

HANDBOOK OF REPORTS

for the

203rd STATED MEETING

of the

SHENANDOAH PRESBYTERY

Tuesday, November 12, 2024

9:30 a.m.

Via ZOOM

Shenandoah Presbytery is a covenant body where:

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

MEMO TO: Pastors and Commissioners to Presbytery

FROM: Bronwen Boswell, Stated Clerk

RE: NOVEMBER 12, 2024, MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session on Tuesday, November 12, 2024, beginning at 9:30 a.m., via Zoom.

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 Presbyterian Disaster Assistance.

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

https://us02web.zoom.us/meeting/register/tZUpduorzMjEtPTCy_KUJLFoFAq8JiXMmXO

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"> 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"> · we will keep our conversations and communications open for candid and forthright exchange, · we will not ask questions or make statements in a way which will intimidate or judge others. 2. Learn about various positions on the topic of disagreement. 3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.
<p>Speak the truth in love Ephesians 4:15</p>	<ol style="list-style-type: none"> 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. 5. Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity; <ul style="list-style-type: none"> · we will not engage in name-calling or labeling of others prior to, during, or following the discussion. 6. Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.
<p>Maintain the unity of the spirit in the bond of peace Ephesians 4:3</p>	<ol style="list-style-type: none"> 7. Indicate where we agree with those of other viewpoints as well as where we disagree. 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"> · we will be ready to forgive and be forgiven. 9. Follow these additional Guidelines when we meet in decision-making bodies: <ul style="list-style-type: none"> · urge persons of various points of view to speak and promise to listen to these positions seriously; · seek conclusions informed by our points of agreement; · be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience; · 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. 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.

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.

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

COM – Committee on Ministry

CPA – Committee on Presbytery Administration

CPC – Coordinating and Planning Commission

CPM – Committee on Preparation for Ministry

CRE – Commissioned Ruling Elder

DPRT – Disaster Preparedness Response Team

ECO – A Covenant Order of Evangelical

Presbyterians

EECMY - Ethiopian Evangelical Church Mekane

Jesus

EPC – Evangelical Presbyterian Church

GA – General Assembly

IC – Investigating Committee

KCC – Key Church Communicator

LRT – Listening Response Team

MDP – Ministry Discernment Profile

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

PDP – Personal Discernment Profile

PJC – Permanent Judicial Commission

PNC – Pastor Nominating Committee


RE - Ruling Elder

SPYCE – Shenandoah Presbytery Youth Council

Extraordinaire

TE – Teaching Elder

DOCKET

- 9:30 a.m. Opening Prayer and Call to Order
- 9:35 a.m. Determining a Quorum
Procedural Rules – Page iii
Introduction of Guests and Seating of Corresponding Members
Adoption of the Docket
Report of Associate General Presbyter – Nancy Meehan Yao
Report of General Presbyter/Stated Clerk -Bronwen Boswell – Page 2
- 10:00 a.m. Worship with Communion
- QR code for online giving to *Presbyterian Disaster Assistance*
- 
- 11:00 a.m. Committee on Mission and Outreach – RE Dave Thalman – Page 3
- 11:05 a.m. Shenandoah Presbytery Corporation – President Kenneth Miller – Pages 4-5
Treasurer’s Report – Linnea Harris
- 11:20 a.m. Committee on Nominations – TE Ann Held – Page 6
- 11:30 a.m. Committee on Educational Resources – John Dull
- 11:40 a.m. Coordinating and Planning Commission – TE April Cranford – Pages 7-8
Administrative Commission to Springfield Church – Page 8
2025 Presbytery Meeting dates – Page 7
- 11:45 a.m. Committee on New Congregational Development – TE Kevin Hay – Page 9
- 11:50 a.m. Committee on Presbytery Administration – TE Fletcher Hutcheson – Pages 10-16
Proposed 2025 Budget – Pages 11-14
Per Capita Giving 2024 Report – Pages 15-16
- 12:20 p.m. Committee on Ministry – TE Patrick Pettit – Pages 17-18
Change in Relationship Status between Westminster Church & TE April Cranford – Page 18
- 12:35 p.m. Introduction of Amendments to the Constitution – TE Bronwen Boswell – Page 2
- 12:40 p.m. Anticipated Adjournment

STATED CLERK REPORT

I. FOR INFORMATION:

- A. See pages 19-20 for information only reports from the following committees: Church Vitality and Transformation and Preparation for Ministry.
- B. The General Assembly has sent 12 amendments and one agreement to the presbyteries for their vote. We have included the link to the amendment booklet for you to begin your review. The plan is to vote on some of these in February and some in May. Informational opportunities will be provided, and as further information is available, we will share it with you. If you have particular questions concerning these, please contact the Stated Clerk.

https://www.pcusa.org/site_media/media/uploads/oga/pdf/2024_0920_ga226_proposed_boos_amendments_ecumenical_agreement.pdf

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 September 14, 2024, Presbytery Meeting as distributed.

COMMITTEE ON MISSION AND OUTREACH (CMO)

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

CMO members: Gwen Carr (Chair, Jan-Sep), Dave Thalman (Chair, Oct-Dec), Renee Campbell, Cheryl Henderson, Sara Holben, Lois Howe, Russell Low, Ellen Miller, Robin Owens, Vanessa Smith, Nancy Meehan Yao (ex officio).

CMO met in August, September, and October and took the following actions:

- Received a report about the successful Baja Mission Trip and approved their request to share their trip experiences with the Presbytery in September,
- Approved distribution of Hunger Funds for the second and third quarters totaling \$14,330 and \$9,958 respectively,
- Approved the annual wire transfer of \$10,170.63 to our Ethiopia partners

SHENANDOAH PRESBYTERY CORPORATION
FINANCIAL REPORT TO THE MEMBERS OF THE CORPORATION
July 1, 2023 THROUGH JUNE 30, 2024

The Corporation's fiscal year is from July 1st to June 30th. Net investment income will be available for use/distribution at the end of the current calendar year pursuant to directions on file. Funds are available for withdrawal quarterly and must be requested in writing prior to the end of the quarter. Quarterly payment is necessitated because the Corporation selects long-term investments that are not intended to be available on a demand basis. All accounts due to churches and trusts are invested in the same manner as a mutual fund. A valuation of the investment securities held is made at the end of each quarter to determine the amount allocable to each account held by the Corporation.

Total assets of the Corporation on June 30, 2024 totaled \$16,446,971, up from \$14,991,243 on June 30, 2023. A total of \$169,510 continues as non-income-producing real estate, unchanged from last year. For this fiscal year, interest and dividend income on investments before expenses totaled \$359,656 (2.4% of investments in marketable securities at the beginning of the fiscal year) compared to \$336,890 (2.42%) in the previous fiscal year. Net realized and unrealized gain on marketable securities totaled \$2,084,272 compared to a \$1,406,247 gain in the previous fiscal year. Investment expenses were \$80,430 compared to \$77,540 last year. The overall investment portfolio (including cash and marketable securities) experienced a net investment income of \$2,363,498 or 15.99% of the beginning invested assets.

Investments held by the Corporation for this fiscal year ending June 30, 2024 comply with the Corporation's Investment Policy, which is stated as follows: Shenandoah Presbytery directs the Corporation to hold investments that satisfy the divestment criteria prescribed by Mission Responsibility Through Investment ("MRTI"), created and maintained by the Presbyterian Church (U.S.A.). The Corporation supports and follows this policy based on these operational guidelines: The Corporation shall not hold stock directly in debt or equity securities of any MRTI listed entity; The Corporation may hold shares of mutual funds or exchange traded funds which invest in MRTI listed securities subject to the following limitations: The size of the Corporation's indirect listed holdings shall be so small as to be clearly immaterial and without economic influence when considered in relation to the Corporation's investment securities portfolio. This shall be determined by the following de minimis rule: The total value of indirect listed investments shall be immaterial so long as it is less than 2% of the total value of the Corporation's mutual fund portfolio.

Seven of the eight main Presbytery committees have funds available for use and held within the corporation.

1. Committee on Church Vitality and Transformation provides grants through the Barnabas Fund – emergency church building needs; Church Re-Development Reserve – helps existing churches; Edward A. Dudley Trust – support of small churches; and Jonathan Edwards Trust – supports church work in specific counties. Existing churches can reach out to this committee for possible help with varying concerns.

2. Committee on Educational Resources provides grants and loans for camp and college. Look on the web site; www.shenpres.org for camp and college scholarship applications.

3. Committee on Mission & Outreach helps with foreign and domestic mission work through the Bernice Hiatt Estate; Bolling Hobson fund; Sam Ramsey fund; and the Lyle M. Moffett grant. Applications for these mission funds are available on the web site; www.shenpres.org.

4. Committee on New Congregational Development is working to formulate and implement a comprehensive plan for new congregations and new worshipping communities within the bounds of the presbytery. This work can be done through the David Nuzum Estate and the WV Panhandle Fund.

5. Committee on Presbytery Administration oversees the management of presbytery funds, as well as the Harry S. McClung Estate, GP Discretionary Fund, and the Operating Endowment fund.

6. Committee on Preparation for Ministry works to oversee the care and examination of inquirers and candidates for ministry. They have grants available through the Bolling Hobson Trust, Glenn E. Yount Scholarship, Willis Gibson Trust and a reserve for Education of Candidates.

7. Committee on Ministry has funds available for the Strong Ministers Grant. Applications for this grant are available on the web site; www.shenpres.org. Once approved in writing by the committee chair, the funds request will be submitted to the Corporation by the Funds Administrator.

CURRENT OFFICERS

Kenneth H. Miller, President
Rev. James Lunde, Vice-President
Linnea J. Harris, Treasurer
Alan F. Garrison, Secretary

DIRECTORS

CLASS OF 2024

Kenneth H. Miller
Burnie Powers
Rev. Rob Vaughan
Dr. Samuel McLaughlin
Rev. James Lunde

CLASS OF 2025

John Bosserman
Alan Garrison
Jacqueline May
Carole Fox

CLASS OF 2026

William Bayliss
David B. Hawkins
Lowrie Tucker
Emmett Toms

Accountant: Brown, Edwards & Company, LLP
Atlantic Union Bank, Investment Portfolio Manager

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
Rev. Bronwen Boswell, General Presbyter & Stated Clerk

RECOMMENDATIONS: That Presbytery approve the following to serve:

Committee on Church Vitality and Transformation (CCVT)

Chair – TE Jaci Smith Patman, Front Royal Church
Class of 2027: TE Howard Boswell, Buena Vista Church
TE Casey Clark, New Monmouth Church
TE Teri McDowell Ott, Member-at-Large

Committee on Educational Resources (CER)

Chair – John Dull, Tinkling Spring Church
Class of 2027: TE Keith Phillips, Massanutten Church
RE Denise Rouse, Slanesville Church

Committee on Ministry (COM)

Chair – TE Patrick Pettit, Warrenton Church
Class of 2027: TE John McDonald, Mt. Horeb Church
RE Mary Kay Adams, Bridgewater Church

Committee on Mission & Outreach (CMO)

Co-Chairs – TE April Cranford, Westminster Church and RE Dave Thalman, Winchester First Church
Class of 2027: TE April Cranford, Westminster Church
RE Robin Owens, Opequon Church
TE Amanda Maguire Thomas, Winchester First
TE Aaron “Lee” Thomas, Olivet Church

Committee on New Congregational Development (CCND)

Chair – TE Kevin Hay, Middletown Church
Class of 2027: TE Rachel Hamburger, Smyrna Church

Committee on Preparation for Ministry (CPM)

Chair – TE Tom Forbes, Bunker Hill Church
Class of 2027: TE John Bethard, Charles Town Church
RE Mary Lou McMillin, Trinity Church
TE Daniel Ott, Member at Large

Committee on Presbytery Administration (CPA)

Class of 2027: RE Betsy Glendye, Bridgewater Church
RE Eric Hulett, Tuscarora Church
TE Clayton Rascoe, Member-at-Large

Synod of the Mid-Atlantic Commissioner

Class of 2027: TE Sarah Hill, Mt. Carmel Church

We continue to seek members, ruling elders, and teaching elders for a variety of committees. Currently, the most open positions are on the following committees:

- ✓ **Committee on Church Vitality & Transformation (CCVT)**
- ✓ **Committee on New Congregational Development (CCND)**
- ✓ **Committee on Presbytery Administration (CPA)**

Please reach out to Co-Chairs, Ann Held (aheld73@verizon.net) or David Witt (pastor@opequonchurch.org) with suggestions.

COORDINATING AND PLANNING COMMISSION (CPC)

I. FOR INFORMATION:

CPC met for a regular meeting on October 15. Next meeting is January 28.

II. ACTIONS TAKEN:

- A. Approved the recommendations from the Administrative Commission to Springfield Church as found on page 8.
- B. Approved designating the offering taken at the November 12, 2024, Presbytery Meeting to Presbyterian Disaster Assistance.
- C. Approved the following 2025 Presbytery Meeting dates:
 - Tuesday, February 25 ZOOM
 - Tuesday, May 20 In Person
 - Saturday, August 23 ZOOM
 - Saturday, November 15 In Person

III. RECOMMENDATION:

That Presbytery approve the following to serve on the Committee on Nominations:

Co-Chairs TE David Witt and TE Ann Held
Class of 2025: TE Ann Pettit

ADMINISTRATIVE COMMISSION TO SPRINGFIELD CHURCH

A report with recommendations was circulated prior to today's meeting. Patrick Pettit outlined the work of the Commission that was formed at the February 27, 2024, Presbytery Meeting. Noting that action needs to be taken prior to the next Presbytery Meeting, *a motion was made, seconded and carried to approve the following:*

WHEREAS the Springfield congregation has provided faithful ministry in its community for many years; and

WHEREAS the congregation, while still faithful to the Gospel, has dwindled to an unsustainable number; and

WHEREAS they have requested in a duly constituted congregational meeting that the Presbytery of Shenandoah dissolve their congregation;

BE IT RESOLVED: The Administrative Commission moves the following:

1. The Springfield congregation be dissolved immediately, and those members who so desire have their membership transferred at their request.
2. The minutes of the Springfield Presbyterian Church be deposited with Presbyterian Historical Society.
3. Any remaining financial obligations be met.
4. The remaining financial assets, if any, be transferred to Shenandoah Presbytery.

The Commission further moves:

- A. The former Springfield Presbyterian Church property be transferred "as is," including all remaining contents, to John and Julie Frazier for the sum of \$170,000, in accordance with the laws of the state of West Virginia.
- B. At the request of the former Springfield congregation, the sum of \$51,000 be reserved for dispersal to local missions by Shenandoah Presbytery; a list with recommended amounts will be submitted to Presbytery when the way is clear.

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

Community Cup

- The LLC has officially been dissolved and reconstituted as a 501 (c) 3. Community Cup now has a new Tax ID # and is working on the process of finally becoming a tax-exempt organization which will help greatly in their ability to fundraise and apply for grants. Community Cup has a “transitional” board of directors through the end of 2024 with the plans of a more permanent board of directors starting in 2025. There are still some details of the new organization that we are working through with the lawyer.
- CNCD met with Leaders of Community Cup on October 16th as a follow-up to their current Covenant agreement. We received updates on the progress of the ministry and discussed a request for funds through April 2025 when they will apply to renew the Covenant. We are doing our best to balance the reality of diminishing funds available as a committee while also continuing to support the important ministry of Community Cup.
- Community Cup will be involved in leading worship at the November Presbytery meeting.

Treasurer’s Report (CNCD and NWC-WV) - Gusti Newquist

- CNCD approved continuing Dwight’s Board of Pensions coverage in the “transitional” plan.
- We are also seeking to reapply for the Board of Pensions Grant for NWC Leaders after reworking Dwight’s Terms of Call to meet the 2025 Median Salary of \$70,000. The savings would be reinvested into the ministry of Community Cup.
- <https://pensions.org/what-we-offer/benefits-packages/Benefits-grants-for-organizing-pastors-and-evangelists>
- CNCD has committed the majority of our Corporate Funds to Community Cup’s Pastor, Program expenses, and support of the Coffee Shop. We are discerning how to move forward as a committee and actively pursuing additional funds.

Funding for NWC’s

- We are grateful to receive budgeted funds from CPA of \$5,000 for CNCD.
- We are also grateful to discover there is a fund specifically for legal fees.
- We continue to talk with Bronwen regarding other funds that could potentially be available to CNCD and NWC’s.

Educational Time for CNCD Meetings

- We have started incorporating educational times into our meetings.
- We have discussed several resources to read together as a committee and have decided to begin reading through a document provided by the denomination.
- **Starting New Worshipping Communities: A Process of Discernment**
- <https://www.presbyterianmission.org/resource/starting-new-churches/>

Next CNCD Meeting: Nov 20th, (3rd Wed) @ 1:30pm

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, Harold Tongen, Dick Travis, and Tom Van Meter

The C.P.A. held a Zoom meeting at 1:30 p.m., Thursday, September 19, 2024. Bronwen Boswell, Heather Carter, and Nancy Meehan Yao, members of the presbytery staff, also participated. Dick Travis volunteered to be the secretary for this meeting.

Bronwen has been in consultation with Clayton Rascoe, Executive Director of Massanetta Springs Conference Center, regarding the lease for the presbytery office. After discussion, a motion was made that the C.P.A. approve a reduction of the lease with Massanetta Springs for January through April 2025 to the monthly rate of \$2,200, and for May through December 2025 to the monthly rate of \$1,800, and that the C.P.A. authorize Bronwen to sign the lease. The motion passed unanimously. The total expense for the 2025 office lease will be \$23,200.

After discussion, a motion was made that the proceeds of the sale of the former North Main Street presbytery office will be used to pay the monthly Massanetta Springs lease. The motion passed unanimously.

After discussion, a motion as made that the Committee on New Congregational Development (C.N.C.D.) will have a \$5,000 line item established for the 2025 budget. The motion passed unanimously. This was in response to a request from C.N.C.D. All other presbytery committees currently have budget line expense amounts.

The participating presbytery staff members temporarily left the Zoom meeting and the C.P.A. members discussed possible cost of living adjustment (C.O.L.A.) amounts for the staff in 2025. A motion was made that the staff C.O.L.A. for 2025 will be 5%. The motion passed unanimously. By passing this motion, the C.P.A. approved a proposed 2025 budget with projected expenses totaling \$646,053.78. Projected receipts of congregational pledges in response to the annual asking letters will be supplemented by taking \$114,800 from the operating endowment fund. The \$23,200 for the presbytery office lease will be taken from the proceeds of the sale of the former presbytery office, which are invested with the Presbyterian Foundation.

The next meeting of the C.P.A. will take place at 1:30 p.m., Thursday, October 17, 2024. This will be a Zoom meeting.

RECOMMENDATION:

That Presbytery approve the 2025 Budget as found on pages 11-14.

Proposed Budget Worksheet - 2025				
	2023	2024	2024	2025
	Actual	Actual as of 9/30/2024	Budget	Proposed Budget
Resources Provided by:				
Acceptances from Congregations	429,243.48	288,666.62	504,804.25	508,053.78
Corporation Distribution - Operating Endowment Fund	121,833.47	100,186.47	133,582.00	114,800.00
Corporation Distribution - from sale of 1111 N Main Street				23,200.00
Total	551,076.95	388,853.09	638,386.25	646,053.78
Resources Used For:				
Church Vitality & Transformation CCVT				
CCVT Operating Expenses	30.69	20.00	1,000.00	1,000.00
Total CCVT	30.69	20.00	1,000.00	1,000.00
Educational Resources CER				
Big Event	4,000.00	572.50	4,000.00	4,000.00
Intergeneration Faith Program	10.45	500.00	2,000.00	2,000.00
Massanetta Springs	1,000.00	-	1,000.00	1,000.00
Presbyterian Campus Ministry	2,500.00	-	2,500.00	2,500.00
Total CER	7,510.45	1,072.50	9,500.00	9,500.00
Mission & Outreach CMO				
CMO Operating Expenses	-	-	300.00	300.00
Disaster Prep Team	500.00	50.00	500.00	500.00
Mission Communities	-	1,000.00	1,000.00	1,000.00
Partnership				
IBS Evan & Dev Support	6,000.00	3,000.00	6,000.00	6,000.00
BSCO Support	1,000.00	500.00	1,000.00	1,000.00
Visits to & from Ethiopia	1,045.72	2,000.00	2,000.00	2,000.00
ESL Program	-	-	500.00	500.00
Missionary - Cindy Corell - Haiti			1,000.00	1,000.00
Missionary - Doug Dicks - Middle East			1,000.00	1,000.00
Total CMO	8,545.72	6,550.00	13,300.00	13,300.00
New Congregational Development CNCD				
CNCD Operating Expenses	-	-	-	5,000.00
Total CNCD	-	-	-	5,000.00

	2023	2024	2024	2025
	Actual	Actual as of	Budget	Proposed
		9/30/2024		Budget
Presbytery Administration CPA				
Payments to Governing Bodies: 8,868 - 2023 Membership				
GA Per Capita (2025 - \$10.84 2026 - \$11.26)	95,564.70	67,553.86	90,071.80	96,129.12
Synod - Per Capita (2025 -\$1.15)	11,157.30	7,927.25	10,569.65	10,198.20
GA - Shared Mission Support	4,000.00	2,997.00	4,000.00	4,000.00
Synod - Shared Mission Support	200.00	144.00	200.00	200.00
Total Payments to Governing Bodies	110,922.00	78,622.11	104,841.45	110,527.32
Occupancy				
Rent	34,000.00	28,333.34	34,000.00	23,200.00
Contracted Office Cleaning	1,700.00	1,350.00	2,250.00	2,250.00
Insurance	9,348.92	(75.00)	9,500.00	9,500.00
Total Occupancy	45,048.92	29,608.34	45,750.00	34,950.00
Office Expenses				
Breeze Fees	186.95	109.52	300.00	300.00
Computer & Equipment Purchases	3,415.10	-	4,000.00	3,800.00
Equipment Rental & Technology	6,940.22	7,799.13	11,000.00	
Equipment Rental				3,800.00
Internet	5,148.67	2,291.99	2,900.00	3,100.00
Postage	1,383.28	513.12	2,000.00	3,500.00
Software Subscriptions				5,500.00
Supplies for Office	2,760.64	1,770.53	4,000.00	4,000.00
Telephone		1,699.11	2,300.00	2,300.00
Web Site / Domain Expenses	2,407.37	861.67	2,700.00	2,700.00
Total Office Expenses	22,242.23	15,045.07	29,200.00	29,000.00
Presbytery				
CPA Operating Expenses	-	-	250.00	250.00
Listening Team	-	-	500.00	500.00
Mileage Reimbursement	-	-	750.00	750.00
Presbytery Meeting Expenses	1,417.99	1,549.08	2,000.00	2,000.00
Total Presbytery	1,417.99	1,549.08	3,500.00	3,500.00
Personnel Costs	361,149.28	252,696.67	423,744.80	431,726.46
Total CPA	540,780.42	377,521.27	607,036.25	609,703.78

	2023	2024	2024	2025
	Actual	Actual as of	Budget	Proposed
		9/30/2024		Budget
Preparation for Ministry CPM				
CPM Operating Expenses	486.99	183.22	1,000.00	1,000.00
Total CPM	486.99	183.22	1,000.00	1,000.00
Pastoral Transition CPT				
CPT Operating Expenses	546.05	466.66	675.00	
Quarterly Interim Summits			400.00	
Liaison Training	201.92	-	1,500.00	
Mediation Skills Training			1,500.00	
Background Check Underwriting			200.00	
Holy Cow Consultant Honoraria			1,500.00	
Total CPT	747.97	466.66	5,775.00	-
Relational Ministry CRM				
CRM Operating Expenses	2.00	61.50	775.00	
Total CRM	2.00	61.50	775.00	-
Committee on Ministry COM				
COM Operating Expenses				6,550.00
Total COM	-	-	-	6,550.00
Total Resources Used	558,104.24	385,875.15	638,386.25	646,053.78
Difference - To or (from) Provided Resources	(7,027.29)	2,977.94	-	-

2025 PERSONNEL COSTS with 5% COLA											
Position	5% COLA	Matching FICA	Board of Pensions Medical	Pension	Death	Temp Dis.	Travel	Mileage	Con Ed	Total	
	0.05	0.0765		0.085	0.01	0.005					
Ordained Staff	\$144,611.71	\$11,024.55	\$27,831.60	\$12,249.50	\$1,441.12	\$720.56	\$7,000.00	\$14,000.00	\$3,500.00	\$222,379.02	
Support Staff	\$129,317.01	\$9,892.75	\$50,330.20	\$10,886.36	\$1,280.75	\$640.37	\$6,000.00		\$1,000.00	\$209,347.44	
Totals	\$273,928.72	\$20,917.30	\$78,161.80	\$23,135.85	\$2,721.86	\$1,360.93	\$13,000.00	\$14,000.00	\$4,500.00	\$431,726.46	

Church	2022	2024	2024	2024	2024	per	GA	Synod	Actual to
	Members	Actual Asking	2024 Accepted	Actual Received	% Paid	Member by Acceptance			
Augusta Stone	91	5,000.00	5,000.00	3,753.00	75%	54.95	\$931.84	\$106.47	2,714.69
Ben Salem	30	1,768.00	1,768.00	17.00	1%	58.93	\$307.20	\$35.10	(325.30)
Berkeley Springs	50	2,808.00	2,691.08	1,345.54	50%	53.82	\$512.00	\$58.50	775.04
Berryville	140	9,000.00	9,000.00	7,500.00	83%	64.29	\$1,433.60	\$163.80	5,902.60
Bethany	75	4,290.00	4,290.00	3,217.50	75%	57.20	\$768.00	\$87.75	2,361.75
Bethesda	147	8,073.24	7,000.00	5,250.00	75%	47.62	\$1,505.28	\$171.99	3,572.73
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	3,305.00	132%	26.32	\$972.80	\$111.15	2,221.05
Broadway	35	2,500.00	2,500.00	-	0%	71.43	\$358.40	\$40.95	(399.35)
Buckton	24	1,318.08	1,318.08	988.56	75%	54.92	\$245.76	\$28.08	714.72
Buena Vista	88	4,832.96	4,000.00	2,666.31	67%	45.45	\$901.12	\$102.96	1,662.23
Buffalo Gap	10	549.20	549.20	549.20	100%	54.92	\$102.40	\$11.70	435.10
Bunker Hill	81	4,836.00	4,836.00	3,627.00	75%	59.70	\$829.44	\$94.77	2,702.79
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	(262.43)
Charles Town	290	15,926.80	3,000.00	-	0%	10.34	\$2,969.60	\$339.30	(3,308.90)
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	385.90
Collierstown	83	4,558.36	2,275.00	2,275.00	100%	27.41	\$849.92	\$97.11	1,327.97
Cooks Creek	206	12,400.00	10,000.00	6,666.64	67%	48.54	\$2,109.44	\$241.02	4,316.18
Covenant	483	33,000.00	33,000.00	24,750.00	75%	68.32	\$4,945.92	\$565.11	19,238.97
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	2,400.00	100%	50.00	\$491.52	\$56.16	1,852.32
Fairfield	36	1,980.00	1,980.00	825.00	42%	55.00	\$368.64	\$42.12	414.24
Falling Waters	93	5,107.56	4,400.00	2,933.36	67%	47.31	\$952.32	\$108.81	1,872.23
Finley Memorial	89	4,887.88	500.00	208.35	42%	5.62	\$911.36	\$104.13	(807.14)
Franklin	55	4,000.00	3,100.00	2,325.00	75%	56.36	\$563.20	\$64.35	1,697.45
Front Royal	96	5,272.32	5,272.32	3,954.75	75%	54.92	\$983.04	\$112.32	2,859.39
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	(262.43)
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	(889.98)
Hedgesville	24	1,716.00	1,500.00	1,500.00	100%	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	1,771.50	75%	54.93	\$440.32	\$50.31	1,280.87
Hot Springs	36	1,977.12	750.00	800.00	107%	20.83	\$368.64	\$42.12	389.24
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	1,350.00	75%	62.07	\$296.96	\$33.93	1,019.11
Keyser	64	3,850.00	3,850.00	-	0%	60.16	\$655.36	\$74.88	(730.24)
Lexington	338	18,562.96	18,562.96	13,987.53	75%	54.92	\$3,461.12	\$395.46	10,130.95
Little Falls	6	450.00	550.00	550.00	100%	91.67	\$61.44	\$7.02	481.54
Loch Willow	79	5,000.00	5,000.00	2,500.00	50%	63.29	\$808.96	\$92.43	1,598.61
Massanutten	342	20,696.00	20,700.00	15,525.00	75%	60.53	\$3,502.08	\$400.14	11,622.78
McCutchen	7	384.44	-	-	zero	zero	\$71.68	\$8.19	(79.87)
McDowell	60	3,295.20	600.00	450.00	75%	10.00	\$614.40	\$70.20	(234.60)
Middletown	27	1,482.84	1,482.84	1,482.84	100%	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
Moorfield	169	9,281.48	8,400.00	6,300.00	75%	49.70	\$1,730.56	\$197.73	4,371.71
Mossy Creek	105	5,766.60	3,200.00	2,400.00	75%	30.48	\$1,075.20	\$122.85	1,201.95
Mt. Carmel	75	4,119.00	4,119.00	2,058.60	50%	54.92	\$768.00	\$87.75	1,202.85
Mt. Hope	18	989.90	989.90	-	0%	54.99	\$184.32	\$21.06	(205.38)

Church	2022 Members	2024 Actual Asking	2024 Accepted	2024 Actual Received	2024 % Paid	per Member by Acceptance	GA \$10.24	Synod \$1.17	Actual to Presbytery
Mt. Horeb	116	6,370.72	3,000.00	1,500.00	50%	25.86	\$1,187.84	\$135.72	176.44
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	(969.85)
Mt. Storm	21	1,500.00	1,500.00	1,500.00	100%	71.43	\$215.04	\$24.57	1,260.39
New Monmouth	91	4,997.72	4,997.72	3,748.29	75%	54.92	\$931.84	\$106.47	2,709.98
New Providence	104	5,750.00	5,760.00	4,800.00	83%	55.38	\$1,064.96	\$121.68	3,613.36
Nineveh	27	1,482.84	840.00	745.00	89%	31.11	\$276.48	\$31.59	436.93
Olivet	106	5,821.52	-	-	zero	zero	\$1,085.44	\$124.02	(1,209.46)
Opequon	521	32,000.00	32,500.00	24,375.01	75%	62.38	\$5,335.04	\$609.57	18,430.40
Oxford	126	6,978.08	3,459.00	3,459.00	100%	27.45	\$1,290.24	\$147.42	2,021.34
Petersburg	74	4,064.08	4,064.08	3,048.03	75%	54.92	\$757.76	\$86.58	2,203.69
Piedmont	29	3,600.00	3,600.00	3,000.00	83%	124.14	\$296.96	\$33.93	2,669.11
Pines Chapel	51	5,180.00	5,180.00	-	0%	101.57	\$522.24	\$59.67	(581.91)
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	3,500.00	100%	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	1,650.00	75%	59.46	\$378.88	\$43.29	1,227.83
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	12,240.50	75%	55.51	\$3,010.56	\$343.98	8,885.96
Slanesville	11	604.12	300.00	250.00	83%	27.27	\$112.64	\$12.87	124.49
Smyrna	67	3,800.00	3,800.00	2,850.00	75%	56.72	\$686.08	\$78.39	2,085.53
Staunton First	124	6,810.08	5,000.00	-	0%	40.32	\$1,269.76	\$145.08	(1,414.84)
Staunton Second	65	5,000.00	3,600.00	3,753.00	104%	55.38	\$665.60	\$76.05	3,011.35
Staunton Third	88	4,832.96	750.00	-	0%	8.52	\$901.12	\$102.96	(1,004.08)
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	(467.81)
Tabler	28	1,612.00	1,537.76	1,153.35	75%	54.92	\$286.72	\$32.76	833.87
Timber Ridge	98	5,382.16	5,382.16	3,593.36	67%	54.92	\$1,003.52	\$114.66	2,475.18
Tinkling Spring	395	21,693.40	8,000.00	5,999.94	75%	20.25	\$4,044.80	\$462.15	1,492.99
Tomahawk	18	1,100.00	1,000.00	1,000.00	100%	55.56	\$184.32	\$21.06	794.62
Trinity	167	12,500.00	12,500.00	10,000.00	80%	74.85	\$1,710.08	\$195.39	8,094.53
Tuscarora	141	7,743.72	7,743.72	5,807.79	75%	54.92	\$1,443.84	\$164.97	4,198.98
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	(182.56)
Warrenton	370	20,320.40	19,240.00	16,036.00	83%	52.00	\$3,788.80	\$432.90	11,814.30
Waynesboro First	91	5,096.00	5,096.00	3,822.00	75%	56.00	\$931.84	\$106.47	2,783.69
Waynesboro Second	56	3,075.52	3,000.00	2,250.00	75%	53.57	\$573.44	\$65.52	1,611.04
Westminster	211	11,588.12	5,000.00	2,500.00	50%	23.70	\$2,160.64	\$246.87	92.49
Williamsville	12	659.04	659.04	-	0%	54.92	\$122.88	\$14.04	(136.92)
Winchester First	679	37,290.68	37,236.00	27,967.00	75%	54.84	\$6,952.96	\$794.43	20,219.61
Woodstock	154	8,457.68	7,633.88	5,725.44	75%	49.57	\$1,576.96	\$180.18	3,968.30
Zetta	13	713.96	500.00	375.03	75%	38.46	\$133.12	\$15.21	226.70
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	494.28	-	-	closed	-	\$92.16	\$10.53	(102.69)
TOTALS	9,191	539,288.61	443,234.03	314,947.69			\$94,115.84	\$10,753.47	204,133.18
		(1)	(2)						
(1) Total asking for churches		(2024 budget based on		\$ 638,386.25	100%	of churches			
(2) Total amount of returned acceptances		minus corp funds		\$ 133,582.00		returned			
				\$ 504,804.25		acceptance letter			
						71% of acceptances have been			
						collected as of			
						10/14/2024			

COMMITTEE ON MINISTRY (COM)

I. FOR INFORMATION:

The COM is working on revisions to the Anti-Racism Policy that was presented as a first reading at the September 14 Presbytery Meeting. It is anticipated that the second reading will be at the May Presbytery Meeting.

II. ACTIONS TAKEN:

- A. Updated the information for installation commissions.
- B. Updated the Changes in Terms of Call form related to the changes from the Board of Pensions.
- C. Appointed Nancy Meehan Yao to serve as moderator to Circleville and Seneca Rocks churches.
- D. Approved Retired Teaching Elder Kevin Channell laboring outside the bounds of Shenandoah Presbytery to serve the Burgettstown Church in Washington Presbytery, if the way be clear.
- E. Excused the following sessions who have requested a waiver for elder rotation in 2025:
Ben Salem, Buffalo Gap, Hedgesville, New Providence, Second Opequon, and Zetta.
- F. Approved the following contract renewals:
 - Bloomery and CRE David Omps from January 1-December 31, 2025
 - Mt. Carmel and Supply Sarah Hill from October 6, 2024-October 5, 2025
 - Mt. Olive and CRE Stephanie Harris from October 1, 2024-September 30, 2025
 - Sunnyside and Supply Charly Franks from October 1, 2024-September 30, 2025
 - Tabler and Supply Brad Langdon from November 23-December 31, 2024
 - Tabler and Supply Brad Langdon from January 1-December 31, 2025
- G. Granted permission to the Westminster congregation to convene a congregational meeting to dissolve their pastoral relationship with the Rev. April Cranford.
- H. Granted permission to the Westminster session to enter into a contract with the Rev. April Cranford as Covenant Pastor. The actual contract will be approved following the revision of the form of contract from Supply to Covenant Pastor. (See page 18 for background.)

October 6, 2024

Dear Committee on Ministry,

Thank you for receiving Westminster's Covenant Pastor Contract for Rev. April H. Cranford. We hope this letter with attachments will provide COM sufficient answers in approving the contract.

The process of changing the pastor's call status began in May of 2024. In May, Westminster's clerk distributed to the session Shenandoah Presbytery's letter dated April 24, 2024 informing churches of the upcoming changes of the Board of Pensions. Next, the Finance and Pastor Relations Ministries met via zoom with Keenan Rogers, Board of Pensions Consultant to hear the history of benefits and learn of the upcoming changes. In May, Pastor April clarified medical changes with Keenan Rogers on the phone. Then in June, Pastor April met with Rev. Dr. Nancy Meehan Yao outlining the direct steps needed in a change of call from Installed to Supply/Covenant Pastor. In August, Pastor April met with Personnel and Pastor Relations Ministries to formulate a communication plan to the session and congregation for the change in call. At the August session meeting, the session approved the plan to move forward with the change in call for the pastor from installed to supply which included written communication to the congregation and an educational time in a congregational meeting led by Associate Presbyter Nancy on the changes in medical coverage for pastors and descriptions pastoral roles in the presbytery. Please see the attached insert distributed to the congregation and Nancy's PowerPoint presentation given at the congregational meeting on September 22, 2024 where the congregation voted to continue pursuing the status change for Pastor April.

In October, we received the following questions from Rev. Patrick Pettit which are answered below:

1. What is the rationale for the change in call status from installed to Covenant Pastor?
Westminster's session approved the change from an installed pastor to a covenant pastor as a solution to the increased cost of medical insurance for our pastor. The cost of medical insurance through the Presbyterian Church (U.S.A) for Pastor April and her family will increase from \$16,696 in 2024 to \$29,812 in 2025, an increase of over \$13,000. This is the sole reason for the change in call.
2. Is the Dental benefit listed to be paid to the Board of Pensions, another insurance provider, or is it a reimbursement?
Pastor April's spouse's insurance includes medical, dental, vision, and out of network providers.
3. How will the Medical benefit be distributed – FSA, or in some other way?
Pastor April will receive a monthly medical reimbursement along with her monthly mileage and cell phone reimbursements. We have verified this action with an accountant.
4. Why is there a line item 'Sabbatical Savings for WPC's Pulpit Supply' included in the contract?
Since August of 2015, Westminster has included a sabbatical savings in Pastor April's Terms of Call as a commitment to fulfill this benefit to our pastor and adequately pay for a supply pastor while she is away.

If you have additional questions or would like to discuss further the changes in the pastor's call status, please contact our clerk, Molly Via on behalf of Westminster's Session or Rev. April Cranford.

Serve and Love Well,

Westminster Presbyterian Church's Session

FOR INFORMATION ONLY REPORTS

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 (Chair), Rob Vaughan, Nancy Meehan Yao (ex officio).

The CCVT has met twice since the August CPC meeting.

In September, we met to discuss the concept of financial viability, based on documents from various sources. The purpose was to begin to consider what some criteria might be should we begin to offer grants to churches from the Edward A. Dudley Trust. No decisions were taken.

In October, we were faced with just such a request from Elkton Presbyterian Church (EPC), who has been experiencing ongoing flooding issues in their basement and the unavailability of their bathrooms following the drenching rainfall from the remnants of the named storm, Helene. The rainfall has overwhelmed drainage and sewages systems, the latter in part due to a pipe blockage determined to be on the church property. At our October 7 meeting, the CCVT voted to provide a grant to EPC in the amount up to \$10,000, taken from the income fund of the Edward A. Dudley Trust, for the urgent repair/replacement of their sewer line. The church also faces the need to mitigate flood damage in their basement as well as reconfigure aspects of their drainage system, but the sewage system was the first priority. The committee did not rule out the possibility of additional funds to help them move forward. The city is also cooperating with the church to determine if shortcomings in the city's infrastructure contributed at all to the situation. Please keep CRE Judy Hensley and the Session and congregation in your prayers.

COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

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

As of Oct. 9, 2024, Shenandoah Presbytery's CPM has 4 souls under care.

Please pray for our Inquirers and Candidates, their sponsoring congregations, and their places of formation:

Deborah A. Romano - Candidate

Shepherdstown PC
Pittsburgh Theological Seminary

Chance Snell - Candidate

Tinkling Spring PC
Chance has been approved for ordination in
the Coastal Carolina Presbytery.

Kimberly Joy Shank -Candidate

Mossy Creek PC
Eastern Mennonite Seminary

Mark Dewey - Candidate

Trinity PC
Working as a Chaplain

+CPM has updated our policies, processes, and procedures to continue to provide excellent service to those under our care, their home churches, and the churches and other organizations who will benefit from those we prepare for ministry.

We provide financial grants of \$1000 for Inquirers and \$2000 for Candidates per academic year, as well as other financial assistance as needed and for which we have the resources.

We are developing improved training systems to ensure our service of excellence continues year after year as committee members come and go.

Each person under our care is assigned an experienced liaison to guide and encourage them during their seminary experience, ordination exams, and all the other ups and downs of discernment and preparation for ministry.

+ Shenandoah Presbytery will evaluate ordination exams the week of May 5-9, 2025. We must provide 2 ruling elders, and 2 teaching elders, and an alternate to serve as readers by March 31, 2025. The Presbytery has responded faithfully to this work in the past. Contact Rev. Jim Yao for more information.

+Currently serving on CPM:

Class of 2024 - Jim Yao, Sarah Hill, Mark Facknitz

Class of 2025 - Houston Lynch, David Howard

Class of 2026 – Kathy Shue, Harriet Thompson, Tom Forbes, Brittney Lane

+Contact the Nominating Committee if you or someone you know might be interested in joining our team!

Information about the CPM Care process can be found here:

https://drive.google.com/drive/folders/1mrm1FBAe2q0fyI23G7C72PcSM_tcDRiy?usp=sharing

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 Ministry (COM)

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 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 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 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.