

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

**Tuesday, July 18, 2017**  
**10:00 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: Roy A. Martin, Stated Clerk  
RE: JULY 18 SPECIAL MEETING OF PRESBYTERY

At the request of the Administrative Commission (AC) to the Warm Springs Church and the Stated Clerk, a special meeting of Presbytery has been called for Tuesday, July 18, 2017, pursuant to the Manual 5.1.2.

**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.

The AC consists of four teaching elders and four ruling elders. The purpose of the special meeting is to hear and act upon the final report from the AC, including recommendation on the disposition of the congregation and property at Warm Springs.

#### **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.

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**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> <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	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

Teaching Elder Bill Klein of Lexington Church  
serves as the Presbytery Vice-Moderator for 2017 and  
will preside over this special meeting

**DOCKET**

**(Members of Presbytery are urged to be registered and seated by 10:00 a.m.)**

- 9:30 a.m.        REGISTRATION BEGINS
- 10:00 a.m.        Call to Order and Opening Prayer
- 10:05 a.m.        Meeting is Convened, Purpose of the Meeting Stated  
                      Determining a Quorum  
                      Procedural Rules  
                      Seating corresponding members  
                      Adoption of the Docket
- 10:10 a.m.        Report of the Warm Springs Administrative Commission
- 12:00 p.m.        Anticipated Adjournment

WARM SPRINGS ADMINISTRATIVE COMMISSION  
REPORT AND RECOMMENDATION

Following the special meeting of Presbytery on 23 February, 2016, the expanded Administrative Commission for the Warm Springs Church began afresh the process of discernment, seeking reconciliation of the Warm Springs congregation, or a constituent part thereof, with the Presbytery of Shenandoah and the Presbyterian Church, (U.S.A.) or the separation of the Warm Springs Church from the Presbyterian Church (U.S.A.). (see Presbytery of Shenandoah Dissolution Policy, section 2-C *a.v.*, as well as *Book of Order* G-3.0109b.5).

It is important to note two significant details that have colored this process. The first Administrative Commission report, while faithful, earnest and sincere, was nonetheless severe in its recommendations, and while rejected by the Presbytery, it had a deleterious effect on relations between the Administrative Commission and the Warm Springs congregation. In addition, a crucial action taken by Presbytery made negotiation problematic; from the beginning of the process in 2015, the Warm Springs Session and pastor had made it clear their own discernment was leading them into the Evangelical Presbyterian Church. At the time of the discussions with the Listening Response Team and the original Commission, such a dismissal was understood to be a legitimate and viable option for congregations within Shenandoah Presbytery, as it is for a majority of presbyteries throughout the Denomination. The decision to decline dismissal to the Evangelical Presbyterian Church, taken on February 16, 2016 – one week before the aforementioned Called Meeting (and subsequently upheld at the Stated Meeting on May 10, 2016), led the Warm Springs Session to conclude there was no point in further discussion with the Administrative Commission.

For more than a year, in fact, Warm Springs refused any and all overtures from the Commission. In the absence of dialogue, the Commission found itself in discussion with itself, devising strategies to entice, cajole or compel Warm Springs to respond, while discussing, over and over again, the theoretical options available to resolve the impasse, and their relative merits.

After several months of fruitless entreaties and circular discussions, the Commission sought to determine if there were still active members of the Warm Springs congregation who dissented from the decisions and actions of the Session and pastor, and wished to remain a PC(USA) congregation. By identifying a ‘faithful remnant,’ it might have been possible to continue a PC(USA) ministry in Warm Springs. (see *Book of Order*, G-4.0207)

The Commission, in its original incarnation as a Listening Response Team, had experienced some difficulty in getting accurate information from Warm Springs with respect to membership rolls and totals. Further, some irregularities were observed with regard to membership, most notably: lax records kept by the Warm Springs Session; the reception of some thirty new members the very day a straw poll was taken regarding their contemplated departure from the PC(USA); the seeming silence of a significant portion of the active membership in the straw poll; and the failure of any members to attend subsequent discussions with the Commission. Nonetheless, using identification gleaned from the various documents provided by Warm Springs (most covering the years 2014-2015), the Commission attempted to contact individuals identified as associated with the Warm Springs congregation, but whose opinion had not yet been made clear. Considering their responses, the responses of the straw poll and subsequent attestations, and the incontrovertible fact that the Warm Springs congregation has remained a going concern despite its *de facto* estrangement from the PC(USA), the Commission determined there is *not* a viable remnant with which to continue the mission and ministry of Warm Springs Presbyterian Church (U.S.A.). Based on that determination, on December 7, 2016 the Commission petitioned and received, through the Committee on Relational Ministry, Original Jurisdiction over the Warm Springs Presbyterian Church. (see *Book of Order*, G-3.0109b.5)

The Commission then found itself in a quandary. Warm Springs refused to negotiate terms, or even enter discussions predicated on their congregation *not* becoming part of the Evangelical Presbyterian Church,

while Presbytery had definitively precluded dismissal of any congregation *to* that body. The choices seemed to be limited. The Commission could have:

- Done nothing. Declared a hopeless deadlock and asked to be relieved.  
*This would have served only to delay the inevitable, and would have betrayed the Commission's Call to faithful service.*
- Occupied the Warm Springs Church; changed the locks, frozen their accounts, begun eviction proceedings against the pastor, and left it to Presbytery to determine the future of the property.  
*This would have invariably led to legal action, and while Presbytery would have almost certainly prevailed in court, the resources needed to do so would have been significant, to say nothing of the adverse publicity such an action would have engendered in the larger community.*

Finding neither of these choices acceptable, the Commission redoubled its efforts at consensus. It was agreed the dissolution of the Warm Springs Presbyterian Church was, in any case, inevitable; discussion then turned to the highest and best use for the property and resources associated with the congregation. After lengthy and spirited conversation, the Commission came to an agreement:

- **To request legal mediation with the officers of Warm Springs, with the understanding that the highest and best use of the property and resources was, and is, as a church of Jesus Christ, notwithstanding divergent understandings of Theology and Polity.**

On the recommendation of the Stated Clerk, Counsel David Penrod of Hoover Penrod, PLC was retained and instructed to request legal mediation with the Warm Springs officers. This request was communicated January 10, 2017, with a response deadline of February 10, 2017; the communication made clear that, should the Warm Springs officers choose not to reply, the Commission would convene at Warm Springs on February 13, 2017, to assume Original Jurisdiction, occupy the church; change the locks, etc.

In their first response, the Warm Springs officers tendered an offer of \$48,000 for a quitclaim deed to the real property, including the manse. This offer assumed their retention of the sizable liquid assets. (See accompanying table on page 5) This offer was rejected, and after establishing the ground rules, legal mediation was set for May 31, 2017 with Judge John J. McGrath (ret.) of Juridical Solutions, PLC serving as mediator. Prior to mediation, the Commission requested and received: current statements regarding the liquid assets of the Warm Springs Presbyterian Church; a property appraisal of the church and adjoining manse; and notice that the pastor and officers had renounced the Jurisdiction of the Presbyterian Church, (USA). This meant that the mediation would be predicated on the *dissolution* of the Warm Springs Presbyterian Church (U.S.A.), and the disposal of its property as specified in *Book of Order* G-4.0205. After eight hours of discussion, the following agreement was reached.

#### MEMORANDUM OF UNDERSTANDING

Between the 'Warm Springs Presbyterian Church' (WSPC) and Shenandoah Presbytery

1. This Memorandum of Understanding is conditioned upon, subject to, and shall not be effective until it is approved by the Shenandoah Presbytery.
2. Counsel for WSPC shall cause WSPC to be incorporated into a separate entity, either by incorporation or trustees.
3. Shenandoah Presbytery will transfer by quitclaim deed the church building and the manse (the "Real Property") to WSPC.

4. Simultaneously with the transfer of the Real Property from the Shenandoah Presbytery to WSPC, WSPC shall pay to the Shenandoah Presbytery the sum of THREE HUNDRED TEN THOUSAND, FIVE HUNDRED AND <sup>00/100</sup> DOLLARS (\$310,500.00).

Warm Springs Presbyterian Church  
Melisa G. Michelson, counsel  
Rev. Charles Reed, pastor  
Lea Campbell  
Timothy Blake  
Don Fike  
Scott Robertson

Shenandoah Presbytery  
David Penrod, counsel  
Rev. Karen Allamon, chair  
Rev. Patrick Pettit  
Rev. Philip Sieck  
Elder Hannah Bush  
Elder Ken Campbell  
Elder Faye Bottenfield  
Rev. Beth Pyles  
Elder Lowell Lemons

This cash payment represents approximately 23% of the liquid and real assets of the Warm Springs congregation.

Respectfully Submitted:

Karen Allamon	Faye Bottenfield
Hannah Bush	Ken Campbell
Lowell Lemons	Patrick Pettit
Beth Pyles	Philip Sieck

MOTION: That Presbytery approve the dissolution of the Warm Springs Presbyterian Church, effective immediately, and authorize the Stated Clerk to grant letters of dismissal to any members who might request one, and receive all Session and trustee records for deposit with the Presbyterian Historical Society.

MOTION: That Presbytery approve the disposition of the property of the former Warm Springs Presbyterian Church as specified in the Memorandum of Understanding dated May 31, 2017.

MOTION: That following the successful conclusion of this transaction, the Presbytery dissolve the Administrative Commission.

<b>Warm Springs Presbyterian Church</b>					
<b>Value of Assets</b>					
<b>As provided by the attorneys during mediation</b>					
<b>Assets</b>		<b>Real Estate</b>	<b>Cash</b>	<b>Total</b>	
Manse*		\$ 225,000		\$ 225,000	
Church Building*		\$ 520,000		\$ 520,000	
Cash, Checking, Saving and Misc. Accounts and Investments**			\$ 621,000	\$ 621,000	
<b>Total Assets Used in Mediation</b>		<b>\$ 745,000</b>	<b>\$ 621,000</b>	<b>\$ 1,366,000</b>	
<b>Results of Mediation:</b>		<b>Real Estate</b>	<b>Cash</b>	<b>Total</b>	<b>Percentage</b>
Presbytery retains half of the cash			\$ 310,500	\$ 310,500	22.73%
Warm Springs Receives		\$ 745,000	\$ 310,500	\$ 1,055,500	77.27%
<b>Total</b>		<b>\$ 745,000</b>	<b>\$ 621,000</b>	<b>\$ 1,366,000</b>	
* The values for the Manse and Church Building are the result of an inspection and market analysis by Old Dominion Realty and "is not an appraisal as defined by the Uniform Standards of Appraisal Practice, (USPAP)."					
**Cash and Checking, Savings and Misc. Accounts as well as Investment values were provided by the attorneys at mediation.					