Humanity rebelled against our Father and against God’s good gift of the law. In sovereign love, justice, and mercy, God sent His Son, Jesus Christ, to be with us. Fully divine, Christ was fully present with God before the foundations of the world. (Ephesians 1:4) Fully human, Christ knows our weakness and sorrows, knows what it is like to lonely, to be cold and hungry, to feel abandoned and betrayed. Like us in every way except for sin, Christ proclaimed God’s amazing love and the expansive justice of the realm of God. In his death on the cross, Christ redeemed us once and for all. In his death and resurrection, Christ defeated death and sin, and brings new life to all who trust in Him. Nothing can separate us from the love of God in Christ Jesus our Lord. (Romans 8:39) In the totality of his life, death, resurrection and ascension, Christ is the firstborn of a new inbreaking kingdom of God. Christ lives and reigns with the Father and the Holy Spirit, one God, the Triune God.

In life and in death, we belong to God.

I believe in the Holy Spirit, the One who enlivens our hearts, who makes us search for God, who empowers us and the Church to be the very body of Christ for the world. The Spirit binds us in the bond of love, breathes in us and on us, pushing us to do new things, to be a people renewed and transformed according to the word of God. In Trinity, God lives in loving and joyful community: three persons, diverse and distinct, united in love. As followers of this Triune God, we are called to do the same and behave in the same way. The Church is called to be the demonstration of God’s kingdom; a community of faith and hope, love and witness. Women and men, children of God, are called to live in obedience and radical love, witnessing to God’s goodness and forgiveness in both word and deed. The Church hears the word of God, the authoritative word for our lives, both personally and communally. (Romans 10:17) We understand Scripture best in community, where, by the action of the Holy Spirit, we discern, together, God’s word of grace, mercy, and challenge. In baptism we are claimed by God, dying to what separates us from God, and being raised to newness of life in Christ. In the waters of baptism we receive the Holy Spirit, to serve in ministry all our days. At the Table we are raised to the presence of Christ, fed with the bread of life, refreshed and strengthened to go out into the world. Given the gifts of God’s Word and Law, we are called to live a manner of life that commends the Gospel of Jesus Christ to others. Even as we work, we wait with eagerness, until that day when Christ will come again, and God’s kingdom will be here on earth as it is in heaven.