

HANDBOOK OF REPORTS

for the

208th STATED MEETING

of the

SHENANDOAH PRESBYTERY

Saturday, February 28, 2026

Via Zoom

9:30 a.m.

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: FEBRUARY 28, 2026, MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session on Saturday, February 28, 2026, 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.

INFORMATION PERTAINING TO MEETINGS OF PRESBYTERY
Per Presbytery Manual Chapter V

Number of Meetings – Our Book of Order (G-3.0304) requires presbyteries to hold stated meetings at least twice each year. At this time, there will be four STATED meetings for 2026:

- Saturday February 28, Zoom
- Tuesday, May 19, In-Person
- Saturday, August 22, Zoom
- Tuesday, November 17, In-Person

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 – Special meetings shall be called by the Moderator at the request of, or with the concurrence of, four teaching elders and four ruling elders from different congregations. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If neither is able to act, any four teaching elders, along with four ruling elders from different congregations, 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 by electronic means and/or by U.S. Mail not less than fifteen (15) days in advance of the date of the special meeting to each teaching elder and to the session of every congregation. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted (G-3.0304).

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

Teaching Elder James “Jim” Yao of Moorefield Church serves as the
Presbytery Moderator for 2026

DOCKET

- 9:30 a.m. Call to Order & Prayer
- 9:35 a.m. Determining a Quorum
Procedural Rules
Introduction of Guests and Seating of Corresponding Members
Adoption of the Docket
Report of the Stated Clerk – TE Bronwen Boswell – Pages 2-9
Report of the Associate General Presbyter – TE Nancy Meehan Yao
- 9:50 a.m. Committee on Mission and Outreach – RE Dave Thalman
QR code for online giving to *Open Doors*
- 9:53 a.m. Worship
2025 Necrology of Ruling and Teaching Elders – Pages 10-11
- 10:50 a.m. Installation of 2026 Presbytery Moderator
- 10:55 a.m. STRETCH BREAK
- 11:00 a.m. Committee on Ministry – TE Patrick Pettit & TE Jonathan Bunker – Pages 12-21
Introduction of retired teaching elders Alan Adams and Susan Ennis – Pages 14-17
Recommend Revised Salary Policy – Pages 18-21
Recommend Administrative Commission to Mt. Olive Church – Page 13
- 11:20 a.m. Committee on Education and Resources – TE Rae Watson – Page 22
- 11:25 a.m. Education Time – Breakout Rooms
- 11:55 a.m. Committee on Church Vitality and Transformation – TE Jaci Smith Patman – Page 23
- 12:10 p.m. Committee on Nominations – TE David Witt – Page 24
- 12:15 p.m. Committee on Preparation for Ministry – TE John Bethard – Page 25
Exam Readers Needed
- 12:20 p.m. Anticipated Adjournment



STATED CLERK REPORT

I. FOR INFORMATION:

- A. See page 26 for information only reports from the following committees: Mission and Outreach, New Congregational Development, and Coordinating and Planning (Commission).
- B. PJC Reserve List. The roster of former members of the Permanent Judicial Commission (PJC) who may be called when necessary to constitute a quorum (see Book of Order D-3.0602b):
- Class of 2025: Kathy Baker (RE) and Bruce Patterson (RE)
 - Class of 2023: Ann Massie (RE) and Karen Thatcher (RE)
 - Class of 2021: William Everhart (TE) and Andy Sale (TE)
 - Class of 2019: John Peterson (TE) and Beth Smith (RE)
 - Class of 2017: David Howard (TE) and Creigh Deeds (RE)

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 November 15, 2025, Presbytery Meeting as distributed.
- C. The Bunker Hill congregation requests the approval of their application to the Presbyterian Investment and Loan Program (PILP) of \$100,000 for sanctuary ceiling replacement and all that it entails; and for the Presbytery to authorize the General Presbyter to co-sign the loan on behalf of the Presbytery. The Session has done their due diligence in thoroughly filling out the application and shown that they are fiscally responsible for the project.
- D. That Presbytery receive the financial summary for the year ending December 31, 2025, as found on pages 7-8.
- E. That Presbytery receive the financial review for the year ending December 31, 2025, as found on page 9.
- F. It is the policy of Shenandoah Presbytery to allow resident retired minister members who for good reason decide that they will not be participating in the Presbytery's voting for the year to remove themselves from the need to attend and the need to be counted in the Stated Clerk's recommendation for balancing minister/elder voting.

While the Presbytery strongly encourages participation in the full life of the Presbytery, the following have by signed request asked to be automatically excused from Presbytery meetings for the year 2026 indicating they will not be voting and will be "inactive participants" for Presbytery business: (If you are a resident retired minister member of Presbytery and did NOT sign such a form for 2026, you are counted and expected to attend Presbytery.)

Roxanna Atwood
William Cox
Horace Douty
William Klein
Dan McCoig
Jack Wilkers

Joseph Brandon
Richard Dietrich
Merle Fisher
John Lown
C. Thomas Rhyne

Malcolm Brownlee
Patricia Donohoe
Deborah Klein
William Lowrance
Randall Tremba

- G. Membership and Attendance Balance. Each year the Stated Clerk is required to recommend to Presbytery a way of balancing the representation of ruling elders and ministers (Manual 5.2.2.). The following is the analysis for 2025 (for ministers as of 12/31/25 and church membership as of 12/31/2024

TEACHING ELDERS:

Total Enrollment of Teaching Elders, 12/31/2025 135

Active Participants

Installed Pastors 31
 Covenant, Transitional, and Supply Pastors..... 20
 Serving in other validated ministries..... 11
 Parish Associates 1
 Members at Large 5
 Resident Retired (not inactive or infirm) 27
Total Active Participants..... 95

Non-participants for 2026

Resident Retired requesting to be inactive 16
 Resident Retired who are infirm 4
 Retired living outside the bounds of presbytery..... 20
Total Non-Participants 40

TOTAL TEACHING ELDERS PARTICIPATION 95

RULING ELDERS: (12/31/2024)

Ninety-three congregations send one ruling elder..... 93
 Three congregations send two ruling elders: Covenant, Opequon, Winchester 1st..... 6
 Commissioned Ruling Elders for Particular Pastoral Services 12
 Certified Christian Educators serving 0
 Presbytery staff 1
 Ruling elders serving on Coordinating and Planning Commission..... 3
TOTAL POTENTIAL RULING ELDERS PARTICIPATION 115

CONCLUSION: No imbalance exists for 2026

- H. On behalf of the Coordinating and Planning Commission, I recommend approval of the following Presbytery Manual revisions for the Committee on Ministry and the Committee on Preparation for Ministry:

4.2.3. Committee on Ministry

4.2.3.1. Membership:

Fifteen, in three classes of five, with representation from across the Presbytery. In addition, every effort should be made to maintain parity between teaching and ruling elders.

4.2.3.2. Responsibilities and Authority of the Committee on Ministry:

- A. Consider requests for exemption that ruling elders and deacons be elected for limited terms of active service (G-2.0404)
- B. Act upon the examinations of those called to pastoral positions in Shenandoah Presbytery.
- C. Welcome teaching elders into membership in the Presbytery and present those teaching elders to the Presbytery. (G-3.0306)
- D. Visit regularly and consult with each teaching elder of the Presbytery.
- E. Visit with each session of the Presbytery on a regular basis.

4.2.3.3 Organization:

- A. The committee shall have a chairperson and vice-chairperson elected by Presbytery.
- B. In fulfilling its responsibilities, the committee ordinarily shall organize itself in the following manner:

Administration Committee

1. Membership: A convener and additional members appointed annually by the chairperson of the Committee on Ministry.
2. Duties:
 - a. Oversee the creation, review and dissemination of forms and policies deemed necessary by the Committee on Ministry.
 - b. Review the contracts of pastors in Temporary Relationships and recommend action to the full committee.
 - c. Review and report to Presbytery annually salaries and other benefits being received by ministers and directors of Christian education of Presbytery.
 - d. Recommend to Presbytery minimum salary standards and changes therein as needed for teaching elders.

Pastoral Transition Committee

1. Membership: A convener and additional members appointed annually by the chairperson of the Committee on Ministry.
2. Duties:
 - a. Recommend the dissolution of pastoral relationships in cases where the congregation and pastor concur, and the dismissal of teaching elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the Presbytery
 - b. Recommend the approval of pastoral calls and contracts for pastoral services.
 - c. Recommend approval of all commissions to ordain and/or install.
 - d. Recommend moderators for session of churches in transition (G- 3.0104 and G-3.0201).
 - e. Assign liaisons for all churches seeking pastors, for those seeking additional pastors, and for all churches whose time of transition includes new models for temporary pastoral services (G-2.0504).
 - f. Recommend to sessions persons suitable for temporary pastoral relationships, including teaching elders, candidates, and ruling elders.
 - g. Facilitate and support transitional studies (such as CAT or Conversations) in congregations in pastoral transition.
 - h. Assist and guide pastor nominating committees in their searches for and call of new teaching elders.
 - i. Develop, train, and supervise consultants in conducting transitional studies with congregations in pastoral transition.
 - j. Compile, maintain, and make available to each church in transition a list of approved teaching elders, inquirers or candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-2.0606).
 - k. Maintain an accessible repository of required forms for the use of churches in transition.
 - l. Consider and make recommendations regarding any requests under the provision of G-2.0504c regarding whether a teaching elder in a temporary pastoral relationship or an associate pastor is eligible to serve as the next installed pastor, co-pastor, or associate pastor.
 - m. Maintain a current list of teaching elders who have received training in interim ministry.

Ministerial Relations Committee

1. Membership: A convener and additional members appointed annually by the chairperson of the Committee on Ministry.
2. Duties:
 - a. Counsel teaching elders and churches when conflict or dissension has arisen.
 - b. Receive a report from the Stated Clerk determining the teaching elder members of Presbytery as specified in (G-2.0503), reporting to Presbytery before December 31 of each year and recommending to Presbytery any appropriate actions required by the above provisions and (G-3.0307).
 - c. Review annually sessional records according to G-3.0108 and recommend action to redress whatever a church has done contrary to order.
 - d. Assist teaching elders and/or their families in retirement and crisis situations to draw on all available resources, such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
 - e. Receive requests for a teaching elder and/or certified Christian educator's Retirement; and plan an appropriate recognition at a Presbytery meeting.
 - f. Coordinate the annual Necrology and written memorials for teaching elders.
 - g. Plan and implement the orientation for teaching elders new to Shenandoah Presbytery.
 - h. Recommend initiatives to enhance wellness
 - i. Appoint 'Colleagues in Ministry' for each teaching elder who is new to Shenandoah Presbytery
 - j. Review and recommend to Presbytery action when a particular church requests permission to sell, mortgage, lease, or otherwise encumber any of its real property or to acquire real property subject to encumbrance or condition.
 - k. Oversee, administer, and encourage teaching elders to seek professional development assistance from scholarship funds, the West Virginia Grant Fund, and the Strong Minister's Fund.

Commissioned Ruling Elder Oversight Committee (CRE)

1. Membership: A convener and additional members appointed annually by the chairperson of the Committee on Ministry, to include at least two teaching elders, two ruling elders and one Commissioned Ruling Elder. The Oversight Committee shall include at least one member of the Committee on Ministry and one member of the Committee on Preparation for Ministry.
2. Duties:
 - a. Supervise the spiritual growth of the candidates, including continuing education opportunities.
 - b. Consult with the Pastoral Transition subcommittee regarding placement of CRE candidates.

Committee on Examination

1. Membership: A convener and additional members appointed by the chairperson of the Committee on Ministry.
2. Duties:
 - a. Conduct examinations of all Presbyterian teaching elders {and ministers from other reformed bodies that hold to a Presbyterian form of government (G-2.0505)} who are seeking to receive a call in Shenandoah Presbytery or just seeking to transfer into Shenandoah Presbytery. Candidates shall be examined according to the Book of Order. (G-2.0702).
 - b. Conduct examinations of ordained ministers of other denominations who desire to become Presbyterian pastors and seek to receive a call in Shenandoah Presbytery, or to work as temporary pastors, according to procedures contained in the policies and procedures of the Committee on Ministry.

- c. Conduct examinations of other individuals who desire to work as temporary pastors in Shenandoah Presbytery, according to procedures contained in the policies and procedures of the Committee on Ministry.
- d. Report to Committee on Ministry concerning examinations. If the Committee on Examinations has concern about the candidate, then the candidate will be brought to the Committee on Ministry for additional examination. The final approval of the examination can only be given by the Committee on Ministry.
- e. Participate in the examination of candidates for ministry convened by the Committee on Preparation for Ministry.

Committee on Preparation for Ministry (CPM) (Numbering to be determined)

Purpose: As a commission of Shenandoah Presbytery, the CPM guides and nurtures people in preparation for ministry, including inquirers and candidates for ordination as ministers of the Words and Sacraments (G-2.06), or certification as commissioned ruling elders (G-2.1002) or Christian educators (G-2.1103). CPM selects readers to evaluate the ordination examinations approved by the General Assembly (G-3.0302b). And with the Committee on Ministry (COM), CPM approves the first calls for and examines candidates for ordination as ministers of the Word and Sacrament (G-2.0702). CPM provides a representative to the Commissioned Ruling Elder Oversight Subcommittee of COM.

	Actual Twelve Months December 31, 2025	2025 Twelve Month Budget	Remaining Budgeted Funds	% Used
Resources Provided by:				
		\$ (447,149.15)		
Acceptances from Congregations	\$ 431,465.70	\$ 508,053.78	\$ 76,588.08	85%
Sup Corp - Operating Endowment	\$ 114,800.00	\$ 114,800.00	\$ -	100%
Sup Corp - sale of 1111 N Main St	\$ 23,200.00	\$ 23,200.00	\$ -	100%
Total	\$ 569,465.70	\$ 646,053.78	\$ 76,588.08	
Resources Used for:				
Church Vitality & Transformation CCVT	\$ 230.38	\$ 1,000.00	\$ 769.62	23%
Educational Resources CER	\$ 254.84	\$ 9,500.00	\$ 9,245.16	3%
Mission and Outreach CMO	\$ 10,909.00	\$ 13,300.00	\$ 2,391.00	82%
Presbytery Administration CPA				
GA - Per Capita	\$ 96,129.12	\$ 96,129.12	\$ -	100%
Synod - Per Capita	\$ 10,198.20	\$ 10,198.20	\$ -	100%
GA - Shared Mission Support	\$ 4,000.00	\$ 4,000.00	\$ -	100%
Synod - Shared Mission Support	\$ 200.00	\$ 200.00	\$ -	100%
Total to GA and Synod	\$ 110,527.32	\$ 110,527.32	\$ -	100%
Occupancy	\$ 38,699.39	\$ 34,950.00	\$ (3,749.39)	111%
Office Expenses	\$ 24,236.96	\$ 29,000.00	\$ 4,763.04	84%
Presbytery	\$ 1,326.16	\$ 3,500.00	\$ 2,173.84	38%
Personnel Expenses	\$ 430,306.49	\$ 431,726.46	\$ 1,419.97	100%
Total CPA	\$ 494,569.00	\$ 499,176.46	\$ 4,607.46	99%
Preparation for Ministry CPM	\$ 930.46	\$ 1,000.00	\$ 69.54	93%
Cmte on Ministry COM	\$ 4,542.48	\$ 6,550.00	\$ 2,007.52	69%
New Congregational Development CNCD	\$ 5,000.00	\$ 5,000.00	\$ -	100%
Total	\$ 626,963.48	\$ 646,053.78	\$ 19,090.30	97%
	\$ (57,497.78)	\$ -		
	\$ 6,838.33	collected after 2025 closed		
	\$ (50,659.45)			

Restricted Net Assets as of December 31, 2025	
Cmte on Church Vitality & Trans	
Innovations in Worship Grant	5,355.26
Total Cmte on Church Vitality & Trans	5,355.26
Cmte on Educational Resources	
Campus Ministry - Ukirk	11,471.36
Blue Funds	14,958.89
Brown & Hogshead	1,077.00
Thomas & Martha Grafton	723.00
Harry S McClung	5,032.16
Peacemaking ShenPres 2025	17,770.33
Women in Community(SacremeLife)	3,553.68
Total Cmte on Educational Resources	54,586.42
Cmte on Mission & Outreach	
Baja Mission Trip	
2026 Baja Mission Trip	14,609.89
Total Baja Mission Trip	14,609.89
Hunger - Cents-Ability	
2025 cents ability	21,241.98
Total Hunger - Cents-Ability	21,241.98
Moffett Grant	44,874.40
Partnership Committee	
ESL - Project Funds	5,815.14
Female Seminary Student scholar	8,804.88
iCARE Gore Home	
iCARE - 2025 Discretionary	5,604.01
iCARE - 2025 Sponsorship	5,038.66
Total iCARE Gore Home	10,642.67
Ketta Congregation Ethiopia	1,750.00
Metu Congregation in Ethiopia	2,250.00
Total Partnership Committee	29,262.69
Partnership Discretionary	1,227.59
Total Cmte on Mission & Outreach	111,216.55
Cmte on New CongregationalDevel	
2026 CNCD grant to CommunityCup	61,500.00
Total Cmte on New CongregationalDevel	61,500.00
Cmte on Prep for Ministry	
CPM Discretionary	599.87
Res for Educ of Candidate	2,000.00
Total Cmte on Prep for Ministry	2,599.87
Cmte on Presbytery Administrati	
2026 Rent	21,600.00
2026 Pledge paid in 2025	7,550.88
Union PC closing	-5,396.06
2025 Legal Fees	70,133.41
Circleville/Seneca Rocks Manse	36,873.52
Presbytery Training Resources	3,625.33
Continuing Education	
Cont Ed 2026 - Assoc GP	-130.00
Cont Ed 2025 - Support Staff	1,000.00
Cont Ed 2025 - GP/SC	2,295.00
Cont Ed 2024 - Support Staff	684.34
Cont Ed 2024 - GP/SC	2,057.77
Cont Ed 2023 - GP/SC	2,486.06
Total Continuing Education	8,393.17
G.P. Discretionary Acct	4,060.36
2025 Investment Interest	271.10
Total Cmte on Presbytery Administrati	147,111.71
Cmte on Ministry COM	
2026 27 COM BoardOPension grant	35,000.00
2025 Background Checks	-49.50
Boundary Training	3,356.02
CRE Support Fund	26,072.12
COM Discretionary	10,071.81
McClung - CAT WALK Training	3,820.36
Mediation and Conflict Training	5,563.25
Strong Ministers' Program	1,698.85
2025 Strong Ministers Program	142,810.61
The Oasis (Ramkey) Project	30,681.39
Total Cmte on Ministry COM	259,024.91
TOTAL	641,394.72

We conducted a financial review of the 2025 books of the Shenandoah Presbytery on January 28, 2026.

We were impressed by the organization of the records which allowed us to verify proper reconciliation of credits and debits. All records were found to be properly documented.


Denise Rouse


Sara Holben

2025 NECROLOGY REPORT

Augusta Stone	Boyd Helmick Shirley Moran
Ben Salem	Joyce Imogene Vest Milton "Ted" MacDonald Vest, Jr.
Bethany	Diane Forsythe Grant
Buckton	Gary Eaton Wes Keplinger
Buffalo Gap	Erma Burns
Bunker Hill	Stanley Wilke
Charles Town	John "J. P." Burns Jack Huyett Laurence Lloyd
Clear Brook	Julie Baker
Covenant	Betty Bonham Earl Chittum Lou Dolive Richard Esther Mary Huppuch David Stahl
Elk Branch	Elizabeth "Betty" Snyder Lowe
Franklin	Thomas Reon Kline Mary Lea McCoy
Front Royal	Elisabeth "Betty" Eagleson John Huff
Hebron	Jon Arneson Nancy Cook Rayburn Harris, Sr.
Hedgesville	Nancy Burt Saville Houck
Hot Springs	Bobby Fry Eleanor "Cookie" Fry
Lexington	Mimi Elrod Tom Goodale
Moorefield	Renick Williams
Mossy Creek	Don Evers
Mt. Hope	Hazel Hewitt Morrell
Mt. Horeb	George Bailey
Mt. Storm	Irene Hawk
Olivet	Charles "Sonny" Masincup Phil Phillips Buck Robinson
Opequon	Curtis John Budny Eleanor "Ellie" Bush Cammer William Glenn Heavner Paula Austin McNichols Lance John Pearce

Oxford	Mildred Hotinger Huffman David Edward Yawars
Petersburg	Darlene Hogbin Pallavicini Mary Franklin Van Meter
Rocky Spring	Thomas Duquette
Romney	Mary Catherine Glenn Pamela Jo Eversole-Kizer
Ruddle	Kathryn Ruddle
Shepherdstown	Nancy Wilson
Slanesville	Ormond Hyers
Staunton First	Dr. James Cooke Stephany Morgan
Staunton Third	Johnnie Anderson
Tinkling Spring	Paul Dana Bernice Glenn William McElroy Glenn Siron
Tomahawk	Roland Ganano Ilene Smith Frank Stilwell
Warrenton	Thomas Linwood May
Waynesboro First	Mitch Lawrence
Westminster	Charles Harold Baker, Jr.
Winchester First	Donna Dick Louise Nelson
Woodstock	Loretta Lantz Margaret Nelson Kevin Quinlan

Teaching Elders:

Howard Boswell, Jr.
Steve Cathcart

COMMITTEE ON MINISTRY (COM)

I. ACTIONS TAKEN:

- A. Sustained the examination of Retired Teaching Elder Alan Adams and enrolled him as a member of Shenandoah Presbytery effective February 12, 2026. (See pages 14-15 for bio and faith statement.)
- B. Sustained the examination of Retired Teaching Elder Susan Ennis and enrolled her as a member of Shenandoah Presbytery effective February 12, 2026. (See pages 16-17 for bio and faith statement.)
- C. Dissolved the pastoral relationship between the Staunton Second Church and Teaching Elder Evan Smith effective March 1, 2026, pending congregational approval on February 22.
- D. Sustained the examination of Teaching Elder Evan Smith who has received a call to Winchester First Church.
- E. Approved the following terms of call between Winchester First Church and Teaching Elder Evan Smith beginning March 2, 2026:
- | | |
|--------------------------|----------|
| Annual Cash Salary | \$38,000 |
| Personally Owned Housing | 70,000 |
| Automobile Expense | 1,200 |
| Books and Subscriptions | 500 |
| Continuing Education | 2,500 |
| Major Medical | 41,100 |
| Pension and Disability | 10,800 |
| SECA | 8,262 |
- Moving expenses to the field as negotiated.
Four weeks annual paid vacation, including four Sundays.
Two weeks annual study leave with pay, including two Sundays. Funds and leave time may be accumulated up to and including three years with agreement of the Session.
Minimum of twelve weeks paid family medical leave per Book of Order G-2.0804.
- In the event of your total disability or death, your beneficiary shall receive the current housing allowance for six months and will receive a sum equivalent to your salary for three months.
- A sabbatical at the end of six years as outlined in the Shenandoah Presbytery Sabbatical Policy. The church shall budget from the first year of service, money that can be accrued for the use of the session in meeting any additional expenses required to provide alternative leadership for the church during the Sabbatical.
The annual amount will be (minimum \$500) \$500
- F. Dissolved the pastoral relationship between the Staunton Third Church and Teaching Elder Jacob Singleton effective February 22, 2026, pending congregational approval on February 15.
- G. Approved transferring Jacob Singleton to Great Atlanta Presbytery upon request.
- H. Dissolved the pastoral relationship between Winchester First and Amanda Thomas effective January 29, 2026. (Congregational meeting held January 11)
- I. Approved the following ministry discernment profiles: Front Royal and Warrenton churches
- J. Approved the Commission to Install Teaching Elder Rebecca Lister at Cooks Creek Church May 31, 3:00 p.m.
- K. Approved the transfer of Teaching Elder Dwight McCormick to the Presbytery of Northern New England effective November 10, 2025.
- L. Renewed the following contracts:
- Bunker Hill & Covenant Pastor Tom Forbes through December 31, 2028
 - Hebron & Temporary Pastor Henry Scoggins through July 31, 2026

- Pines Chapel & Derek Almarode through September 30, 2026
- Slanesville & CRE Michele Elliott through December 31, 2026
- Smyrna & Covenant Pastor Rachel Hamburger through December 31, 2026
- Tinkling Spring & Transitional Pastor Brint Pratt Keyes through January 31, 2027
- Waynesboro First & Covenant Pastor Samantha Coggins through December 31, 2026
- Westminster & Covenant Pastor April Cranford through December 31, 2026

- M. Approved the following new contracts:
Finley Memorial and Covenant Pastor Tommy Carrico through December 31, 2026
- N. Approved the following compensation review:
Staunton First & Transitional Pastor Jeff Binder
- O. Excused the following sessions who have requested a waiver for elder rotation in 2026: Buena Vista, Burnt, Elkton and New Providence.

II. RECOMMENDATIONS:

- A. That Presbytery approve the revised Salary Policy as found on pages 18-21.
- B. That Presbytery approve the formation of an Administrative Commission to Mt. Olive Church.

ALAN G. ADAMS
BIOGRAPHICAL SKETCH

I am a native of Norwich, Connecticut and a Honorably Retired ordained Minister in the PC (USA). In 2018 I retired after fourteen years of service as the Executive Presbyter of Beaver-Butler Presbytery in Western Pennsylvania. Most of my work in the church has been in conflicted situations. Prior to my service as an executive presbyter, I served as Pastor of Strathmoor Presbyterian Church in Louisville, Kentucky for eight years.

After my retirement, I served as temporary pastor of First Presbyterian church in Arcadia, Florida for 1 1/2 years, then as Worship Leader of Burnt Store Presbyterian Church in Punta Gorda, FL for one year; as they awaited the arrival of their new pastor. For the last four years I have been serving Spring Creek Presbyterian Church in Renick, West Virginia for two to four months every summer while their pastor serves a remote church in Alaska. I have regularly filled in for pastors as the need has arisen. I have participated in the life of my Presbytery by being on call, as needed, and chairing an Administrative Commission.

I received my bachelor's degree from Missouri Valley College (77) and a Master of Divinity from Louisville Presbyterian Theological Seminary (96). I finished the classes for my Doctor of Ministry at Pittsburg Theological Seminary but never submitted a dissertation.

I am a second career pastor. I was ordained on August 18, 1996. Prior to my ministerial studies and calling to the ministry in the Presbyterian Church, I was an entrepreneur in Connecticut.

My wife, Carla, and I have been married 50 years and have two grown children, Joel and Abby, a daughter-in-law, Yukari; three grandsons, Soren, Gauge and Amos, and two granddaughters, Echo and Aio. We recently moved to Lexington, officially January 1, 2026, to be near our son and grandchildren.

ALAN G. ADAMS
STATEMENT OF FAITH

I believe in the triune God. I believe that we have been created by God, that God has not abandoned creation, that God has a purpose for creation, and that God's purpose for our lives has been made known to us through the Holy Scriptures. I believe that in life and in death we belong to God. (BSF)

In believe the Holy Scriptures are God's self-disclosure given through finite humans. It is through the Scriptures that we meet Jesus Christ, learn of God's people and discover God's love for creation. With the Scripture as my authority, I believe the following:

I believe in one God who is sovereign and merciful. I believe that God desires a relationship with humanity but that humanity has continually turned away from God. In spite of our sinfulness and rejection of God, God loves us unconditionally and desires love from us. As an act of great mercy, God refused to abandon creation and sent Jesus Christ to live with and among us as an example of true love.

I believe in one Lord Jesus Christ, God incarnate, who was born of a virgin and lived among us. Through the birth, life, ministry, death and resurrection of Jesus Christ, God's love for creation has been fully

revealed to us. Jesus gave up his life so that we might be saved from sin and death. Jesus rose from the tomb so that we might believe in the saving power of God's love. After his resurrection, Jesus walked and taught and broke bread with his disciples until he ascended into heaven. Death is no longer to be feared, for out of God's great mercy we have been reconciled to God through Jesus Christ!

I believe in the Holy Spirit who speaks to us through the Scriptures, through prayer, through the Church and through one another. By God's work through the Holy Spirit we are equipped and called into the work of ministry to witness to the presence of God in and to the world. Through the Holy Spirit our hearts and minds are open to hear and understand God's truth as spoken through the witness and testimony of Scripture.

I believe that the Church is a manifestation of God's faithfulness to us and that the church is a community of believers, who are the body of Christ, and over which Christ rules.

I believe that we are welcomed into the body of Christ in baptism, the sign and seal of God's grace and covenant in Christ. In baptism we are called to faithfulness, repentance and discipleship. In baptism we enter into a covenant with God and between ourselves, one to another.

I believe that the celebration of the Lord's Supper is a sign and seal of our communion with Christ. At the table we are called to be reconciled with God and one another. Placing aside all our differences we join together in God's Spirit to worship and serve God with renewed love.

SUSAN L. ENNIS
BIOGRAPHICAL SKETCH

I am Rev. Susan Ennis, better known as Susi. I am the oldest of 4 children with 3 younger brothers. I am also the mother of two children, Traci and Scott; and the grandmother of two grandsons, William and Clark.

I grew up in Fairfax County Virginia and graduated from Radford University with a bachelor's degree in German and minored in Latin with a teaching endorsement.

As a child I attended a Methodist church and participated in Sunday school and Vacation Bible school and the like. I remember memorizing Bible verses so I could get stars on the classroom chart. Later in my tween and teen years participation in church became an occasional thing. I would go to youth group with good friends, but there was no regular attendance.

Early in my first weeks at Radford I made a poor decision that placed me in a potentially dangerous situation. This would be the catalyst for my return to the church. I began worshipping at The United Campus Chapel of Radford, a joint ministry between the Presbyterian and Episcopal churches. By winter break I was a regular and involved in many of the activities of the chapel. This involvement reminded me of the things I had learned as a child and helped me to grow and learn in Christ.

After graduation I was invited to worship at a Presbyterian church where I jumped in to activities. I was invited to take on leadership roles such as Sunday school teacher where I was the one awarding stars for the chart. As a ruling elder, I lead the Christian Education committee. I moderated the Presbyterian women. I continued to grow in God and took on additional leadership opportunities. I served as elder commissioner to National Capital Presbytery.

Discernment led me to apply to the Master of Divinity program at Wesley Theological Seminary in Washington DC. As part of my field work I landed at First Presbyterian church in Annandale Virginia. It was an amazing experience as the head pastor was not reluctant to stretch me and to allow me to learn just what gifts for ministry needed to be expanded. When field work was complete, I was asked to stay on staff as the Assistant to the Pastor, a role that I held for 4 years. It was there that I learned about organizing youth mission trips.

I was ordained November 13, 2011, and accepted my first call to First Presbyterian Church in Poplar Montana. As the solo pastor in the northeast corner of Montana, on an Indian reservation, I did all of the ministry things that a solo pastor in a rural setting does. I also learned much about the life of presbytery. Yellowstone Presbytery while geographically large, has but 22 churches so elders and pastors there hold many roles. I served on the Cabinet, COM, and led two administrative commissions.

In 2020 I realized that despite my love for Montana, I was missing regular contact with family and chose to return to Virginia. I accepted a call to First Presbyterian Church in Covington. I was there for 5 years until my retirement this past June. While in Covington I was active in the community with pastors across denominations and I was active in Peaks Presbytery.

I moved to Winchester to be closer to my family, particularly the grandsons in Sterling. I chose Winchester because I was not interested in getting into the craziness of living closer in to Northern Virginia.

I look forward to becoming an active member of Shenandoah Presbytery.

SUSAN L. ENNIS
STATEMENT OF FAITH

I believe in the Triune God, who is one God and yet three distinct persons. The Triune God is a holy mystery. This Triune God wishes to be in relationship with the humanity which God created.

I believe in the sovereign God who created the universe, making all things seen and unseen. As God created everything, God declared it good. I believe that God's will determines what will be.

I believe that there is nothing I need to do in order to experience grace and receive eternal life other than to believe in and to trust in God. I do not earn God's love, it is poured out upon all people, even those who do not believe.

I believe that Jesus Christ is the human manifestation of God and the second member of the Trinity. Christ was present with God from the beginning at creation has been and is and will be present in all things. Christ's work on earth was to bring the Word of God alive for people.

Following Jesus' death through crucifixion, he was buried in a tomb. From this tomb, Jesus rose from death to show the world that God has the ultimate authority over death. I trust that it is through this Resurrection that Jesus Christ brings us God's gift of eternal life. It is through the Resurrection that believers experience forgiveness and cleansing from sin.

Sin is that which separates us from God. Jesus teaches us that we are forgiven and freed from the results of our sin when we humbly approach God, confessing what we have done or left undone. This is why Jesus allowed himself to be taken to death upon the cross.

I believe that as Scripture says, in God's time Christ will come again to this world to bring about the fullness of God's kingdom. Christ's work in the world overcomes evil. I do not believe that God causes evil but that God overcomes evil. It is trust in the Triune God that helps all to endure walk through the trials and tribulations of life and the effects of evil.

I believe in the Holy Spirit, third member of the Trinity. The Holy Spirit helps all of humanity see and know God. The Holy Spirit is not to be subordinated to God but to be considered as an equal with Christ as a member of the Trinity. The Holy Spirit makes it possible to live a life in relationship with God and Christ. It is the Holy Spirit that guides us to see where God is leading.

I believe in the authority of Holy Scripture as God's Word to humanity. Through Scripture humanity understands the Triune God. We read and study Scripture that we might understand our faith as we experience God, Christ, and the Holy Spirit. Through Scripture God reveals God's self.

All people have been created in the image of God. Each person is a beloved child of God, even those who seem to have turned themselves from God. Because of this each person is worthy of life and worthy of love. I believe that God's people are called to show this love and worthiness to all.

As God's people, we are called to respond through the Sacraments of the church; Baptism and the Lord's Supper. Through baptism we receive the gift of grace from God. Through Baptism we are bound together with God and with others in the family of God.

When we gather at the Lord's Table, we remember that God loves us and that Jesus died for us. Just as Jesus shared bread and wine with his disciples and told them that they were to use these common meal elements in remembrance of him; we gather around the table to do the same.

I believe that people are to be in relationship with each other; a relationship of faith, love, hope and reconciliation. We are called into communities of faith called the church. Both Matthew's and Mark's Gospels tell us that the church is to go into the world, spreading the word of God's love and making disciples of all. As we go about this work we are to keep in mind Christ's command to love all people as ourselves. In doing so we care for God's people, ensuring that they are afforded all respect and dignity as God desires for each of us.

SHENANDOAH PRESBYTERY SALARY POLICY
FOR INSTALLED POSITIONS AND CERTIFIED CHRISTIAN EDUCATORS

Approved by Presbytery February 11, 2017
Revised by Presbytery August 24, 2019
Revised by Presbytery August 22, 2020
Revised by Presbytery February 25, 2025
Revised by Presbytery February 28, 2026

The purpose of this salary policy is to assist pastor nominating committees (PNC) and sessions in negotiating salaries for contracts and terms of call for both installed pastoral positions and Certified Christian Educators.~~the Covenant Agreement/Terms of Call between~~ A pastor nominee and the PNC ~~and~~ will complete the pastoral call form in accordance with these minimum compensation standards . Contracts between Certified Christian Educators and the session shall adhere to the same minimum compensation standards. Resources used to prepare this policy includes the *Book of Order, Understanding Effective Salary* (published by Board of Pensions), IRS regulations, and policies established by the Shenandoah Presbytery.

Terms of call are prepared as a part of the pastoral calling agreement with a new pastor and as part of an annual review of the terms of call. A PNC negotiates the Terms of Call with a pastor nominee. Once terms are mutually agreed upon, the pastoral call form is completed and submitted to the Committee on Ministry (COM) for review.

All terms of call between churches and pastors or associate pastors, and contracts or covenant agreements between churches and Certified Christian Educators, in the Shenandoah Presbytery shall include the requirement that the financial terms of call be reviewed annually by the congregation. *“The session shall review annually the minister's terms of call...”* (*Book of Order, G-2.0804*). The terms of call includes compensation paid to the pastor, reimbursable expenses and allowances necessary to carry out the responsibilities of the position, required benefits, as well as vacation and/or other leave. Contracts or covenant agreements between churches and Certified Christian Educators shall follow the same guidelines for minimum effective salaries. The guidelines will describe each of these categories.

Personal Compensation

The Book of Order provides for the presbytery to have the authority to *“establish minimum compensation standards for pastoral calls”* (G-3.0303c). In accordance with this mandate, and encompassing both Board of Pensions calculations and IRS calculations in relation to clergy compensation, the Shenandoah Presbytery, on February 25, 2025, established new minimum effective salary as follows:

Minimum effective salary	Hours per week
\$52,000	40
\$39,000	30
\$26,000	20
\$13,000	10

Calculations for manse value as well as BOP and IRS allowances to be negotiated in the Terms of Call.

Presbytery recommends that the following factors be considered in determining equitable compensation above the minimum:

- Education
- Experience
- Size of congregation served
- Any special needs and exceptional expenses
- Cost of living in the area

“Effective salary”, as defined by the Board of Pensions, is “Any compensation received during a Plan Year, *including*, but not limited to, any sums paid as a housing (including utilities and furnishings) allowance”. Please refer to the guide *Understanding Effective Salary* <http://www.pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pln-103.pdf> published by the Board of Pensions for more definitive information.

There are two allowances related to housing which are included as part of effective salary:

- *Use of a manse*: When a manse is provided, a utilities and furnishings and appurtenances allowance (to the extent these are paid for by the teaching elder). IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the teaching elder’s compensation package.
- *Provision for personally-owned housing*: The housing allowance includes either the lesser of the actual cost to maintain a home, including mortgage payments, utilities, and furnishings, and appurtenances, or fair rental value for personally owned housing plus utilities, furnishings, and appurtenances.

As defined by the IRS, a “housing allowance” includes: Rental value of both the house and its furnishings, utilities, annual purchases of furnishing, taxes, interest, etc., virtually every household expense except food and maid service. This regulation applies whether or not a manse is provided. The Pastoral Call Worksheet provides very definitive guidance in determining how the Board of Pensions defines housing allowance to be included in total effective salary. The IRS and Board of Pensions differ in their description of housing allowance. (*Refer to IRS publication 517 for income tax requirements related to housing allowance.*)

IRS rules do not allow church educators to claim a housing allowance. Total effective salary would include cash salary, deferred income, SECA contributions above 50%, bonuses, all of which shall meet or exceed the minimum established in this policy.

Other compensation

Deferred income: Deferred income includes a Housing Equity Fund when a teaching elder is required to live in a manse. The Board of Pensions defines an equity allowance as "sums paid or contributed by an employing organization to a deferred compensation plan or other account on behalf of a member residing in a manse to compensate for equity which the member forgoes by not owning his or her own residence." The policy of Shenandoah Presbytery is that a minimum contribution of \$100.00 a month invested in a Housing Equity Fund shall be included in terms of call when a pastor is required to live in a manse. An amount at least equal to the minimum shall be paid on a monthly or quarterly basis by the church treasurer to an account selected by the teaching elder, subject to approval by COM as appropriate. The purpose of a Housing Equity Fund is to enable a pastor who lives in a church provided manse to build equity for future personally owned housing. Please refer to the Housing Equity Fund Policy on the Presbytery web site for more definitive information.

<http://shenpres.org/wp-content/uploads/2019/04/Equity-fund-policy.pdf>

- Other compensation which would be included as a part of deferred income may be annuities, retirement savings accounts, and other annual contributions. Contributions qualifying as deferred income and made by the church on behalf of the teaching elder are part of effective salary under Board of Pensions.
- Additional SECA (above the 50% required) (*optional*)

Reimbursable Expenses and Allowances

Presbytery requires the inclusion of the following in the pastoral call form:

- When the teaching elder owns and maintains an automobile for the performance of professional duties, the church shall provide as a *minimum allowance* an amount equal to that permitted by IRS. Record keeping on mileage is the joint responsibility of the teaching elder and congregation. The minimum amount for this expense is \$1,200 per year.
- Minimum of \$500 per year for business and professional books, and subscriptions. These funds may be accumulated over a period up to three (3) years with approval of session.
- Minimum of \$500.00 per year for continuing education allowance to provide reimbursement to the teaching elder for costs related to professional seminars, classes, etc. Teaching elders shall be granted two weeks' continuing education annually, with the provision that the teaching elder, after consultation with and approval by the session, may accumulate this leave for up to six weeks. Continuing education provides an opportunity for renewal and growth spiritually and professionally for the teaching elder.
- To sustain the Shenandoah Presbytery's Sabbatical Leave Policy, the calling congregation is required to set aside a minimum of \$500 per year to fulfill the Session Responsibilities as detailed in 13.3, line one of the policy: "13.3.- Session Responsibilities: To budget from the first year of service, money that can be accrued for the use of the session in meeting any additional expenses required to provide alternative leadership for the church during the Sabbatical."
- Moving expenses for a teaching elder's household and professional items to the field of a new call is the responsibility of the congregation.

Required Benefits

Terms of call for installed teaching elders "shall include participation in the benefits plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly." (Book of Order G-2.0804)

The PC(USA) requires:

- All terms of call include the provision of Major Medical and Group Life Insurance for every installed teaching elder as available through the Board of Pensions.
- Congregations assume cost of participation of the teaching elder in the pension and disability program through the Board of Pensions.

Certified Christian Educators working 20 or more hours per week are eligible to be covered under one of three medical plans administered by the Board of Pensions. Congregations can, and are encouraged to, cover the full cost for member coverage, at a minimum, but are required to pay at least 50% of the cost of member-only coverage in the High Deductible Health Plan. If a Certified Christian Educator opts for other health insurance coverage, churches are encouraged to offset the out-of-pocket cost for coverage. Certified Christian Educators working 20 or more hours per week shall also be enrolled in the Covenant Package of the Board of Pensions, providing coverage for Pension, Death and Disability Insurance, and other benefits.

The Board of Pensions has an established effective salary basis on which all computations for benefits shall be based when the effective salary is below that amount.

Churches shall reimburse teaching elders for 50% of their total SECA liability. Teaching Elders are considered self-employed for social security tax purposes and come under the Self-Employment Contributions Act (SECA). This reimbursement is not part of Board of Pensions total effective salary. When a church wishes to provide an additional amount over the 50% of SECA liability, that amount is included in Board of Pensions total effective salary and is part of the teaching elder's compensation package. Certified Christian Educators are considered employees of the church by the IRS, and all applicable employment taxes shall be paid by the church and shall not be included in the Total Effective Salary.

Vacation, Leave & Other

It is important for the teaching elder, Certified Christian Educator, session, and the congregation to recognize and respect the need for the ~~teaching elder~~ church leaders to have time away from the responsibilities of ~~pastoral~~ ministerial service. Family vacations and continuing education opportunities give time for renewal of body, mind, and spirit, as well as reflection and relaxation. Terms of call shall include:

- Four weeks annual paid vacation, including four Sundays
- Two weeks annual study leave with pay, including two Sundays. Funds and leave time may be accumulated up to and including three years with agreement of the session.
- Inclusion of opportunity for sabbatical leave at the end of 6 years of service. An amount shall be budgeted annually to enable the session to offset expenses required to provide alternative leadership during the period of the sabbatical.

Shenandoah Presbytery encourages all teaching elders to schedule one day each week as a day off. Sessions and congregations are strongly encouraged to assist the teaching elder in observing this set aside time on a regular basis.

Total Disability or Death

The policy of Shenandoah Presbytery in the case of total disability or death of a teaching elder while serving as an installed pastor stipulates that the congregation continue the salary for a period of three months, and either occupation of the manse or other suitable housing rent free for a period of six months, or a continuation of the housing allowance for six months for personally owned housing. Similar provisions shall be made for Certified Christian Educators.

Distribution of Pastoral Call Form

- Copy of the form completed by PNC, and agreed to by teaching elder, submitted to COM prior to Exam (No information on terms of call are shared with session at this stage unless the negotiated effective salary is over and above the maximum effective salary listed on the MIF.)
- After exam and approval by COM, the terms of call are shared with the congregation and session at the congregational meeting called to present information on the candidate, and to vote to approve the PNC recommendation.
- Following the congregational meeting, the pastoral call form is signed by the moderator of the congregational meeting, as shown on the form, and the original submitted to COM; a copy becomes a part of the official minutes of the meeting; and a copy may be sent to the candidate.

COMMITTEE ON EDUCATIONAL RESOURCES (CER)

Class of 2026: Dr. Joseph Crockett, Rebekah Witt, Rev. Rachel Watson (moderator)

Class of 2027: Rev. Keith Phillips, Denise Rouse, Sheila Palmer

Class of 2028: Dr. Mark Johnson, Suzan Hamill, Colleen Stearns

Ex Officio Member: Rev. Dr. Nancy Meehan Yao

Purpose

Provide education and resources in areas of congregational ministry through the use of specialized teams and Presbytery-wide programs and training events.

For CPC's Records

CER meets monthly to continue the work of the Presbytery through our commitment to providing for Christian education and resources for Christian formation and congregational leadership development. CER did not formally meet in December.

Completed Work

The committee reviewed the calendar for the coming year, noting workshops to be offered by the Presbyterian Foundation and possible webinars/Zoom gatherings provided by the CER. The committee also reviewed the upcoming plans for education hours at the four Presbytery meetings, including topics to be explored and collaborations with other Presbytery committees, including the CCVT.

The Youth Leaders Network, a subcommittee/task force of the CER (chaired by Rebekah Witt), is beginning to explore the possibilities of a Presbytery-wide group of youth attending Triennium in July 2028. Working well in advance will give time to collect all the pertinent information, educate the Presbytery on the value of Triennium, and allow for collaboration across nearby presbyteries.

COMMITTEE ON CHURCH VITALITY AND TRANSFORMATION (CCVT)

Committee Membership: Jeff Binder, Casey Clark, Rachel Crumley, Loren Tate Mitchell, Teri Ott, Punker Robertson, Jaci Smith Patman (Chair), Rob Vaughan; Nancy Meehan Yao, *ex officio*.

Since the November 2025 Presbytery meeting, the CCVT has met twice (1/5/26 and 2/1/26). Consistent with the revised Committee description and responsibilities, as approved by the Presbytery in November, the committee has continued its work to support churches in the following ways:

- Refining a **list of resources** for churches seeking creative and faithful approaches to bring renewed vitality to their churches and ministries, while maximizing both their financial security and their impact.
 - Click here to access the resource list, along with conversation starters shared earlier: <https://shenpres.org/committees/committee-on-church-vitality-and-transformation-ccvt/>
- Creating a **new grant process** to steward the funds of Presbytery's Dudley Trust, which was established "for the support and maintenance of small and needy churches." We are excited to present this opportunity to churches as of this meeting.
 - The application form and grant parameters are available here: <https://shenpres.org/scholarship-grants/> (You will need to scroll down the page until you come to Committee on Congregational Vitality and Transformation.)
- Providing **access to Presbyterian Outlook resources**, thanks to Rev. Teri Ott, Editor/Publisher of the *Presbyterian Outlook*, and member of the CCVT:
 - Download the January 2026 issue that was devoted to Vitality: <https://shenpres.org/wp-content/uploads/sites/81/2026/02/Outlook-Jan-2026.pdf>
 - Current non-subscribers to *Presbyterian Outlook* are invited to consider subscribing to this publication with a first-time subscriber rate, a discount of 86% for the first year – exclusively for ShenPres member churches!: Click here for more info: <https://subscribe.pres-outlook.org/PBO/?f=intro0995NEW&s=I26SHENPBY> Additional help from the presbytery may be available to help with cost for one year.
- Working to offer an educational event for the Presbytery in 2026 that will focus on questions of Vitality and Transformation.
- Being attentive to ways that churches in our Presbytery are already finding new ways to minister within their community, in order to inspire other churches to consider right-sized opportunities that might help them find new vitality and engagement in Christ's name.

The Committee has changed its meeting to the first Wednesday of every month at 11 am.

Please feel free to be in touch with the Committee if you have any questions.

Rev. Jaci Smith Patman, chair -- jsmithpatman.presby@gmail.com

COMMITTEE ON NOMINATIONS

Members: Ann Held, Co-Chair; Paula Osborne; Ann Pettit; David Witt, Co-Chair
Presbytery Staff: Rev. Dr. Nancy Meehan Yao, Associate Presbyter
Rev. Bronwen Boswell, General Presbyter & Stated Clerk

RECOMMENDATION:

That Presbytery approve the following to serve:

Committee on New Congregational Development (CNCD)

Class of 2028 – Mark Dewey, TE, Member-at-Large

Committee on Presbytery Administration (CPA)

Class of 2028 – Kyle Segars, TE, Oxford Church

Permanent Judicial Commission (PJC)

Class of 2031 – Deidre Lenderking, RE, Massanutten Church

Class of 2031 – Deborah Fitzgerald O’Connell, RE, Tinkling Spring

Class of 2031 – Phil Sommer, TE, Retired

COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

Co-Chairs, Pastors Brittney Lane and Tom Forbes + shenprescpm@gmail.com

*“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 Jan. 14, 2026, Shenandoah Presbytery’s CPM has 3 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

Ell Katt Miller (they/them) - Inquirer

First Winchester PC
Undergraduate SNHU (expected graduation Summer 2026)

Sandra Hayslette - Inquirer

Lexington PC
Union Presbyterian Seminary—Charlotte

+ CPM is welcoming the Class of 2028 Erin Skinner, Samantha Coggins, and Mary Dugan. And thank David Howard and Kathy Shue for their service.

CPM is implementing new data security and other 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 are developing improved training systems to ensure our service of excellence continues year after year as committee members come and go.

CPM is working with COM to document the policy and procedures for joint commissions for examination for ordination and joint commissions for the service of ordination.

Kim Shank withdrew from preparation for ministry.

We have welcomed Ell Miller as a new inquirer.

CPM provides 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.

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 is asked to provide four readers total (2TE, 2RE) for reading ordination exams. Reading week for the Spring exams is May 5-9, 2026, and the reporting deadline is March 31, 2026. Please contact John Bethard (TE Charles Town PC, jbethard@ctpres.org) if you are interested.

+Currently serving on CPM:

Class of 2026—Harriet Thompson, Tom Forbes, Brittney Lane
Class of 2027—John Bethard, Mary Lou McMillin, Daniel Ott
Class of 2028—Erin Skinner, Samantha Coggins, Mary Dugan

+CPM currently has no vacancies! Contact the Nominating Committee if you or someone you know might be interested in joining our team in the future.

Information about the CPM Care process can be found here:

https://drive.google.com/drive/folders/1mrmlFBAe2q0fyI23G7C72PcSM_tcDRiy?usp=sharing

FOR INFORMATION ONLY REPORTS

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: April Cranford (Co-Chair), Dave Thalman (Co-Chair), Jim Carpenter, Gwen Carr, Frances Craig, Karen Greenawalt, Sara Holben, Ellen Miller, Robin Owens, Amanda Maquire Thomas, Lee Thomas, Nancy Meehan Yao (ex officio).

Planning has begun for two major mission trips this year. Summerlee Mission is led by a collective of PC(USA) churches in the Shenandoah Presbytery and celebrates its 40th anniversary this year. Mark your calendars to serve in West Virginia, July 12–17, 2026. More details will be shared in April 2026, at which time we will invite participants to begin the registration process. Lewis Christian Community Center asks that all registration information be submitted by June 1, 2026. For questions, please contact John and Brenda Bosserman of Mt. Horeb Presbyterian Church. Learn more at: <https://summerleemission.weebly.com>
Westminster hosted a 2026

Baja Mission is a mission of the Shenandoah Presbytery and celebrates its 25th anniversary this year. Serve with us this summer in Baja Mexico, July 12–18, 2026. Find more details at shenpres.org/baja, including sign-up forms due by April 1 and what to expect for your weeklong mission experience in Mexico. If you have questions, please contact Keith Folsom or Rev. April H. Cranford at bajaleadershipteam@gmail.com. Our next planning meeting is scheduled for February 22, 2026.

Committee on New Congregational Development (CNCD)

CNCD for 2026: Gary Cecil, chair; Chris Hamilton, Treasurer; Rick Hill, CC Liaison; Rachel Hamburg, Secretary; Nancy Meehan Yao, Assoc. General Presbytery

The CNCD has been receiving regular updates from Community Cup and the Program Director, Paul Crumley. Community Cup (CC) is currently in the process of developing committees to direct their ministry efforts; outreach into the community is strong, with about 35 attending evening prayer and devotion and interacting with the ministry. A recent health inspection went well. CC is also applying with United Way for help with fundraising. At the recent Covenant Renewal Meeting in October, CNCD authorized sending CC \$5,000 for Professional Allowance, and \$61,500 for salary/travel/coaching, from funds available for these purposes. It was decided to release the funds in quarterly installments. \$30,000 is also to be given to CC from 1001 New Worshipping Communities funds.

CNCD has been reviewing the resource: Starting New Worshipping Communities: A Process of Discernment.

Gary Cecil encouraged the CNCD to review G-3.0301b as it relates to our work.

Planning for 2026-27 is upcoming, with our next meeting scheduled for January 29, 2026.

A very heartfelt Thank You to Kevin Hay for his years of dedicated leadership. He will be missed.

Coordinating and Planning Commission (CPC)

I. FOR INFORMATION:

- A. The CPC met via Zoom on January 27 and received updates from all committees.
- B. The CPC will meet in-person on March 24 for strategic planning.

II. ACTIONS TAKEN:

- A. Approved recommending Presbytery Manual revisions for the Committee on Ministry and the Committee on Preparation for Ministry to the February 28 Presbytery Meeting. (See Stated Clerk report)
- B. Approved designating the offering taken at the February 28, Presbytery Meeting to Open Doors of Harrisonburg, Virginia.

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.