

# HANDBOOK OF REPORTS

for the

201<sup>st</sup> STATED MEETING

of the

**SHENANDOAH PRESBYTERY**

Tuesday, May 14, 2024

9:30 a.m.

Westminster Presbyterian Church  
Waynesboro, 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

RE: MAY 14, 2024, MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session on Tuesday, May 14, 2024, beginning at 9:30 a.m., at Westminster Presbyterian Church in Waynesboro, Virginia.

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

OFFERING: An offering will be taken during morning worship designated to the Community Cup and More.

*Lunch registration and payment is required. Please register and purchase lunch **no later than Wednesday May 8 at NOON.***

REGISTRATION: Please follow this link to register for the meeting:

<https://onrealm.org/WestminsterPres86309/PublicRegistrations/Event?linkString=YzlhZGE1M WYtNDIyMy00NWY0LTk0NWItYjE1YjAwZTZINDhm>

PLEASE STOP BY THE REGISTRATION TABLE ON

MAY 14 TO CHECK-IN TO GET AN ACCURATE ROLL

FOR THE MINUTES

LUNCH: will be purchased during your registration online - cost \$12.50.

The menu includes: Pabellon Criollo Venezuelan National Dish Savory Shredded Beef; White Rice; Black Beans; Plantains; Arepitas (Venezuelan corn bread); Salad with homemade balsamic vinaigrette or ranch dressing. Dessert will be Vanilla Ice cream with warm curried fruit topping. With the exception of Dessert, the entire meal is gluten free, and nut free. For any dietary needs, please call the church office at 540-942-1145.

CHILDCARE: You will request childcare when you register for the meeting. Please do so **no later than NOON on Wednesday May 8.**

DIRECTIONS: For your GPS, the church address is 1904 Mt. Vernon St., Waynesboro, VA 22980

From Interstate 81, take exit 221 to I-64 East. Continue 7 miles and take exit 94. Continue on Rosser Ave for 1.5 miles. Turn left onto Bader Ave and then right onto Mt. Vernon St. The Church will be 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 2024:

- Tuesday, February 27, Zoom
- Tuesday, May 14, in person
- Saturday, September 14, in person, in conjunction with The Big Event at Massanetta Springs
- Tuesday, November 12, Zoom

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

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

Special Meetings – The moderator shall call a special meeting at the request of, or with the concurrence of, two ministers and two elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three ministers and three elders, the elders being of different churches, may call a special meeting. The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than fifteen (15) days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted.

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

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

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

## PROCEDURAL RULES

### 5.5. OPERATING PROCEDURES

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

Seeking to be Faithful Together:

Guidelines for Presbyterians During Times of Disagreement

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

<p>Give them a hearing . . . listen before we answer John 7:51 and Proverbs 18:13</p>	<ol style="list-style-type: none"> <li>1. Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;             <ul style="list-style-type: none"> <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. Learn about various positions on the topic of disagreement.</li> <li>3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.</li> </ol>
<p>Speak the truth in love Ephesians 4:15</p>	<ol style="list-style-type: none"> <li>4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teaching.</li> <li>5. Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity;             <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. Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.</li> </ol>
<p>Maintain the unity of the spirit in the bond of peace Ephesians 4:3</p>	<ol style="list-style-type: none"> <li>7. Indicate where we agree with those of other viewpoints as well as where we disagree.</li> <li>8. Seek to stay in community with each other though the discussion may be vigorous and full of tension;             <ul style="list-style-type: none"> <li>· we will be ready to forgive and be forgiven.</li> </ul> </li> <li>9. Follow these additional Guidelines when we meet in decision-making bodies:             <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. 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.</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

CCVT– Committee on Church Vitality & Transformation

CER - Committee on Educational Resources

CMO – Committee on Mission & Outreach

CNCD–Committee on New Congregational Development

CPA – Committee on Presbytery Administration

CPC – Coordinating and Planning Commission

CPM – Committee on Preparation for Ministry

CPT – Committee on Pastoral Transition

CRE – Commissioned Ruling Elder

CRM – Committee on Relational Ministry

DPRT – Disaster Preparedness Response Team

ECO – A Covenant Order of Evangelical Presbyterians

EECMY - Ethiopian Evangelical Church Mekane Yesus

EPC – Evangelical Presbyterian Church

GA – General Assembly

IC – Investigating Committee

KCC – Key Church Communicator

LRT – Listening Response Team

MIF – Ministry Information Form

PAM – Presbyterian Association of Musicians

PCA – Presbyterian Church in America

PCUS – Presbyterian Church in the United States

PCUSA – Presbyterian Church (U.S.A.)

PDA – Presbyterian Disaster Assistance

PIF – Pastor Information Form

PJC – Permanent Judicial Commission

PNC – Pastor Nominating Committee


RE - Ruling Elder

SPYCE – Shenandoah Presbytery Youth Council Extraordinaire

TE – Teaching Elder

TPR – Temporary Pastor Relationship

DOCKET

- 9:30 a.m. Call to Order & Prayer
- 9:35 a.m. Coordinating and Planning Commission – Teaching Elder April Cranford  
*That Presbytery approve the nomination of \_\_\_\_\_ to  
serve as Stated Clerk and Parliamentarian for today’s meeting*
- 9:40 a.m. Determining a Quorum  
Procedural Rules  
Welcome by Host Church – Rev. April Cranford  
Introduction of Guests and Seating of Corresponding Members  
Appointment of Assistant Clerks  
Adoption of the Docket  
Report of the Stated Clerk Pro Tempore – Pages 2-8  
Report of the Associate General Presbyter – TE Nancy Meehan Yao  
Annual Review of Background Check/Boundary Training Policy – Pages 9-12
- 9:55 a.m. Worship with Communion
- QR code for online giving to *Community  
Cup and More*
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- 10:55 a.m. Committee on Church Vitality and Transformation – TE Jaci Smith Patman &  
TE April Cranford – Pages 13-14
- 11:00 a.m. Committee on Mission and Outreach – RE Doug Sensabaugh  
Guests from Ethiopia
- 11:20 a.m. Committee on New Congregational Development – TE Kevin Hay – Pages 15-16
- 11:30 a.m. Committee on Presbytery Administration – TE Fletcher Hutcheson – Pages 17-20
- 11:50 a.m. Committee on Nominations – TE Ann Held – Page 21
- 11:55 a.m. Committee on Pastoral Transition – TE Amy Fetterman – Pages 22-35
- 12:15 p.m. Committee on Relational Ministry – TE Jamie Smith – Pages 22-35
- 12:25 p.m. Breakout Sessions for Chapters 6-10  
<https://www.presbyterianmission.org/resource/why-presbyterians-are-like-that/>
- 1:00 p.m. Anticipated Adjournment with Lunch

## STATED CLERK REPORT

### I. FOR INFORMATION:

See page 36 for an information only report from the Coordinating and Planning Commission.

### II. RECOMMENDATIONS:

- A. That Presbytery excuse from attendance from all or part of this stated meeting those ministers who submit such a request.
- B. That Presbytery approve the minutes from the February 27, 2024, Presbytery Meeting as distributed.
- C. That Presbytery approve the annual reports of ministers, candidates, inquirers, DCE's and churches for the year December 31, 2023, as found on pages 3-4.
- D. That Presbytery approve the statistical reports summary for the year ending December 31, 2023, as found on pages 5-8.



ANNUAL REPORT  
PRESBYTERY OF SHENANDOAH

The Presbytery of Shenandoah respectfully reports to the Synod of the Mid-Atlantic for the year ending December 31, 2023, that it consists of 143 ministers, 98 churches, 10 chapels, 8,868 communicants and has under its care 4 Candidates for the Ministry of the Word and 2 Inquirers for the Ministry of the Word.

MINISTERS

Received

Jeffrey A. Binder  
Michael Hafele  
Brittney M. Lane  
Dwight J. McCormick, II  
Rachel Watson

Date

July 1  
October 1  
June 17  
September 7  
November 1

Dismissed

Edward C. Dawkins  
Caroline B. Evans  
Frederick E. Noll  
Seth A. Normington  
Anne M. Ross  
Patrick S. Ryan

Date

January 12  
September 3  
September 14  
July 1  
May 11  
August 6

Dismissed to Other Denominations

None

Pastoral Relationships Formed

Minister

Brittney M. Lane  
Dwight J. McCormick, II  
Rachel Watson

Church

Woodstock  
Community Cup NWC  
Covenant

Date

March 27  
September 7  
September 14

Pastoral Relationships Dissolved

Minister

Caroline B. Evans  
Caitilin N. Hoy  
Patrick R. Lanaghan  
Dan M. McCoig, Jr.  
Seth A. Normington  
Patrick S. Ryan

Church

Front Royal  
Waynesboro Second  
Timber Ridge  
Winchester First  
Cooks Creek  
Tinkling Spring

Date

September 14  
March 30  
May 2  
September 14  
June 6  
August 10

Honorably Retired

Thomas H. Forbes  
Patrick R. Lanaghan  
Dan M. McCoig, Jr.

Date

February 1  
May 1  
September 30

Deceased

Fred Thomas Barner

Date

August 17

CANDIDATES

Ordained

Date

Ordination Date

None

Received

None

Enrolled

Debbie Romano  
Kimberly Shank

Transferred

None

Removed from Roll

None

INQUIRERS

Enrolled

None

Received

None

Removed from Roll

None

DIRECTORS OF CHRISTIAN EDUCATION

Enrolled

None

CHURCHES

Established or Received

None

Dissolved

Date

None

SHENANDOAH PRESBYTERY  
CHURCH RECORD – 2023

Membership

Prior Active Membership – 9,191                      Adjusted Membership      9,195

Gains

Youth Professions - 35  
 Profession & Reaffirmations – 137  
 Certificate – 98  
 Other – 0  
 Total Gains – 270

Losses

Certificate – 51  
 Death – 208  
 Other – 338  
 Total Losses – 597

Ending Active Membership – 8,868 (-327) See pages 6-8

Female Members – 4,773                      Men – 3,324                      Non-Binary - 14  
 Ruling Elders on Session – 653              Friends of the Congregation – 1,480  
 Average Church Attendance – 3,939

Baptisms

Presented by Others - 86  
 At confirmation – 12  
 All other - 12

Age Distribution

17 & Under – 257	18-25 – 537	26 – 40 – 1,061	41 – 55 – 1,241
56 – 70 – 2,104	Over 70 – 2,884		
Total reported – 8,084			

People with Disabilities

Hearing - 567	Mobility - 484	Sight - 221	Other – 458
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Youth in Congregation

Age 4 & under – 214	K-5 <sup>th</sup> – 404	6 <sup>th</sup> -8 <sup>th</sup> – 269	9 <sup>th</sup> -12 <sup>th</sup> – 264
Total Youth – 1,151			

Racial Ethnic Breakdown

	Membership
Asian/Pacific Islander/South Asian	18
Black/African American/African	27
Middle Eastern/North African	1
Native American/Alaska Native/Indigenous	7
Hispanic/Latino-a	17
White	8,020
Multiracial	10

Budgeted Income -11,891,336

Regular Contributions – 11,244,419	Bequests – 789,304
Capital Building Fund – 589,770	Other Income – 1,298,979
Investment Income – 1,269,021	Subsidy or Aid – 43,367

Budgeted Expense – 13,280,768

Local Program – 9,999,855	Investment Expenditures – 758,172
Local Mission – 876,902	Per Capita Appt – 369,381
Capital Expenditures – 1,592,457	Other Mission – 420,170

<b>CHURCH</b>	<b>2022 MEM BERS</b>	<b>2023 MEM BERS</b>
Augusta Stone	91	94
Ben Salem	30	30
Berkeley Springs	50	49
Berryville	140	141
Bethany	75	73
Bethel	139	139
Bethesda	147	117
Beulah	37	37
Bloomery	39	23
Bridgewater	95	78
Broadway	35	35
Buckton	24	27
Buena Vista	88	85
Buffalo Gap	10	9
Bunker Hill	81	82
Burlington	19	18
Burnt	23	24
Charles Town	290	290
Circleville	31	29
Clear Brook	10	10
Collierstown	83	89
Cooks Creek	206	201
Covenant	483	481
Craigsville	16	16
Elk Branch	21	19
Elkton	48	44
Fairfield	36	36
Falling Waters	93	94
Finley Memorial	89	87
Franklin	55	54
Front Royal	96	69
Gerrardstown	53	51
Glen Kirk	23	23
Goshen	22	22
Hebron	78	74
Hedgesville	24	23
Hermitage	39	39
Highland Memorial	43	40

	<b>2022</b>	<b>2023</b>
	<b>MEM</b>	<b>MEM</b>
<b>CHURCH</b>	<b>BERS</b>	<b>BERS</b>
Hot Springs	36	32
Immanuel	18	16
Ivanhoe	29	32
Keyser	64	64
Lexington	338	338
Little Falls	6	9
Loch Willow	79	78
Massanutten	342	330
McCutchen	7	2
McDowell	60	60
Middletown	27	28
Millboro	30	29
Monterey	54	31
Moorefield	169	162
Mossy Creek	105	106
Mt. Carmel	75	49
Mt. Hope	18	18
Mt. Horeb	116	120
Mt. Joy	10	10
Mt. Olive	85	109
Mt. Storm	21	21
New Monmouth	91	93
New Providence	104	103
Nineveh	27	26
Olivet	106	109
Opequon	521	535
Oxford	126	125
Petersburg	74	72
Piedmont	29	29
Pines Chapel	51	57

	<b>2022</b>	<b>2023</b>
	<b>MEM</b>	<b>MEM</b>
<b>CHURCH</b>	<b>BERS</b>	<b>BERS</b>
Rocky Spring	13	11
Romney	76	75
Ruddle	13	13
Second Opequon	37	37
Seneca Rocks	33	32
Shepherdstown	294	291
Slanesville	11	11
Smyrna	67	67
Springfield	9	9
Staunton First	124	113
Staunton Second	65	63
Staunton Third	88	85
Strasburg	69	67
Sunnyside	41	27
Tabler	28	25
Timber Ridge	98	94
Tinkling Spring	395	316
Tomahawk	18	18
Trinity	167	169
Tuscarora	141	143
Union	22	4
Wardensville	16	15
Warrenton	370	373
Waynesboro First	91	82
Waynesboro Second	56	53
Westminster	211	213
Williamsville	12	12
Winchester First	679	654
Woodstock	154	139
Zetta	13	12
<b>TOTALS</b>	<b>9,191</b>	<b>8,868</b>

**PRESBYTERY OF SHENANDOAH**  
**POLICY ON BACKGROUND CHECKS AND MANDATORY BOUNDARY TRAINING**

Approved by Presbytery August 26, 2017  
Revised May 24, 2022  
Revised February 27, 2024

**I. POLICY ON BACKGROUND CHECKS**

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

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

**II. INFORMATION REQUESTED IN A BACKGROUND CHECK**

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

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

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

### III. PERSONS WHO WILL RECEIVE BACKGROUND CHECKS

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

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

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

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

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

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

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

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

### VI. RESPONSIBILITY FOR COST

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



## VII. SUBSEQUENT CHECKS

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

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

## VIII. MANDATORY BOUNDARY TRAINING

- a. Shenandoah Presbytery requires that all congregational leaders (Teaching Elders, Commissioned Ruling Elders, and those At Large) take part in a Mandatory Boundary Training, given through Shenandoah Presbytery, every three years. Others are invited to attend these trainings: Ruling elders from congregations, staff, and members of congregations as well.
- b. Failure to attend/successfully complete the Boundary Training may result in the Committee on Relational Ministry:
  - Not renewing temporary contracts (session will be notified),
  - not approving changes in terms of call (session will be notified) and
  - The Stated Clerk notifying other presbyteries in case of transfer,
  - And the Stated Clerk not attesting a Personal Information Form.

### IN ADDITION:

Per the PC(U.S.A.) Book of Order 2023-2025

#### G-2.0603:

For Inquirers under care of this Presbytery:

Inquirers shall: “provide a certificate of completion of boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training with recertification at least every thirty-six months. The presbytery shall determine which trainings are approved to meet the criteria of these two requirements.”

#### G-2.1002:

For those seeking to serve as CREs:

“Such preparation shall include a certificate of completion of boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training with recertification at least every thirty-six months. The presbytery shall determine which trainings are approved to meet the criteria of these two requirements.”

#### G-2.1103:

For Certified Christian Educators:

“Certified Christian Educators shall provide a certificate of completion of boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention with recertification at least every thirty-six months. The presbytery shall determine which trainings are approved to meet these two requirements.”

#### G-3.0106:

For all Councils, including Sessions:

All councils shall adopt and implement the following policies: a sexual misconduct policy, a

harassment policy, a child and youth protection policy, and an antiracism policy. Each council's policy shall include requirements for boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months."

c. Event Specific Training

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

## COMMITTEE ON CHURCH VITALITY AND TRANSFORMATION (CCVT)

**Purpose:** To provide processes and support for congregations that have an identified need, willingness, and ability to engage in spiritual and/or programmatic growth which can lead to deeper commitment both within and beyond current membership.

**CCVT Committee:** Casey Clark, Jo Ann Harman, Diana Kenney, Punker Robertson, Alexa Smith, Jaci Smith Patman, Rob Vaughan, Nancy Meehan Yao (ex officio).

The CCVT met on February 5, 2024 and on April 8, 2024. There was no March meeting.

On February 5, the Committee responded favorably to an Innovations in Worship grant request from Hermitage Presbyterian Church in Waynesboro, awarding a \$1000 grant to allow them to upgrade their streaming capability.<sup>1</sup>

At the April meeting, Associate GP Nancy Meehan Yao shared that the Pnuematrix churches came together at the end of February to review and assess their participation in that program. One take away was that these churches appreciated the reminders that other churches go through similar experiences.

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<sup>1</sup> Committee chair, Jaci Smith Patman, turned over moderation of that portion of the meeting to Casey Clark and refrained from voting to avoid conflict of interest.



Better  
Together  
Presbyterians in Action

Sunday Afternoons  
3:00-4:30 p.m.

## *2024 Better Together Speaker Series*



**July 21, 2024**

**Smyrna PC**

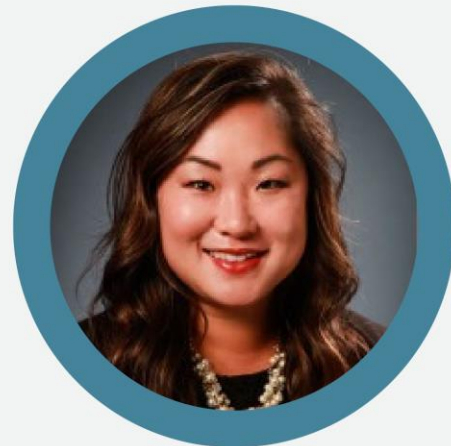
### ***Benefits for a Changing Church***

led by Keenan Rogers, Church  
Consultant, Board Of Pensions of the  
Presbyterian Church, USA

**September 15, 2024**

### ***First PC of Waynesboro Project Regeneration Presentation***

led by Sandra Moon, Ministry  
Relations Officer - Cumberland  
Region, Presbyterian Foundation



**Questions: Email [vabettertogether@gmail.com](mailto:vabettertogether@gmail.com)**

## 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.

<https://shenpres.org/committees/committee-on-new-congregational-development-cncd/>

**CNCD Committee members:** Kevin Hay (Chair), Gusti Newquist (Treasurer), Rachel Hamburger (Secretary), Drew Ditzel, Julia Burkley, Jeff Binder

### **Current New Worshipping Communities:**

#### **Partnership:**

Church of the Wild - Two Rivers

<https://www.churchofthewild2rivers.com/gathering-times.html>

Partnership Start Date: April, 2019

#### **Covenant NWC:**

Community Cup & More - Coffee Shop & NWC

<http://communitycupcoffeeandmore.com>

Covenant Start Date: 11/21/21    Renewal Date: April, 2024

### **New Worshipping Communities of West Virginia (NWC-WV)**

Is now established as a 501 (c) 3 organization and is working through the process of applying for Tax Exemption. To assist in this process CNCD approved funds to work with a CPA.

### **Community Cup**

- We met with leadership from Community Cup on March 19th to review their application for renewing our covenant relationship with the New Worshipping community.
- We shared lunch at the Coffee Shop before the meeting and then met at Tuscarora Presbyterian Church.
- The committee looked over the Application that Dwight McCormick and team submitted, grateful for their thoughtful, extensive answers as to the fruit of the ministry thus far, the continued development of leadership, the goals and benchmarks for the future, and the grant and budgeting information. We are grateful for the good work.
- We are excited to renew our covenant relationship for another year.
- We approved additional funding of \$50,000 through December 31st, 2024 and will meet again in October to discuss financial needs for 2025.
- CNCD also approved forming a relationship with a lawyer on behalf of Shenandoah Presbytery in order to resolve significant tax implications of Community Cup being an LLC instead of a nonprofit. We are also seeking their guidance on how to move forward as an organization given the challenge of being an LLC.

### **Church of the Wild - Two Rivers**

- We discussed our Partnership and decided to invite Church of the Wild to meet with our committee in the future. Gusti Newquist will reach out to their leadership.

### **Treasurer's Report (CNCD and NWC-WV) - Gusti Newquist**

- We heard updates from Gusti on a meeting with Heather Carter regarding how to make funds accessible to Dwight.
- A motion was approved to draw funds for CNCD from the David Nuzum Estate.
- We reviewed the Quarterly Reports provided for the Corporate funds.

### **CNCD Budget Request for 2025**

- We approved the following motion: “We request that CPA allocate \$25,000 in the annual budget for CNCD starting in 2025.”
- We are also trying to get creative about others ways to find additional funds for New Congregational Development.

### **Devotional/Educational Time for CNCD Meetings**

- In the past we have read books on New Worshipping Communities and we are exploring new ideas for learning more as a committee.

### **Presbytery Meeting**

For the upcoming Presbytery Meeting, CNCD plans to have time in our report to share more about Community Cup. We request 5-10 minutes and we will likely be sending a PowerPoint presentation as well.

**Offering of Presbytery** - we would like to request that the offering for the May 14th Presbytery meeting go towards the ministry of Community Cup.

### **CNCD Meeting Date/Time:**

Wed, May 22nd @ 1:30pm

Wed, June 19th @ 1:30pm - we are shifting to meeting on the 3rd Wednesdays.

## COMMITTEE ON PRESBYTERY ADMINISTRATION (CPA)

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

Members of the C.P.A.: Gayle Allen, Jim Barb, Betsy Glendye, Eric Hulett, Fletcher Hutcheson, Jim Johns, Jim Lunde, Harold Tongen, Dick Travis, and Tom Van Meter

The C.P.A. held a Zoom meeting at 1:30 p.m., Thursday, February 15, 2024. Heather Carter reported to the committee that as of today, four congregations have not sent in their acceptance letter (per capita) pledges for 2024. Four other congregations pledged \$0 for this year. Although the per capita amounts pledged for 2024 have decreased, congregations are, for the most part, giving what they have pledged. See pages 19-20 for written report.

Nancy Meehan Yao reported that Bethel Presbyterian Church paid no per capita in 2021 and 2022. In view of this, it was moved, seconded, and unanimously approved that any funds from the settlement of congregations that are dissolved or that have left the denomination must be used to pay per capita debt prior to further distribution of the funds according to our policy guidelines.

The committee had further discussion, with input from Nancy, about Commissioned Ruling Elders (C.R.E.s) in the presbytery and about how a number of our congregations rely on them for pastoral leadership. Elders who take the training required to become C.R.E.s face substantial expenses.

**Recommendation #1: It was moved, seconded, and unanimously approved to recommend to the presbytery that \$125,000 from the Bethel Presbyterian Church settlement be used to create a Commissioned Ruling Elder (C.R.E.) Scholarship Fund within the funds invested by the Presbytery of Shenandoah Corporation.**

Further fine-tuning of the management of the C.R.E. Scholarship Fund will be done during future meetings of the C.P.A. It also was moved, seconded, and unanimously approved that the C.P.A. deposit the remaining balance of \$61,545.03 from the Bethel Presbyterian Church settlement into the 2018 Fund.

The C.P.A. held its next Zoom meeting at 1:30 p.m., Thursday, March 21<sup>st</sup>. Heather Carter was thanked for sending out a financial report that showed a negative trend in congregational giving to support the presbytery and the increasing drain on presbytery funds to operate the presbytery.

Heather led a discussion on how we would want access to the proposed C.R.E. Scholarship Fund. The committee decided that the principal will be available if needed. The interest will stay with the Corporation until we need to draw from it. This decision can be revisited and changed.

Nancy Meehan Yao reminded the committee that there may be some abandoned church buildings of the presbytery that have not been deeded or sold to some other entity. We are not sure what the status is on these properties. Jim Barb, Eric Hulett, and possibly a member of one of our congregations with experience will look further into this matter.

Clayton Rascoe, Executive Director of Massanetta Springs and former C.P.A. member, was invited to participate in our meeting because of his continuing contact with Open Doors on behalf of the C.P.A. Open Doors, which has operated a homeless shelter in Harrisonburg, had communicated interest in the presbytery office property on North Main Street as a site for a new shelter. Clayton reviewed that the former presbytery office property was sold to the City of Harrisonburg for \$700,000. When that sale was made, a ten-year deed restriction was agreed upon that stipulated the property could only be used for the site of a low-barrier homeless shelter. Construction on the former office property is moving along quickly now with the expectation that the shelter will open for service in November of 2024. The city awarded the service provider contract to Open Doors in December of 2023 and they will run the shelter when it opens.

When the property was sold, the C.P.A. expressed a desire to make a gift back to Open Doors to further the use of the property to serve a new mission to help our homeless neighbors. When the property was sold to the city, the C.P.A. made the decision to wait on making a donation until the city committed to construction of a facility and awarded the service provider contract, which had to go through an open bidding process. Both of those things have happened. It would now be appropriate for the presbytery to consider making a gift to help the furtherance of this mission. The commercial kitchen is the most obvious place of need to which the presbytery can make a direct gift.

The city and Open Doors are working to get a commercial kitchen placed into the facility, but with inflation costs and other circumstances, there is a gap between what the city's budget can support and what the kitchen will cost. A commercial kitchen was not included in the original plans for the building, but through conversations with Open Doors and others, the city is now working to make that possible. They currently are working with their contractor to get an exact figure on how much more the new construction and equipment will cost.

A gift of \$50,000 will support the city in purchasing the needed equipment for a commercial kitchen which is crucial to Open Doors being able to provide the hospitality needed. The City of Harrisonburg owns the property, is funding the construction of the building, and will remain responsible for property upkeep, maintenance, etc. As such, Open Doors, or any other service provider in the future, will not own the kitchen appliances.

**Recommendation #2: It was moved, seconded, and unanimously approved to recommend to the presbytery that we gift \$50,000 to the City of Harrisonburg for the purpose of purchasing kitchen equipment for the homeless shelter being constructed on the former presbytery office property from the proceeds of the sale of that property with assurances from the city that it only will be used for that purpose.**

Heather Carter mentioned that of the \$700,000 from the sale of the presbytery office property, there is \$328,399.58 which remains, after realtor and legal expenses, covering the shortfall in the 2023 presbytery budget, and other approved uses of the sale amount, were paid out. It has been invested with the Presbyterian Foundation. This is from where the gift would come.

Since the meeting, Clayton has communicated with Amy Snider, Deputy City Manager for the City of Harrisonburg. Because our proposed gift is above \$10,000, the city needs to approve accepting it. The next meeting of the city council at which our proposed gift could be on the agenda is April 23<sup>rd</sup>. The C.P.A. agreed that Clayton will fill out the donation application in such a way that the council would vote on accepting the gift for the specified purpose of building/equipping the kitchen for Open Doors IF the presbytery approves the C.P.A.'s recommendation on May 14<sup>th</sup>. Amy is checking with the city attorney to see whether the application with that contingency can be approved by the council. If it would be helpful, an explanation of this, with an update, can be shared at the May 14<sup>th</sup> presbytery meeting. Clayton is continuing to stay in conversation with the city.

The next meeting of the C.P.A. will be held via Zoom at 1:30 p.m., Thursday, May 16<sup>th</sup>.



		2024		2024	2024	per			
	2022	Actual	2024	Actual	%	Member by	GA	Synod	Actual to
Church	Members	Asking	Accepted	Received	Paid	Acceptance	\$10.24	\$1.17	Presbytery
Augusta Stone	91	5,000.00	5,000.00	1,251.00	25%	54.95	\$931.84	\$106.47	3,961.69
Ben Salem	30	1,768.00	1,768.00	17.00	1%	58.93	\$307.20	\$35.10	1,425.70
Berkeley Springs	50	2,808.00	2,691.08	672.77	25%	53.82	\$512.00	\$58.50	2,120.58
Berryville	140	9,000.00	9,000.00	2,250.00	25%	64.29	\$1,433.60	\$163.80	7,402.60
Bethany	75	4,290.00	4,290.00	1,072.50	25%	57.20	\$768.00	\$87.75	3,434.25
Bethesda	147	8,073.24	7,000.00	1,750.00	25%	47.62	\$1,505.28	\$171.99	5,322.73
Beulah	37	2,100.00	2,100.00	2,100.00	100%	56.76	\$378.88	\$43.29	1,677.83
Bloomery	39	2,141.88	-	-	zero	zero	\$399.36	\$45.63	(444.99)
Bridgewater	95	5,217.40	2,500.00	2,055.00	82%	26.32	\$972.80	\$111.15	1,416.05
Broadway	35	2,500.00	2,500.00	-	0%	71.43	\$358.40	\$40.95	2,100.65
Buckton	24	1,318.08	1,318.08	329.52	25%	54.92	\$245.76	\$28.08	1,044.24
Buena Vista	88	4,832.96	4,000.00	999.66	25%	45.45	\$901.12	\$102.96	2,995.92
Buffalo Gap	10	549.20	549.20	456.08	83%	54.92	\$102.40	\$11.70	435.10
Bunker Hill	81	4,836.00	4,836.00	1,209.00	25%	59.70	\$829.44	\$94.77	3,911.79
Burlington	19	1,206.98	1,206.98	1,206.98	100%	63.53	\$194.56	\$22.23	990.19
Burnt	23	1,263.16	200.00	-	0%	8.70	\$235.52	\$26.91	(62.43)
Charles Town	290	15,926.80	3,000.00	-	0%	10.34	\$2,969.60	\$339.30	(308.90)
Circleville	31	1,800.00	1,800.00	1,800.00	100%	58.06	\$317.44	\$36.27	1,446.29
Clear Brook	10	549.20	549.20	500.00	91%	54.92	\$102.40	\$11.70	435.10
Colliertown	83	4,558.36	2,275.00	-	0%	27.41	\$849.92	\$97.11	1,327.97
Cooks Creek	206	12,400.00	10,000.00	1,666.66	17%	48.54	\$2,109.44	\$241.02	7,649.54
Covenant	483	33,000.00	33,000.00	8,250.00	25%	68.32	\$4,945.92	\$565.11	27,488.97
Craigsville	16	878.72	500.00	500.00	100%	31.25	\$163.84	\$18.72	317.44
Elk Branch	21	1,212.38	1,212.38	1,212.38	100%	57.73	\$215.04	\$24.57	972.77
Elkton	48	2,710.00	2,400.00	600.00	25%	50.00	\$491.52	\$56.16	1,852.32
Fairfield	36	1,980.00	1,980.00	-	0%	55.00	\$368.64	\$42.12	1,569.24
Falling Waters	93	5,107.56	4,400.00	733.34	17%	47.31	\$952.32	\$108.81	3,338.87
Finley Memorial	89	4,887.88	500.00	125.01	25%	5.62	\$911.36	\$104.13	(515.49)
Franklin	55	4,000.00	3,100.00	-	0%	56.36	\$563.20	\$64.35	2,472.45
Front Royal	96	5,272.32	5,272.32	-	0%	54.92	\$983.04	\$112.32	4,176.96
Gerrardstown	53	2,910.76	2,910.76	2,910.76	100%	54.92	\$542.72	\$62.01	2,306.03
Glen Kirk	23	1,263.16	750.00	-	0%	32.61	\$235.52	\$26.91	487.57
Goshen	22	1,208.24	250.00	250.00	100%	11.36	\$225.28	\$25.74	(1.02)
Hebron	78	6,800.00	3,020.60	-	0%	38.73	\$798.72	\$91.26	2,130.62
Hedgesville	24	1,716.00	1,500.00	-	0%	62.50	\$245.76	\$28.08	1,226.16
Hermitage	39	2,400.00	1,800.00	1,800.00	100%	46.15	\$399.36	\$45.63	1,355.01
Highland Memorial	43	2,361.56	2,362.00	590.50	25%	54.93	\$440.32	\$50.31	1,871.37
Hot Springs	36	1,977.12	750.00	200.00	27%	20.83	\$368.64	\$42.12	339.24
Immanuel	18	1,300.00	1,300.00	1,300.00	100%	72.22	\$184.32	\$21.06	1,094.62
Ivanhoe	29	1,800.00	1,800.00	300.00	17%	62.07	\$296.96	\$33.93	1,469.11
Keyser	64	3,850.00	3,850.00	-	0%	60.16	\$655.36	\$74.88	3,119.76
Lexington	338	18,562.96	18,562.96	4,662.51	25%	54.92	\$3,461.12	\$395.46	14,706.38
Little Falls	6	450.00	550.00	-	0%	91.67	\$61.44	\$7.02	481.54
Loch Willow	79	5,000.00	5,000.00	-	0%	63.29	\$808.96	\$92.43	4,098.61
Massanutten	342	20,696.00	20,700.00	5,175.00	25%	60.53	\$3,502.08	\$400.14	16,797.78
McCutchen	7	384.44	-	-	zero	zero	\$71.68	\$8.19	(79.87)
McDowell	60	3,295.20	600.00	150.00	25%	10.00	\$614.40	\$70.20	(84.60)
Middletown	27	1,482.84	1,482.84	750.00	51%	54.92	\$276.48	\$31.59	1,174.77
Millboro	30	1,647.60	750.00	750.00	100%	25.00	\$307.20	\$35.10	407.70
Monterey	54	2,965.68	2,965.68	2,965.68	100%	54.92	\$552.96	\$63.18	2,349.54
Moorefield	169	9,281.48	8,400.00	2,100.00	25%	49.70	\$1,730.56	\$197.73	6,471.71
Mossy Creek	105	5,766.60	3,200.00	800.00	25%	30.48	\$1,075.20	\$122.85	2,001.95
Mt. Carmel	75	4,119.00	4,119.00	1,029.60	25%	54.92	\$768.00	\$87.75	3,263.25
Mt. Hope	18	989.90	989.90	-	0%	54.99	\$184.32	\$21.06	784.52

Church	2022	2024	2024	2024	2024	per	GA	Synod	Actual to
	Members	Actual Asking	2024 Accepted	Actual Received	% Paid	Member by Acceptance			
Mt. Horeb	116	6,370.72	3,000.00	-	0%	25.86	\$1,187.84	\$135.72	1,676.44
Mt. Joy	10	728.00	728.00	728.00	100%	72.80	\$102.40	\$11.70	613.90
Mt. Olive	85	5,250.00	5,250.00	-	0%	61.76	\$870.40	\$99.45	4,280.15
Mt. Storm	21	1,500.00	1,500.00	-	0%	71.43	\$215.04	\$24.57	1,260.39
New Monmouth	91	4,997.72	4,997.72	1,249.43	25%	54.92	\$931.84	\$106.47	3,959.41
New Providence	104	5,750.00	5,760.00	1,920.00	33%	55.38	\$1,064.96	\$121.68	4,573.36
Nineveh	27	1,482.84	840.00	295.00	35%	31.11	\$276.48	\$31.59	531.93
Olivet	106	5,821.52	-	-	zero	zero	\$1,085.44	\$124.02	(1,209.46)
Opequon	521	32,000.00	32,500.00	8,125.03	25%	62.38	\$5,335.04	\$609.57	26,555.39
Oxford	126	6,978.08	3,459.00	1,729.50	50%	27.45	\$1,290.24	\$147.42	2,021.34
Petersburg	74	4,064.08	4,064.08	1,016.01	25%	54.92	\$757.76	\$86.58	3,219.74
Piedmont	29	3,600.00	3,600.00	900.00	25%	124.14	\$296.96	\$33.93	3,269.11
Pines Chapel	51	5,180.00	5,180.00	-	0%	101.57	\$522.24	\$59.67	4,598.09
Rocky Spring	13	713.96	400.00	400.00	100%	30.77	\$133.12	\$15.21	251.67
Romney	76	4,212.00	3,500.00	-	0%	46.05	\$778.24	\$88.92	2,632.84
Ruddle	13	713.96	677.46	677.46	100%	52.11	\$133.12	\$15.21	529.13
Second Opequon	37	2,200.00	2,200.00	550.00	25%	59.46	\$378.88	\$43.29	1,777.83
Seneca Rocks	33	1,831.13	1,831.13	1,831.13	100%	55.49	\$337.92	\$38.61	1,454.60
Shepherdstown	294	16,320.50	16,320.50	4,080.50	25%	55.51	\$3,010.56	\$343.98	12,965.96
Slanesville	11	604.12	300.00	100.00	33%	27.27	\$112.64	\$12.87	174.49
Smyrna	67	3,800.00	3,800.00	950.00	25%	56.72	\$686.08	\$78.39	3,035.53
Staunton First	124	6,810.08	5,000.00	-	0%	40.32	\$1,269.76	\$145.08	3,585.16
Staunton Second	65	5,000.00	3,600.00	1,251.00	35%	55.38	\$665.60	\$76.05	2,858.35
Staunton Third	88	4,832.96	750.00	-	0%	8.52	\$901.12	\$102.96	(254.08)
Strasburg	69	3,789.48	500.00	500.00	100%	7.25	\$706.56	\$80.73	(287.29)
Sunnyside	41	2,251.72	2,251.72	-	0%	54.92	\$419.84	\$47.97	1,783.91
Tabler	28	1,612.00	1,537.76	384.45	25%	54.92	\$286.72	\$32.76	1,218.28
Timber Ridge	98	5,382.16	5,382.16	898.34	17%	54.92	\$1,003.52	\$114.66	4,263.98
Tinkling Spring	395	21,693.40	8,000.00	1,999.98	25%	20.25	\$4,044.80	\$462.15	3,493.05
Tomahawk	18	1,100.00	1,000.00	-	0%	55.56	\$184.32	\$21.06	794.62
Trinity	167	12,500.00	12,500.00	2,500.00	20%	74.85	\$1,710.08	\$195.39	10,594.53
Tuscarora	141	7,743.72	7,743.72	2,581.24	33%	54.92	\$1,443.84	\$164.97	6,134.91
Union	22	1,208.24	-	-	zero	zero	\$225.28	\$25.74	(251.02)
Wardensville	16	2,500.00	2,500.00	-	0%	156.25	\$163.84	\$18.72	2,317.44
Warrenton	370	20,320.40	19,240.00	6,424.00	33%	52.00	\$3,788.80	\$432.90	15,018.30
Waynesboro First	91	5,096.00	5,096.00	-	0%	56.00	\$931.84	\$106.47	4,057.69
Waynesboro Second	56	3,075.52	3,000.00	750.00	25%	53.57	\$573.44	\$65.52	2,361.04
Westminster	211	11,588.12	5,000.00	1,250.00	25%	23.70	\$2,160.64	\$246.87	2,592.49
Williamsville	12	659.04	659.04	-	0%	54.92	\$122.88	\$14.04	522.12
Winchester First	679	37,290.68	37,236.00	9,319.00	25%	54.84	\$6,952.96	\$794.43	29,488.61
Woodstock	154	8,457.68	7,633.88	1,908.48	25%	49.57	\$1,576.96	\$180.18	5,876.74
Zetta	13	713.96	500.00	125.01	25%	38.46	\$133.12	\$15.21	351.67
Bethel (closed)	139	7,633.88	7,633.88	7,633.88	closed	54.92	\$1,423.36	\$162.63	6,047.89
Springfield (closed)	9	520.00	-	-	closed	-	\$92.16	\$10.53	(102.69)
<b>TOTALS</b>	<b>9,191</b>	<b>531,160.45</b>	<b>443,234.03</b>	<b>118,568.39</b>			<b>\$94,115.84</b>	<b>\$10,753.47</b>	<b>332,419.52</b>
		(1)	(2)						
(1) Total asking for churches					100%	of churches			
		(2024 budget based on		\$ 638,386.25		returned			
(2) Total amount of returned acceptances		minus corp fu		\$ 133,582.00		acceptance letter			
				\$ 504,804.25					
						27% of acceptances have been			
						collected as of			
						2/14/2024			

## COMMITTEE ON NOMINATIONS (CN)

Members: Faye Bottenfield; Ann Held, Co-Chair; Patrick Lanaghan, Paula Osborne; David Witt, Co-Chair

Presbytery Staff: Rev. Dr. Nancy Meehan Yao, Associate Presbyter

RECOMMENDATIONS: That Presbytery approve the following to serve:  
(\*=second term on this committee)

### Committee on Church Vitality and Transformation (CCVT)

Class of 2026 – Diana Kenney, Mt. Olive Church

### Committee on Mission and Outreach (CMO)

Class of 2025 – Lois Howe, Mt. Olive Church

Class of 2026 – Cheryl Henderson, Massanutten Church

### Permanent Judicial Commission (PJC)

Class of 2029 – RE Courtney Warner, Winchester First Church

**We continue to seek members, ruling elders, and teaching elders for a variety of committees. Please reach out to Co-Chairs,**

**Ann Held ([aheld73@verizon.net](mailto:aheld73@verizon.net)) or**

**David Witt ([pastor@opequonchurch.org](mailto:pastor@opequonchurch.org)) with suggestions.**

COMMITTEE ON PASTORAL TRANSITION (CPT)

COMMITTEE ON RELATIONAL MINISTRY (CRM)

I. FOR INFORMATION:

- A. The committees have been meeting jointly since August.
- B. Met in Special Session on May 2 to hear Board of Pensions updates from Keenan Rodgers, Church Consultant.

II. ACTIONS TAKEN:

- A. Excused the Glen Kirk Session from elder rotation in 2024.
- B. Approved the following ministry discernment profiles and authorized the churches to input their data onto the Church Leadership Connection website: Highland Memorial with one revision
- C. Sustained the examination of Teaching Elder Daniel J. Ott, Great Rivers Presbytery, and enrolled him as a member-at-large effective April 11, 2024. (TE Ott will be introduced at the September Presbytery Meeting.)
- D. Sustained the examination of Teaching Elder J. Kyle Segars, Palo Duro Presbytery, and found him suitable to serve as pastor of Oxford Church and that he become a member of Shenandoah Presbytery effective April 15, 2024. (See page 24 for biographical sketch and faith statement.)
- E. Approved the following terms of call between the Oxford Church and TE Kyle Segars beginning April 15, 2024:

Annual cash salary	\$52,800
Housing equity	1,200
Major medical	20,358
Pension and disability	7,020
SECA	6,135
Automobile expense	1,200
Books and subscriptions	500
Continuing education	500

Use of Manse

Moving expenses to the field as negotiated

Four weeks annual paid vacation, including four Sundays

Two weeks annual paid study leave, including two Sundays

Minimum twelve weeks family medical leave with full pay and benefits

Disability or death benefit - beneficiary shall receive the current housing allowance for six months and will receive a sum equivalent to your salary for three months.

Sabbatical at the end of six years as outlined in the Presbytery policy

F. Renewed the following contracts:

- Broadway & Richard Moll (ELCA) from March 1, 2024-February 28, 2025
- Buckton and CRE Mark Johnson from February 25, 2024-February 24, 2025
- Keyser & Lucas Taylor from January 1-December 31, 2024
- Little Falls & CRE Paul Wolverton from April 1, 2024-March 31, 2025
- Opequon & Parish Associate Tracie Martin from April 1, 2024-March 31, 2025
- Piedmont & Lori Evans from April 10, 2024-April 10, 2025

G. Approved the Changes in Terms of Call reports for 2024 as found on pages 25-27.

H. Approved the annual reports submitted from members-at-large, parish associates, and validated ministries.

I. Authorized the following ruling elders to preside at the Lord's Table in their home congregation:

- Bethesda: Ben Nicely
- Collierstown: Joan Potter, Frances Ruley, Janet Scott, & Jeanne Staton
- Mt. Horeb: Sam Carr

- Oxford: Jean Clark

- J. Approved circulation of the Boundary Training curriculum for use by all councils as stipulated by the Book of Order.
- K. Approved the request of Teaching Elder Caitilin Hoy to labor outside the bounds of Shenandoah Presbytery to serve the Presbytery of the James.
- L. Approved the first reading of the Harassment Prevention Policy as found on pages 28-31.

III. RECOMMENDATION FROM PASTORAL TRANSITION:

That Presbytery approve the recommendation to form a Committee on Ministry as found on pages 32-33.

IV. RECOMMENDATION FROM RELATIONAL MINISTRY:

That Presbytery approve the proposal from Waynesboro First Presbyterian Church to transfer their building and property to the Fishburne Military School subject to the terms and conditions outlined in the contract summary on pages 34-35.

## J. KYLE SEGARS

### BIOGRAPHICAL SKETCH

The most important influences in my life have been family - my biological one but also the church family. I am a child of the Church. I have seen its varied faces over the years, from passionate conflict to indifference, from a shameful disregard for the other to its very best of embodying a true loving community in Christ seeking peace and justice for all. I have experienced God's good grace through this family of mine that includes so many closest to me and all those I hardly know at all that are scattered throughout the world and throughout history. We are one as disciples of Christ struggling and empowered by the Holy Spirit to follow his way of the cross. I look forward to knowing them all in the age yet to come. Another huge influence on me and my spirituality growing up was simply the geography of place. The Blue Ridge Mountains have only become more precious to me as I have left them to live in other places around the country. I have found God's grace preceding me and waiting to receive me in all those places embodied by brothers and sisters filled with the Holy Spirit.

During high school and college as well as the confirmation given through relationships in church, I was pretty confident my calling was to be within the institutional church, although whether the academic route or as a minister I did not know at first. My own particular church invited me to preach and teach the Bible from a very early age, but I felt God wanted me to go to seminary. At Columbia, my heart was exposed to many things, including my own felt joy in Reformed Theology and the rightness/ordeal of Presbyterian polity. I fully embraced this particular family within the family of God in seminary as a student and then as an employee of the library. My former wife, Shelaine Bird, whom I met at seminary, and I then traveled to the deserts of southern Arizona where I was enrolled in the Reformation Studies program at the University of Arizona. However, through many conversations with the community we encountered there, I felt God calling me to leave the PhD program to begin the ordination process in the PC(USA). During that process, I was stated supply for a small Presbyterian congregation in a mining town just south of the Mogollon Rim. This experience helped confirm my joy in preaching, teaching, and pastoral care in the church, and I was ordained in de Cristo Presbytery.

We then moved to Michigan for four years where I was certainly blessed by the dynamic congregation of St. Andrews, and loved and nurtured in the ministry by a handful of retired ministers that became good friends and whose own involvement in the larger church fueled mine. Peace and justice issues as well as Jesus' call of radical discipleship were front and center during that time.

I left that church in search of reconciliation with my wife who had filed for divorce but that unfortunately did not occur. I was devastated and struggled with whether I should continue in the ministry. However, through the blessings of many friends and the wise counsel of the larger church family, I reaffirmed God's call on my life. While pastor at Etowah Presbyterian Church in western North Carolina, I met Melanie and felt God's gift of grace once again. We have been married now over 10 years and are blessed to love and be loved by five children: Sedona Grace who just started college this year, Silas Pax who lives in Birmingham, Alabama and loves marching band, Azzykyl Dadole who lives in Cagayan De Oro City, Mindanao, Philippines, and Cora Maeve and Miriam Bess who both keep their parents hopping.

### STATEMENT OF FAITH

I believe in a loving and holy God who has revealed himself as one triune God, Father, Son, and Holy Spirit.

I believe God sent his eternal Word to become a human being so that he (Jesus) might redeem us and show us the way to be true human beings. Even though we continue to sin, to break relationship with God and one another, God in Christ by His Holy Spirit still actively pursues us to make us whole. Through his life and teachings, death and resurrection, ascension and being our High Priest, Jesus has set us free to follow him joyfully down the narrow road of salvation where he is the first of many brothers and sisters giving all glory and honor to the Father alone and enabling us to be a living witness to God's great love for all Creation.

I believe God the Holy Spirit binds us together with this same Jesus, our Lord, and gathers us around the Scriptures in particular communities of faith where our gifts will help further the testimony of how great and awesome is our God. Through baptism we are welcomed into this community (the Church) and we are nourished and fed at the communion feast of our Lord so that we will be empowered to go forth and proclaim the good news of the Kingdom of God to all and live out that same Kingdom in service and mission.







Church	Pastor	Year	Full Time	Cash Salary	IRS Housing	Furnish Utilities	Housing Equity	Bonus	Taxed SECA	Other	Dental	Manse Value	Nontax SECA	Medical/ Pension	Auto	Cont Ed	Books	Other
Shepherdstown	G. Newquist	2023	Yes	58748	17000					1343			5218	Yes	1500	2500	1000	
Shepherdstown	G. Newquist	2024	Yes	61020	17000					1343			5253	Yes	1500	2500	1000	
Staunton 2nd	E. Smith	2023	Yes	15130	35000						Yes		3835	Yes	2000	5000	4500	760
Staunton 2nd	E. Smith	2024	Yes	20130	35000						Yes		4218	Yes	2000	2000		760
Staunton 3rd	J Singleton	2023	Yes	18400	21600								3060	Yes	2500	1250	1250	
Staunton 3rd	J Singleton	2024	Yes	18400	21600								3060	Yes	2500	1250	1250	
Strasburg	D. Howard	2023	Yes	47500		Yes	1440			480	Yes	14826	3781	Yes	1200	300		
Strasburg	D. Howard	2024	Yes	49875		Yes	1440			480	Yes	15539	3963	Yes	1200	300		
Trinity	S. Sorge	2023	Yes	38720	33048					600	Yes		5490	Yes	3000	1500		1300
Trinity	S. Sorge	2024	Yes	39959	34106					600	Yes		5666	Yes	3000	1500		1300
Tuscarora	R Crumley	2023	Yes	39462	30000					157	Yes		5313	Yes	2500	1400		
Tuscarora	R Crumley	2024	Yes	40851	30000					157	Yes		5420	Yes	2500	1400		
Warrenton	J. Lunde	2023	Yes	46513	28500						Yes		5738	Yes	1060	780	78	
Warrenton	J. Lunde	2024	Yes	46513	28500						Yes		5738	Yes	1060	780	78	
Westminster	A. Cranford	2023	Yes	22960	30600			5000			Yes		4709	Yes	1000	500	2400	
Westminster	A. Cranford	2024	Yes	16877	40700						Yes		4404	Yes	1500	500	2400	
Winchester 1st	A. Thomas	2023	Yes	23121	31000								4140	Yes	500	1500		
Winchester 1st	A. Thomas	2024	Yes	24286	32000								4306	Yes	500	1500		
Woodstock	B. Lane	2023	Yes	26500	26500								4055	Yes	1200	1500	800	
Woodstock	B. Lane	2024	Yes	35120	20000								4217	Yes	1200	1500	800	
<b>OTHER:</b>																		
Gen Pres/SC	B. Boswell	2023		68739	8000					500	Yes		5905	Yes	11000	2000		
Gen Pres/SC	B. Boswell	2024		68739	8000					500	Yes		5905	Yes	11000	2000		
(Amounts were prorated as Bronwen assumed an outside position for 6 months in 2023 and 6 months in 2024)																		
Assoc GP	N Meehan Yao	2023	Yes	54324	3600						Yes		4465	Yes	10000	1500		
Assoc GP	N Meehan Yao	2024	Yes	56062	3600		E				Yes		4598	Yes	1000	1500		

PRESBYTERY OF SHENANDOAH  
HARASSMENT PREVENTION POLICY  
FIRST READING

**Prologue and Purpose:**

The XYZ Presbyterian Church- seeks to follow and glorify Jesus in all we do. This extends to our behavior as a faith community: with each other, with employees and volunteers, and with the larger community.

In our language, behavior and common life together, we will seek the building up of the body of Christ, the church.

“Because in Christ the Church is holy, the Church, its members, and those in ordered ministries [Ruling Elders, Teaching Elders, and Deacons] strive to lead lives worthy of the Gospel we proclaim.”<sup>2</sup>

“Because the church is catholic, it strives everywhere to testify to Christ’s embrace of all people of all times, places, races, nations, ages, abilities, genders, conditions, and stations in life.”<sup>3</sup>

Therefore, harassment based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age or genetic information (including family medical history) does not glorify God and will not be tolerated. The church should always be a safe space, with dignity and respect for all.

**Prohibited Behaviors/Offensive Conduct:**

Harassment may be understood as unwelcome behavior or language.<sup>45</sup>

While harassment is often experienced as a pattern of action/speech/behavior, even one instance of these actions may be understood as harassment.

**Harassment** does not rely on the actor’s intent, but rather on the effect it has on those to whom it is directed, and those observing the behavior. Petty slights, annoyances, and isolated incidents (unless extremely serious) ordinarily do not rise to the level of harassment.

To be considered offensive conduct or speech, the conduct must create an environment that would be intimidating, hostile, or offensive to reasonable people.

Harassment is commonly understood as falling into 3 categories:

- Verbal
- Physical
- Visual

NOTE: for Sexual Harassment, see this Session’s/Congregation’s/Council policy on Sexual Misconduct Prevention.

Offensive conduct may include, but is not limited to:

- offensive jokes, slurs, epithets or name calling,
- physical assaults or threats, intimidation,
- ridicule or mockery, insults or put-downs,
- offensive objects or pictures,
- and interference with work performance, or life and participation in the faith community. –
- Bullying is a form of harassment:

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<sup>2</sup> PCUSA Book of Order, 2021-2023, F-1.0302b, p 3.

<sup>3</sup> PCUSA Book of Order, 2023-2025, F-1.0302c, ratified July 9, 2023.

<sup>4</sup> PC(USA) Standards of Ethical Conduct, 1998 and 2004, 1.

<sup>5</sup> <https://www.doi.gov/employees/anti-harassment/definitions>

- Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending him or herself and does nothing to “cause” the bullying. Cyberbullying is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.<sup>6</sup>

The offensive conduct is harmful not only to the person to whom/against which it is directed, but also to anyone affected by the offensive conduct or speech.

**Preventive Practices:**

This policy will be read and adopted by the Session/Council/Congregation/Employees and Volunteers.

This policy will be shared with the congregation. Those serving actively in ordained ministry, Sunday School Teachers, Youth and Child workers, employees and volunteers will attend a Mandatory Boundary Training event every 36 months, and a certificate stating their attendance will be issued, per the Book of Order G-3.0106.

Each person attending that required Boundary Training will sign an affidavit stating that they agree to abide by the Harassment Prevention policy of this church/Council.

The congregation will receive information regarding this policy and training, as well as procedures for identifying and reporting all types of harassment. This congregation will grow in its ability to “self-correct” in behavior and speech. We will, “speaking the truth in love” (Ephesians 4:15) remind and guide each other in appropriate ways to be and act as the body of Christ. These behaviors and speech will include both interpersonal and social media speech and behavior.

SEE ALSO this congregation’s/Council’s Social Media Policy.

Those seeking to volunteer or be employed by the congregation/council, will have either a Background check done, OR reference checks (with at least 3 contacts, 2 of whom are NOT related to the applicant) will be done. The results of these checks will be held confidentially for 10 years.

SEE ALSO this congregation’s/Council’s Child and Youth Abuse Prevention and Sexual Misconduct Prevention policies

**Policies for Reporting:**

When an offense occurs, it is appropriate to tell the speaker/actor that that speech or behavior is unwelcome. It does not matter what the intent of the speaker/actor was: if someone experiences it as offensive, it was offensive. If that response is uncomfortable or impossible, please talk with the pastor. If the offensive conduct is being done by the pastor/employer, please contact the Stated Clerk of Shenandoah Presbytery.

If the behavior/speech persists, or if retribution for speaking up happens, then:

The written report of that behavior/speech should be shared with the designated “report receiver.” In this congregation/council, it will be 2 designated people serving on Session. (preferably not family, and of differing genders). The names and contact information of these people serving as report receivers will be made known to the congregation/Council.

**Policies for Responding:**

When a report of harassment is received:

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<sup>6</sup> <https://dictionary.apa.org/bullying>, accessed July 30, 2023.

- It will be shared, in a confidential manner, with the Session. (i.e., “We have received an allegation of verbal harassment against one of the members of the congregation, by another congregation member. We are proceeding per our policies.”)
- If the person doing the offensive behavior/speech is an employee of the congregation/business conducted by the congregation (childcare center, etc.) the supervisor of that person will also be informed.
- A response team of 2 people will meet with the person with the alleged offensive behavior, and the policies and practices of the congregation/Council will be reintroduced. The response team may be the people named as “report receivers,” or it may be 2 other people.
- An agreement to comply with the policies of the congregation/council in this area of conduct will be signed and submitted. This record will be held confidentially for 10 years.
- The person making the allegation will be informed of the processes and steps taken.
- All of this will be done in a spirit of pastoral care for all involved. Scripture and prayer are appropriate.

**“VIOLATIONS OF THIS POLICY MAY BE SUBJECT TO THE PROVISIONS OF CHURCH DISCIPLINE IN THE BOOK OF ORDER”**

**Policies for Review:**

These policies will be reviewed and if needed, updated annually.

These policies will be shared with the congregation, with printed copies available if desired.

As stated above, those who are required to take Mandatory Boundary Training, and any others whom the Session/Council requires to attend, will do so every 36 months. A certificate of attendance will be issued, and an affidavit agreeing to comply with the Harassment Prevention policies will be signed by participants.

Sermons and Bible Studies regarding human dignity and worth, God’s love and care for all creation and people, and the faithful congregation’s work in building up the church in preventing harassment and offensive speech and behavior, are strongly encouraged.

Every participant in the body of Christ, as expressed as a local congregation or fellowship, or a higher Council, should be able to affirm:

“I will conduct my life in a manner that is faithful to the Gospel and consistent with my membership in the Presbyterian Church (U.S.A.)

## HARASSMENT PREVENTION POLICY RESOURCES

As a church, the gathered body of Christ, we seek to serve the Triune God, and live in love and justice with each other, with those who are in our congregations, and with the wider world.

Scripture says: "...as he who called you is holy, be holy yourselves in all your conduct; for it is written, "You shall be holy, for I am holy...let yourself be built into a spiritual house, to be a holy priesthood..." (1 Peter 1: 15, 2: 5)

In order to help us live into just and responsible relationships that glorify God, in 2023, the PC(USA) acted to require all councils (Sessions, Presbyteries, Synods, and the General Assembly) to "adopt and implement the following policies: a sexual misconduct policy, a harassment policy, a child and youth protection policy, and an antiracism policy. Each council's policy shall include requirements for boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months." (Book of Order 2023-2025 G- 3.0106)

The Book of Order further says that the Church "is to be a community of love, where sin is forgiven, reconciliation is accomplished, and the dividing walls of hostility are torn down," (F-1.0301) and that as "the Church, its members, and those in ordered ministries strive to lead lives worthy of the Gospel we proclaim." (F-1.0302(b))

Harassment issues are often regarded as ambiguous or subjective, with hesitation about taking action based on a personal report, whether verbal or written. Nevertheless, the peace and justice of the community of faith requires that we be diligent and discerning in our relationships, in order to create a culture not only of "no harm" but also of spiritual growth and flourishing. In creating these policies, and in sharing them with the faith community, the church can declare and affirm its core values and convictions in relation to the care of the people in the church and those who participate in its mission, and to the larger community and the world.

Our congregations frequently function as a faith community and as an employer, while at the same time having many volunteers. This page is intended to supply resources for use in discussion and trainings, both within the Session and the congregation, and as an answer to questions raised, whether they by those in ordered ministry (Elder, Deacon, Minister), paid staff, volunteer, Session member, or attendee.

### **From the PC(USA):**

Standards of Ethical Conduct:

<https://www.pcusa.org/resource/standards-ethical-conduct/>

Personnel and Employment Matters Legal Resources:

[https://www.pcusa.org/site\\_media/static/assets/Section%206%20-%20Personnel%20and%20%20Employment%20Matters.pdf](https://www.pcusa.org/site_media/static/assets/Section%206%20-%20Personnel%20and%20%20Employment%20Matters.pdf)

From the Presbyterian Mission Agency:

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

### **From the Insurance Board:**

<https://www.presbyterianmission.org/wp-content/uploads/employer-small-business-brochure.pdf>

### **From the U.S. Equal Opportunity Employment Commission:**

<https://www.eeoc.gov/harassment>

Joint recommendation from the  
Committee on Pastoral Transition and the Committee on Relational Ministry  
Second Reading

**Summary of Recommendation.** That the members of Shenandoah Presbytery agree to the dissolution of the Committee on Pastoral Transition (CPT) and the Committee on Relational Ministry (CRM); and to the re-assignment of the responsibilities and commission authority of these 2 former committees to a new committee: the **Committee on Ministry (COM)**.

**Background Information.** Since 2015, Shenandoah Presbytery has been organized with two committees effectively taking the place of the previous Committee on Ministry. Two concerns significantly shaped this decision: a) the need to be more effective in helping churches plan and search for new pastoral leadership; and b) the need to provide both pastors and churches with better support and more resources to carry out their ministry.

Having lived into that model for more than seven years, it became clear to Presbytery leadership (including the chairs of both CPT and CRM) that there were significant issues to address regarding this division of labor. In discussions beginning in 2022, the General Presbyter, Associate General Presbyter and chairs of CPT and CRM concluded this arrangement did, to a certain extent, lead to increase effectiveness in helping churches seeking new pastoral leadership, but that the support and resources for pastors and churches available from the committees tended to be geared almost exclusively to transition. Additionally, it has been difficult to maintain consistency in procedures between the two committees where their responsibilities overlap; conversely, there are significant areas that have fallen in the grey area between committees.

This working group compiled lists of tasks and areas of responsibility, discussed both overlap and things left unaddressed; noted the discrepancy in committee workloads; and identified some of the barriers to useful communication.

Using these insights, in the summer of 2023, the working group drafted a committee structure for a possible new Committee on Ministry. At their August 2023 meetings each committee agreed to "practice" by utilizing the draft structure in joint meetings in September and October 2023, and January 2024, reviewing after each meeting and amending the draft as needed.

**Purpose of Proposed Committee.** The purpose of the new *Committee on Ministry* is to serve as pastor and counselor to the ministers, Certified Christian Educators and Commissioned Ruling Elders of the Presbytery; facilitate the relations between congregations, ministers, and Certified Christian Educators, and the Presbytery; exercise oversight and provide guidance to churches and pastors in the transition process; and to settle difficulties on behalf of Presbytery when possible and expedient.

**Organization of Proposed Committee.** The *Committee on Ministry* will be divided into three subcommittees: *Ministerial Relations, Pastoral Transition, and Administration*.

**Ministerial Relations (MR).** Will focus on pastoral care, crisis engagement and conflict management for and among the pastors, sessions and congregations of Shenandoah Presbytery. The Ministerial Relations subcommittee will be convened by the MR chair, who shall be appointed by the COM chair.

**Pastoral Transition (PT).** Will provide resources and oversight to congregations and pastors during times of pastoral transition. PT connects with a congregation when a pastor communicates their intention to leave a position and works with the session and congregation to determine their ministry needs and financial implications; walk them through the discernment process, assist in negotiation of terms of call or contract, as well as the installation of their new pastoral leadership. (Initial terms of call or contracts shall be approved by the full committee.) The Pastoral Transition subcommittee will be convened by the PT chair, who shall be appointed by the COM chair.

**Administration (Admin).** Will review and recommend revisions to current policies, procedures, forms, and documents; Review and recommend changes in terms of pastoral calls or renewal of contracts for pastoral services; and receive and respond to requests for exceptions to provisions of the Book of Order. The Administration subcommittee will be convened by the Admin chair, who shall be appointed by the COM chair.

Other organizations accountable to the Committee on Ministry are:

**Examinations.** which is comprised of members of the Committee on Ministry. Examinations Committee interviews and makes recommendations to the full committee in the following circumstances:

- Teaching Elders seeking to transfer membership to Shenandoah Presbytery as a Member at Large.
- Teaching Elders of other presbyteries called or contracted to serve within the bounds of Shenandoah Presbytery; Such exams shall consider suitability for the particular call and for membership in Shenandoah Presbytery.
- Teaching Elders members of Shenandoah Presbytery with a new call or contract within the Presbytery. Exam will be for the suitability for the particular call.
- Ruling Elders awaiting commission who has been offered a contract to serve a congregation within the Presbytery. Examination would be for suitability for particular position.
- Other parties who have been offered a contract to serve a congregation within the Presbytery. Examination would be for suitability for position, including understanding of presbyterian polity and Reformed Theology.

Examinations will also participate in examinations of candidates for Ordination, which are conducted by the Committee on the Preparation for Ministry. Ordinarily, the Chair of Examinations shall be a member of COM.

**Commissioned Ruling Elder (CRE) Oversight,** which organizes the training, discernment, placement and annual review of Ruling Elders serving congregations as pastors. Its membership shall include, if possible:

- One member with experience on Committee on Ministry or its predecessor committees
- One Authorized Ruling Elder
- One serving Commissioned Ruling Elder
- One current or past CRE mentor

Ordinarily, the chair of CRE Oversight shall be a member of COM.

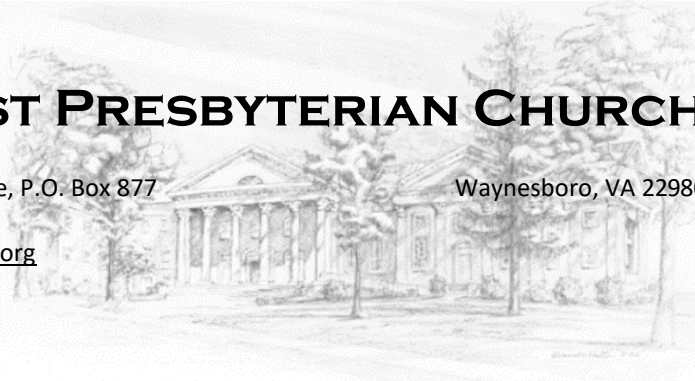
**Personnel of Proposed Committee.** The *Committee on Ministry* shall consist of eighteen members, in three classes of six. A chair shall be elected annually by the Presbytery. Both the General Presbyter/Stated Clerk and Associate General Presbyter shall serve as ex officio members of the COM.

# FIRST PRESBYTERIAN CHURCH

249 South Wayne Avenue, P.O. Box 877  
Office: 540-949-8366  
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Waynesboro, VA 22980

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Waynesboro, Virginia

14 May 2024

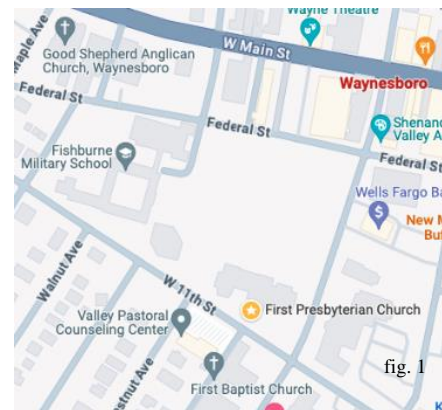
Like many other congregations, First Presbyterian Church, Waynesboro has found the past several years to be particularly challenging. Once a large and vibrant downtown church, a theological schism in 20 devastated the faithful and exacerbated the aging of the congregation over the past decade. Unfortunately, the departure of the previous pastor was quickly followed by the beginning of the Pandemic, the repercussions of which are still being discovered.

One issue that predates the Pandemic is deferred maintenance on a very large, complicated physical plant. Of particular concern has been the HVAC systems; since 2020, over \$40,000 have been spent on the repair and replacement of the boiler and piping, which heats the sanctuary and parts of the educational building. Thousands more have gone for piecemeal repairs on air conditioning units installed in 1983, when the sanctuary was rebuilt. After months of research and negotiation, replacement units were ordered, and are expected to ship after the first of the year. When completed, this work will cost nearly \$500,000. And while the church maintains a healthy endowment, regular withdrawals to cover shortfalls, combined with such large-scale repairs, will deplete those reserves in just a few years.

While First Presbyterian Church was addressing these maintenance issues and working through their pastoral transition, the Fishburne Military School (FMS) began looking to the future with the creation of a new Campus Master Plan. More than simply neighbors, church and school have enjoyed more than a century of common history, cooperation, and partnership in the Waynesboro community. At this decisive moment in the lives of both institutions, individuals committed to the health and vitality of both institutions, began to consider the long term needs of both church and school, and where those needs might intersect.

All agreed it is in the community interest that First Presbyterian Church continue to gather for worship, fellowship and service to the community, and provide space to local cultural initiatives. Likewise, it is agreed that the church property should maintain the character, history, and utility it has represented since 1911.

All agree it is in the common interest for Fishburne Military School to continue and expand its profile of education and service in the community, and that part of that expansion includes consolidating the parcel of land upon which the institution has stood since 1916. (First Presbyterian Church is the only property in the block not owned by Fishburne - see fig 1.)



Toward that end, parties from both FPC and FMS have been meeting for more than a year to establish an agreement benefitting both parties.

At every point in the discussions, both the Session and congregation were kept informed, and voted to continue the process. After months of prayerful discussion and negotiation, the Session of First Presbyterian Church, Waynesboro have reached the following understanding, which has been drafted in the form of a contract by Franchesca Fede Gomez, partner at Wharton, Aldhizer and Weaver PLC.

- Ownership of the property located at 249 South Wayne Avenue, Waynesboro, VA, together with the two lots located at the corner of Chestnut Avenue and 11th Street shall be conveyed to *The Fishburne- Hudgins Educational Foundation, Inc., Trading as Fishburne Military School*, along with all furniture, fixtures and equipment not deemed essential for the mission and ministry of First Presbyterian Church. Essential items include: the pulpit, communion table, communion sets, paraments, bibles, hymnals and other worship accoutrements; office furniture and equipment; and preschool furnishings and equipment.



- The nominal purchase price for the three parcels of real estate is *Four Hundred Thousand Dollars* (\$400,000.00). While this figure does not approach the potential market value of the church property, it represents the maximum Fishburne can afford to pay, and is mitigated by the terms of the agreement, which in many respects resembles a *Viager* transaction, also known as a *reverse annuity mortgage* or a *charitable remainder trust*. The terms appear as deed restrictions within the contract, to wit:
  1. First Presbyterian Church shall continue to have free use of the property located at 249 South Wayne Avenue, Waynesboro, VA, together with the two lots located at the corner of Chestnut Avenue and 11th Street, along with all furniture, fixtures and equipment, until such time as the congregation ceases to function as a congregation of the PC(USA).
  2. In the first five years following transfer of ownership, if the church is dissolved or ceases to function as a congregation of the Presbyterian Church, Fishburne shall pay the \$400,000 purchase price to the Presbytery of the Shenandoah, or to an agent designated by the Presbytery of the Shenandoah.
  3. If the church continues to function as a congregation of the Presbyterian Church for more than five years after the date of conveyance, the amount owed to the Presbytery of the Shenandoah shall drop by forty thousand dollars (\$40,000.00) per year, until the fifteenth (15th) year, after which time the Purchaser's payment owed to the Presbytery of the Shenandoah shall be \$0.

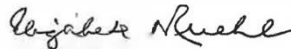
Since the beginning of these discussions, our relationship has grown even stronger; this Fall, Fishburne will inaugurate its new Middle School in the education wing of the church. The new school will be non-military and non-residential, based on the classical model. We are excited about the possibilities of this new partnership.

First Presbyterian Church, Waynesboro requested and received the exemption provided for at the reunion of the northern and southern churches in 1983 and memorialized in the Book of Order, section G-.0208. However, this does not extend to the wholesale disposal of church property, as is contemplated in this agreement. Therefore, ***the Ruling Elders sitting in Session for First Presbyterian Church, Waynesboro, Virginia hereby ask Shenandoah Presbytery to approve the terms of the transfer of the property in the City of Waynesboro, Virginia, known as 249 South Wayne Avenue, along with two lots consisting of the parking lot located at the corner of Chestnut Avenue and 11th Street to The Fishburne- Hudgins Educational Foundation, Inc., trading as Fishburne Military School, subject to the terms and conditions outlined above.***

Sincerely Yours,



Rev. Patrick Pettit  
Interim Pastor



Elizabeth Ruehl  
Clerk of Session

FOR INFORMATION ONLY REPORTS

COORDINATING AND PLANNING COMMISSION (CPC)

I. FOR INFORMATION:

CPC met for a regular meeting on April 16. Next meeting is August 13.

II. ACTIONS TAKEN:

- A. Approved designating the offering taken at the May 14, 2024, Presbytery Meeting to the Community Cup and More.
- B. Approved celebrating the Sacrament of the Lord's Supper at the May 14 Presbytery Meeting.
- C. Appointed Debra Fitzgerald O'Connell (current Vice-Moderator) to secure nominees for the committees on Nomination and Representation.
- D. Authorized April Cranford to secure a nominee to serve as Stated Clerk and Parliamentarian for the May 14 Presbytery Meeting from among four suggestions.

Volunteer Service to Shenandoah Presbytery

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Congregation \_\_\_\_\_

\_\_\_  Ruling Elder    \_\_\_  Teaching Elder    \_\_\_  Retired

I am interested in serving God through Shenandoah Presbytery in the following ways:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I am currently serving in Shenandoah Presbytery in the following ways:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Thank you for your willingness to serve!

## Opportunities to Serve in Shenandoah Presbytery

### Committee on Church Vitality and Transformation (CCVT)

Purpose: To provide processes and support for congregations that have an identified need, willingness, and ability to engage in spiritual and/or programmatic growth which can lead to deeper commitment both within and beyond current membership.

### Committee on Educational Resources (CER)

Purpose: To provide education and resources in the areas of stewardship, children's ministry, youth and young adult ministry, evangelism, social justice issues, and other areas related to congregational ministry through the use of specialized teams and regional and presbytery-wide training events.

### Committee on Mission and Outreach (CMO)

Purpose: Coordinate and oversee local, national, and international mission work through congregations and mission communities. CMO will provide information, resources, encouragement and support.

### Committee on New Congregational Development (CNCD)

Purpose: To formulate and implement a comprehensive plan for location, funding, and development of new congregations and new worshipping communities within the bounds of the presbytery.

### Committee on Nominations (CN)

Purpose: To nominate to Presbytery individuals to serve on presbytery committees, adhering to established norms of committee membership and representation including vacancies, chairs and vice-chairs; and to nominate persons to serve on presbytery's PJC and as commissioners to Synod and General Assembly meetings.

### Committee on Pastoral Transition (CPT)

Purpose: To fulfill all Book of Order and Presbytery Manual responsibilities related to oversight of and guidance to churches and pastors in the process of moving from one pastor/congregation relationship to another. These responsibilities include work related to dissolving pastoral relationships, working with churches in all processes leading to the next pastor call, and examining teaching elders for readiness and suitability to receive calls.

### Committee on Preparation for Ministry (CPM)

Purpose: To oversee the care and examination of inquirers and candidates for ministry, inform sessions of the process for inquiry and candidacy, and conduct examinations of candidates seeking calls within the bounds of this presbytery.

### Committee on Presbytery Administration (CPA)

Purpose: To oversee the management of presbytery funds, property, and staff.

### Committee on Relational Ministry (CRM)

Purpose: To fulfill all Book of Order and Presbytery Manual responsibilities related to oversight of and assistance to churches and teaching elders in their ministry. These responsibilities include all matters related to matriculation of new pastors, periodic visits with sessions and pastors, support for clergy wellness and continuing education.

### Committee on Representation (COR)

Purpose: To advise the Presbytery with respect to membership of its committees and to the employment of its personnel per Book of Order G-3.0103.