

SUPPLEMENTAL REPORTS
May 9, 2017

Revised commission minutes:

MINUTES OF COMMISSION TO ORDAIN GWENDOLYN B CARR, as minister of the Word and Sacrament. In accordance with the appointment of the Presbytery of Shenandoah, the commission convened at the Craigsville Presbyterian Church, Craigsville, Virginia, on Sunday, March 12, at 3:00 p.m.

Commission members present: Teaching Elders: Don Allen, Ann Barner, Olivia Haney, Reed Hopkins, Roy Martin, and Helen Robertson Ruling Elders: Debbie Hinkel of Buffalo Gap, Harvey Sprouse of Craigsville, Harriett Thompson of Tinkling Spring, and Kate Lewis Brown, Presbytery Moderator. Also invited and present were Ruling Elders Mac and Ellen Beard of Tinkling Spring.

A quorum was present.

Kate Lewis Brown, called the commission to order and led in prayer. The commission elected Kate Lewis Brown, Moderator, and Olivia Haney, Clerk.

The congregation was called to worship. Reed Hopkins preached the sermon on the subject "The Good Shepherd and the Comforting Staff" from John 10:1-18.

Kate Lewis Brown stated the proceedings of the Presbytery preparatory to the ordination and pointed out its nature and importance and then asked the questions of the candidate, Gwendolyn Carr. These being answered in the affirmative, the candidate knelt and with prayer led by Kate Lewis Brown and the laying on of hands, the commission ordained her to the ordered ministry of teaching elder.. The members of the Presbytery and others welcomed the newly ordained pastor into their fellowship in the ministry.

Don Allen delivered the charge to the pastor.

At the conclusion of the service the newly ordained minister made a brief statement and pronounced the benediction.

After the ordination service, appropriate expressions of cordial reception and affectionate regard were offered to the newly ordained pastor by all those in attendance.

The commission then read and approved their minutes. The commission adjourned with prayer led by Kate Lewis Brown

Kate Lewis Brown, Moderator
Olivia Haney, Clerk

COMMITTEE ON PASTORAL TRANSITION (CPT)
Supplemental Report

I. ACTIONS TAKEN:

- A. Approved the temporary supply pastor contract between Jacob Singleton and the Staunton Third Session from April 24-May 28, 2017. (Even though Jacob will be ordained and installed at Third Church, the temporary contract is needed in order for Jacob to moderate the session and administer the Sacraments, since ordination will not take place until late May.)
- B. Granted permission to Ruling Elder Dwight Rinard to preach at the Burnt Church through June 4, 2017. (Written contract will be forthcoming)
- C. Approved the following ministry information forms and authorized Kim Stroupe to input the data onto the church leadership connection web site:
Bethesda, Buena Vista, Mossy Creek, and New Providence
- D. Granted permission to the Opequon Church to have a parish associate position.
- E. Sustained the examination of Honorably Retired Teaching Elder Tracie Martin to serve as parish associate at Opequon Church and to become a member of Shenandoah Presbytery effective May 2, 2017, transferring from Cayuga-Syracuse Presbytery.
- F. Approved the parish associate contract between the Opequon Session and Teaching Elder Tracie Martin through February 28, 2018.
- G. Sustained the examination of Teaching Elder Theresa Summers-Minette and found her suitable for the position as interim to the Cooks Creek Church. (TE Summers-Minette is a member of Shenandoah Presbytery.)
- H. Approved the interim contract between the Cooks Creek Session and Teaching Elder Theresa Summers-Minette from May 15, 2017-May 14, 2018.
- I. Sustained the examination of Ruling Elder David Omps and found him suitable for the position as temporary supply pastor to the Bloomery Church. (Mr. Omps is currently enrolled in the commission ruling elder program.)
- J. Approved the temporary supply pastor contract between the Bloomery Session and Ruling Elder David Omps from May 14, 2017-May 13, 2018.
- K. Sustained the examination of Teaching Elder John Cushwa and found him suitable for the position of temporary supply pastor to the Hedgesville Church. (TE Cushwa is an honorably retired member of Shenandoah Presbytery.)
- L. Approved the temporary supply pastor contract between the Hedgesville Session and Teaching Elder John Cushwa from May 1-October 31, 2017.
- M. Approved the following commission to install Teaching Elder Dan McCoig as pastor to the Winchester First Church on Sunday, June 4, at 4:00 p.m., pending approval of the call at the May 9 meeting of Presbytery:

Teaching Elders

Carl Howard
Carrie Evans
Lisa Wilson
David Witt
Maren Sonstegard-Spray

Ruling Elders

Dave Thalman, Winchester First
Kate Lewis Brown, Presbytery Moderator
Scott Athey, Highland Memorial

In addition, CPT is requested to invite Rossi Selzer, a ruling elder of Winchester First, to sit with the commission and share in this service by propounding questions to the congregation.

Convener – Kate Lewis Brown
Preside and Propound Questions to TE – Kate Lewis Brown
Propound Questions to Congregation – Rossi Selzer
Preach Sermon – Carrie Evans
Charge Congregation – Dave Thalman
Charge Teaching Elder – David Witt
Worship Leaders – Carl Howard, Scott Athey, and Lisa Wilson

- N. Upon receiving the minutes of the congregational meeting, dissolved the pastoral relationship between Teaching Elder Randy Tremba and the Shepherdstown Church effective July 1, 2017.

II. INTRODUCTION:

Introduction of Honorably Retired Teaching Elder Tracie Martin. (See pages S4-5 for biographical sketch and statement of faith.)

BIOGRAPHICAL SKETCH
TRACIE E. MARTIN

I began my professional career as a middle school modern language teacher. I taught French and Spanish to 7th and 8th grade students and, eventually, to high schoolers. With the birth of our son and a need to work part-time, I returned to my family roots as a floral designer and eventually opened my own shop. I enjoyed teaching but I loved being a florist. After just about 15 years of owning and managing a flower shop, I found myself being Called to active faith and, eventually, to a ministry of word and sacrament. I attended Colgate Rochester Divinity School. CRDS was, at that time, an ecumenical salad bowl of ideas and religions. I entered wondering where I belonged. I learned that I am decidedly Presbyterian.

I was ordained a Minister of Word and Sacrament in 1994. At the time, I was serving a small, rural congregation in Livonia, NY near the Colgate Rochester seminary. Before attending CRDS I served churches for 7 years as a Commissioned Lay Pastor. Following ordination, I served the Charlotte Valley Larger Presbyterian Parish in Susquehanna Valley Presbytery, a gathering of three congregations in three small villages near Oneonta, NY. Most recently I served and retired from the Robinson Memorial Presbyterian church in a suburb of Syracuse, NY.

While serving Charlotte Valley I also served as the Redevelopment Consultant for the Presbytery of Susquehanna Valley and as a workshop leader and event speaker for the Moveable Feast, a redevelopment group in the Synod of the Northeast. I also lead workshops for the denominational Redevelopment conferences before the Big Tent events replaced that event.

In 2002 I was given an opportunity to use the skills and ideas developed through Redevelopment teaching with Robinson Memorial Presbyterian church. I fell in love with this congregation and stopped traveling to workshops. I was pastor at RMPC for just under 15 years.

The church had a history that boasted having 300 children in Sunday School during the Eisenhower years. Changes in the city of Syracuse had reduced the congregation to under 50 in worship and fewer than ten in Sunday school.

The demographics of the area now showed few children but many, many unchurched older adults. We prayerfully began an intentional older adult ministry, applied for and received a \$40,000 Specialized Ministry grant from GA and began to grow the church. The congregation and community responded well. God smiled, and today the church is healthy and able to sustain herself through pledges and profit from Syracuse Homecare, a non-medical home care agency owned and run by RMPC.

As retirement loomed, my husband, Bill and I decided to live near a more southern church where we could worship and become active in some way. The Opequon Presbyterian Church fits these needs well. God is very, very good.

STATEMENT OF FAITH
TRACIE E. MARTIN

I believe that there is one God and that God has called me into faithful relationship with Him and with the people of God through loving grace. This belief is central to my understanding of the Trinity, the church, the sacraments, scripture, sin, and redemption.

This is the Triune God Who created me and everything that is. God's creation is good, but through human sin separation between God and human beings develops. God's love calls us back into full communion, but we do not always respond. Therefore, at the right time, God sent Jesus, the fully human and yet divine Christ to show us how to live with each other and how to be with God. Sacrificed on the cross, Jesus willingly suffered pain, humiliation, and even death to bring us into eternal life and Communion with our Creator through faith. The Holy Spirit continues to make our faith effective by drawing us together into community and freeing us to love ourselves and our neighbors, especially the poor.

Scripture tells the stories of faith and leads us into living relationship with the Living God. Scripture is the inspired Word of God written by human hands.

I believe in the church, "reformed and always reforming." I believe we are all growing - mind, body and spirit - to a union with Christ and God the Creator. I believe in the church, unified and yet diverse, thriving and yet struggling in today's cultures. The church draws the people of God into communities that empower them to follow the model of Jesus as they worship, teach, learn, bless, and serve the world, each other, and God in their daily lives.

Christ's commanded sacraments celebrate formal entry into the church community through Baptism and the remembrance of Jesus' death and resurrection through the Lord's Supper. They, along with prayer, preaching and scripture inform the faithful and help us discern our personal responsibilities to God and God's wishes for us and for our lives. It is important to me that the sacraments are celebrated in worshipful company. This company does not need to be large, but it does need to be open so it is clear that what is being enacted is God's initiative and not human posturing.

It has been interesting to write and re-write this statement of faith so many years after starting my last Call. As I have been writing and editing, I find that the words of an old, familiar hymn persist in running through my mind. This hymn sums things up for me, rather well:

**Blessed assurance, Jesus is mine!
O what a foretaste of glory divine!
Heir of salvation, purchase of God,
Born of His Spirit, washed in His blood.
This is my story, this is my song, praising my Savior all the day long;
this is my story, this is my song, praising my Savior all the day long.**

[Frances J. Crosby, 1873](#); [Phoebe P. Knapp, 1873](#)

COMMITTEE ON RELATIONAL MINISTRY (CRM)
Supplemental Report

I. FOR INFORMATION:

- A. Received a written report from a regular visit to Massanutten Church.
- B. Received a written report for the reading of the 2016 session minutes. (See pages S7-8)

II. ACTIONS TAKEN:

- A. Granted original jurisdiction to the Kearneysville Administrative Commission.
- B. Approved renewing the commissioned ruling elder contract between the Burlington Session and Linda Reece from May 1, 2017-April 30, 2018.
- C. Approved renewing the supply pastor contract between the Elk Branch Session and Rev. David Beeson (UCC minister) from April 1, 2017-April 1, 2018.
- D. Approved renewing the contract between the Mt. Olive Session, Stacy Meyerhoffer, and TE Tom Holden from April 1-September 30, 2017.
- E. Approved renewing the commissioned ruling elder contract between the Springfield Session and Linda Reece from May 1, 2017-April 30, 2018.
- F. Approved renewing the commissioned ruling elder contract between the Union Session and Judy Hensley from March 6, 2017-March 5, 2018.
- G. Approved renewing the commissioned ruling elder contract between the Piedmont Session and Tom Forbes through May 21, 2017. (Tom will be ordained on May 21)
- H. Approved renewing the supply pastor contract between the Waynesboro Second Session and TE Jan Owen through August 31, 2017.
- I. Sustained the examination of TE Sandra Thomas for occasional supply preaching at Nineveh Church. (Sandra is an honorably retired member of Philadelphia Presbytery.)

III. RECOMMENDATION:

That Presbytery grant the status of honorably retired to the Rev. Randy Tremba effective July 1, 2017.

2017 Report on Sessional Records
to the Committee on Relational Ministry
Shenandoah Presbytery

In the reading of the 2016 Sessional Records for Shenandoah Presbytery:

- 38 churches had no exceptions
- 45 churches were found to have one or more exceptions
- 21 churches did not submit minutes for review (3 are to be submitted soon)

The churches failing to submit minutes were:

- Berkeley Springs - repeat
- Buena Vista
- Burlington – repeat
- Burnt
- Charles Town – repeat
- Circleville – in process
- Collierstown – repeat
- Craigsville
- Finley Memorial
- First Staunton
- Glen Kirk – in process
- Goshen – repeat
- Highland Memorial
- Hot Springs - repeat
- Kearneysville - repeat
- Mt. Joy – repeat
- Second Staunton
- Sherando – in process
- Strasburg
- Warm Springs – repeat
- Windy Cove

The subcommittee noted and recognized the difficult situation which existed in the Buckton Church during 2016, so the minutes that were submitted could not undergo the normal review. However, the subcommittee also notes that the Buckton Session and Clerk should be commended for overcoming these difficulties and doing what they could to submit minutes for reading. For this, we are thankful, and continue to offer our prayers and support.

The most common exceptions noted during this reading season were:

1. Churches continue to fail to have a full financial review of their books/accounts annually, and do not specify their money counting procedure. Financial reviews should be done regularly to protect the congregation and the Treasurer.
2. The Annual Statistical Report is not approved by the Session, and/or not included in the minutes.
3. Inclusion of the starting time and ending time of meetings, which are required by *Robert's Rules of Order, Newly Revised*.
4. Names of individuals making motions were not recorded. This is also a requirement of *Robert's Rules*.
5. Full names of individuals should be used in the minutes, especially if there is more than one person with the same first or last name in attendance at meetings.
6. Items of business were transacted during special meetings that were not listed in the call for the meeting.

7. Ruling Elders are not being trained and/or examined following election.
8. Many of the Virginia churches have not begun incorporation proceedings (West Virginia churches cannot incorporate at this time).
9. Some churches continue to use loose leaf binders with copy paper for the minutes, instead of approved binders with acid-free paper to preserve the minutes.

The above items should be considered as recommendations to the all of the Clerks, Moderators, and Sessions of Shenandoah Presbytery as they prepare their 2017 minutes for reading.

The subcommittee did not give exception to Sessions not having an Administrative Manual of Operations for the 2016 reading. The subcommittee will give exceptions in the 2017 reading if there is no Administrative Manual with, at least, a set of bylaws adopted by the congregation, a sexual misconduct policy, and a child-protection policy. **These items are required by the *Book of Order*.**

In closing, the subcommittee would like to commend the Clerks of the Presbytery for the time, care, and attention taken in preparing the minutes of their respective Session and congregations. We are especially pleased with the submission of completed checklists, which makes the reading of the minutes much easier. We have noticed great improvement in the quality of the minutes over the years, and hope that our notes and suggestions to the Clerks are helpful to them as they record the important story of their congregations.

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