

HANDBOOK OF REPORTS

for the

209th STATED MEETING

of the

SHENANDOAH PRESBYTERY

Tuesday, May 19, 2026

Charles Town Presbyterian Church

Charles Town, West Virginia

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: MAY 19, 2026, MEETING OF PRESBYTERY

The Presbytery of Shenandoah will meet in stated session on Tuesday May 19, 2026, beginning at 9:30 a.m., at the Charles Town Presbyterian Church in Charles Town, West Virginia.

HANDBOOK: The Handbook of Reports will be available on Presbytery's website - <https://shenpres.org/presbytery-meeting/> 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 worship designated to the *Jefferson County Community Ministries*.

LUNCH: **Lunch registration and pre-payment of \$15 is required.** Please click here <https://shenpres.breezechms.com/form/May19-Lunch> **no later than Wednesday, May 13 at NOON.** Lunch will be pulled pork barbecue with rolls, potato salad, slaw, dessert & beverage. There will be a vegan option. Please make the appropriate lunch choice online during the payment process.

PARKING, DIRECTIONS, & HEADS-UP to 220 E Washington Street, Charles Town, WV 25414

Some Things to be Aware of:

1. Route 340 from the state line to Charles Town is being widened, and there could be delays.
2. The City of Charles Town is improving drainage on Liberty Street. It is possible the road will be closed on our block. We are working with the City to mitigate this possibility, but they may close the street or only allow access to the parking at the beginning, lunch, and end of the meeting. We will have updated information with the release of the supplemental materials.

PARKING

- The entrance to the CTPC parking lot is behind the church on East Liberty Street. You can access this parking lot by turning off of Washington Street, onto North Samuel Street or North Mildred Street and then onto East Liberty Street.
 - As there are a limited number of spaces available in this lot, we ask that it be allocated to those who may have difficulty walking.
- A second parking lot is available approximately one block away at Charles Town Baptist Church. From East Washington Street, turn right onto South Mildred Street and drive one block. Continue for 500 feet and the entrance to the Charles Town Baptist Church is on your right.
- Street parking is also readily available throughout the area.

From I-81

- Take the VA-7E/Berryville exit, Exit 315
- Drive .2mi and turn left onto VA-7E/Berryville Pike
- Drive 8.6 mi and take the US-340 ramp toward Berryville/Charles Town
- Drive .2 mi and take the ramp towards Charles Town
- Turn left onto US-340N. Continue to follow US-340N into West Virginia for 9.6 mi
- At a stoplight, turn left onto US-340-BR/Augustine Avenue. Continue to follow US-340BR for 2.2 mi.
- As you enter Charles Town, you will go straight through the intersection with West Washington Street. Continue one block and turn right onto West Liberty Street
- Drive approximately 4.5 blocks to reach the parking lot of Charles Town Presbyterian Church which will be on your right.

DIRECTIONS CONTINUE ON NEXT PAGE

From WV-9E

- Take the US-340 N ramp toward WV-51 W/Charles Town/Harpers Ferry
- Turn right onto US-340-BR S/WV-51W/East Washington Street
- Drive approximately 1 mile to reach Charles Town Presbyterian Church which will be on your right.

From US-50

- Merge onto VA-37 N via the ramp on the LEFT toward I-81 N/Martinsburg/US-11 N/US-522 N.b
- After 4.2 mi, VA-37 N becomes Martinsburg Pike/US-11 N
- Drive 1.5 mi, and turn right onto Old Charles Town Road
- After 1.4 mi, take a slight left to stay on Old Charles Town Rd
- Drive 6.1 mi and Old Charles Town Rd becomes Hardesty Rd/CR-2.
- After 1.0 mi, Turn slight right onto Summit Point Rd/CR-13. Continue to follow CR-13.
- Drive 7.5 mi, CR-13 becomes West Washington St/WV-51.
- Charles Town Presbyterian Church will be on your left.

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	EPC – Evangelical Presbyterian Church
ARE – Authorized Ruling Elder	GA – General Assembly
CCVT– Committee on Church Vitality & Transformation	IC – Investigating Committee
CER - Committee on Educational Resources	KCC – Key Church Communicator
CMO – Committee on Mission & Outreach	LRT – Listening Response Team
CNCD–Committee on New Congregational Development	MDP – Ministry Discernment Profile
COM – Committee on Ministry	PAM – Presbyterian Association of Musicians
CPA – Committee on Presbytery Administration	PCA – Presbyterian Church in America
CPC – Coordinating and Planning Commission	PCUS – Presbyterian Church in the United States
CPM – Committee on Preparation for Ministry	PCUSA – Presbyterian Church (U.S.A.)
CRE – Commissioned Ruling Elder	PDA – Presbyterian Disaster Assistance
DPRT – Disaster Preparedness Response Team	PDP – Personal Discernment Profile
ECO – A Covenant Order of Evangelical Presbyterians	PJC – Permanent Judicial Commission
EECMY - Ethiopian Evangelical Church Mekane Yesus	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 – Page iv
Welcome by Host Church – Rev. John Bethard
Introduction of Guests and Seating of Corresponding Members
Appointment of Assistant Clerks
Adoption of the Docket
Report of the Stated Clerk – Rev. Bronwen Boswell - Pages 2-8
Report of the Associate General Presbyter – Rev. Dr. Nancy Meehan Yao
Policy Review:
 - Background Check/Mandatory Boundary Training – See pages 9-11
 - [Anti-Racism Statement and Policy](#)
 - [Child, Youth and Vulnerable Adult Protection Policy](#)
 - [Harassment Prevention Policy](#)
 - [Sexual Misconduct policy of the Presbytery](#)
- 10:00 a.m. Worship with Communion
- QR code for online giving to *JCCM*
Jefferson County Community Ministries, started over 30 years ago by churches in Jefferson County, centralizes the helping ministries for the community. JCCM provides housing, food distribution, clothing, daily meals, and other services.
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- 11:00 a.m. Education Time – DESIGNING YOUR MINISTRY
Rev. MaryAnn McKibben Dana
- 12:00 p.m. Committee on Educational Resources – Rev. Rae Watson – Page 12
- 12:05 p.m. Committee on Mission and Outreach – Page 13
- 12:10 p.m. Instructions for lunch and prayer – Rev. John Bethard
- 12:15 p.m. Lunch
- 1:15 p.m. Intercessory Prayers
- 1:25 p.m. Committee on Nominations – Rev. David Witt – Page 14
- 1:30 p.m. Commissioning of General Assembly Commissioners
- 1:35p.m. Coordinating and Planning Commission – Ruling Elder Debra Fitzgerald O’Connell
(Supplemental Report)
- 1:40 p.m. Committee on Ministry – Rev. Patrick Pettit – Pages 15-23
 - 2025 Session Minutes Report – Page 17
 - 2025-2026 Compensation Report – Pages 18-19
 - 2025-2026 Medical Coverage Report – Pages 20-21
 - Bridgewater Church Background/Rationale for calling TE Kathryn Rascoe – Pages 22-23
- 2:05 p.m. Committee on New Congregational Development – Rev. Gary Cecil – Page 24
- 2:10 p.m. Anticipated Adjournment

STATED CLERK REPORT

I. FOR INFORMATION:

See pages 25-26 for information only reports from the following committees: Preparation for Ministry, Presbytery Administration, and Strong Ministers Fund.

II. RECOMMENDATIONS:

- A. That Presbytery excuse from attendance from all or part of this stated meeting those ministers who submit such a request.
- B. That Presbytery approve the minutes from the February 28, 2026, Presbytery Meeting as distributed.
- C. That Presbytery approve the annual reports of ministers, candidates, inquirers, DCE's and churches for the year December 31, 2025, as found on pages 3-4
- D. That Presbytery approve the statistical reports summary for the year ending December 31, 2025, as found on pages 5-8.

ANNUAL REPORT
PRESBYTERY OF SHENANDOAH

The Presbytery of Shenandoah respectfully reports to the Synod of the Mid-Atlantic for the year ending December 31, 2025, that it consists of 136 ministers, 96 churches, 8 chapels, 7,801 communicants and has under its care 1 candidate and 2 inquirers.

MINISTERS

Received

F. Harry Daniel
Erin A. Skinner
J. Douglas Sterrett, III

Date

April 10
March 13
October 9

Dismissed

Julia H. Burkley
Kevin J. Channell
Michael Hafele
Dwight J. McCormick, II

Date

August 10
August 13
May 11
November 10

Dismissed to Other Denominations

None

Pastoral Relationships Formed

Minister

None

Church

Date

Pastoral Relationships Dissolved

Minister

Thomas J. Carrico
Changed to a Covenant Pastor Relationship
Ann R. Pettit

Church

Finley Memorial
Massanutten

Date

December 31
January 12

Retired

William L. Moore
Elizabeth A. Pyles

Date

February 25
December 31

Deceased

Howard W. Boswell, Jr.
C. Stevens Cathcart

Date

November 17
December 5

CANDIDATES

Ordained

Mark W. Dewey

Date

February 25

Ordination Date

March 9

Received

None

Enrolled

None

Transferred

None

Removed from Roll

None

INQUIRERS

Enrolled

Sarah Hayslette
Ell Miller

Received

None

Removed from Roll

None

DIRECTORS OF CHRISTIAN EDUCATION

Enrolled

None

CHURCHES

Established or Received

None

Dissolved or Transferred

None

Date

2025 Presbytery Statistical Report

Presbytery Shenandoah
Address PO Box 1146, Harrisonburg, VA 22803
Phone 540-433-2556 **Fax**
Email shenpres@shenpres.org
Web Site shenpres.org



Membership			
Prior Active Members	8189	Adjusted membership	8206
Gains			
Certificate	84	Losses	36
Youth Professions	54	Deaths	201
Professions & Reaffirmations	115	Deleted for any Other Reason	421
Total Gains	253	Total Losses	658
Total Ending Active Members	7801		
Baptisms			
Presented by Others	39	Average Weekly Worship Attendance	4000
At Confirmation	17	Friends of the Congregation	1566
All Other	19	Ruling Elders on Session	626
		Do you have Deacons? Yes / No	12 / 73
Age Distribution of Active Members			
17 & Under	299	People with Disabilities	
18 - 25	455	Hearing impairment	478
26 - 40	832	Sight impairment	192
41 - 55	1137	Mobility impairment	387
56 - 70	1916	Other impairment	346
Over 70	2713	Gender Distribution	
Total Age Distribution	7352	Women	4530
		Men	3052
		Non-Binary	22
Youth in Congregation			
Age 4 and under	200	Middle School (6th – 8th grade)	243
Elementary School (K-5th grade)	389	High School (9th – 12th grade)	277
		Total Youth	1109
Racial Ethnic			
Asian/Pacific Islander/South Asian	24	Native American/Alaska Native/Indigenous	7
Black/African American/African	30	White	7510
Middle Eastern/North African	2	Multiracial	21
Hispanic/Latino-a	16	Total Racial Ethnic	
		7610	
Budgeted Income	13,103,980		
Budgeted Expense	14,585,717		
Receipts			
Regular Contributions	12,250,294	Bequests	298,789
Capital Building Fund	1,438,730	Other Income	1,254,766
Investment Income	2,023,199	Subsidy or Aid	67,513
Expenditures			
Local Program	11,675,187	Investment Expenditures	1,205,525
Local Mission	1,021,145	Per Capital Apprt	381,081
Capital Expenditures	1,689,150	Other Mission	492,684

CHURCH	2024 MEM BERS	2025 MEM BERS
Augusta Stone	81	78
Ben Salem	29	28
Berkeley Springs	47	47
Berryville	124	124
Bethany	75	75
Bethesda	123	117
Beulah	41	41
Bloomery	19	19
Bridgewater	77	73
Broadway	34	19
Buckton	27	25
Buena Vista	78	74
Buffalo Gap	9	5
Bunker Hill	91	54
Burlington	17	16
Burnt	20	18
Charles Town	285	265
Circleville	22	24
Clear Brook	10	10
Collierstown	92	77
Cooks Creek	193	133
Covenant	418	409
Craigsville	16	16
Elk Branch	18	17
Elkton	42	39
Fairfield	36	33
Falling Waters	103	89
Finley Memorial	43	41
Franklin	50	49
Front Royal	69	63
Gerrardstown	49	64
Glen Kirk	23	23
Goshen	19	19
Hebron	71	70
Hedgesville	25	21
Hermitage	39	39
Highland Memorial	40	25
Hot Springs	32	30
Immanuel	16	16

	2024	2025
Ivanhoe	32	29
Keyser	64	70
Lexington	350	355
Little Falls	9	9
Loch Willow	80	80
Massanutten	280	281
McCutchen	2	2
McDowell	59	57
Middletown	28	22
Millboro	14	14
Monterey	34	36
Moorefield	155	132
Mossy Creek	102	95
Mt. Carmel	47	52
Mt. Hope	18	17
Mt. Horeb	129	127
Mt. Joy	10	10
Mt. Olive	102	110
Mt. Storm	21	17
New Monmouth	93	93
New Providence	104	103
Nineveh	15	15
Olivet	109	97
Opequon	530	540
Oxford	128	124
Petersburg	75	73
Piedmont	30	34
Pines Chapel	57	55
Rocky Spring	10	8
Romney	75	74
Ruddle	13	12
Second Opequon	38	37
Seneca Rocks	18	17
Shepherdstown	287	300
Slanesville	11	11
Smyrna	63	63
Staunton First	112	88
Staunton Second	62	60
Staunton Third	81	77
Strasburg	67	68
Sunnyside	20	20

	2024	2025
Tabler	21	21
Timber Ridge	52	52
Tinkling Spring	297	302
Tomahawk	18	19
Trinity	164	169
Tuscarora	143	126
Union	4	4
Wardensville	14	15
Warrenton	317	275
Waynesboro First	75	68
Waynesboro Second	47	44
Westminster	192	193
Williamsville	12	12
Winchester First	590	529
Woodstock	94	91
Zetta	12	12
TOTALS	8,189	7,801

PRESBYTERY OF SHENANDOAH
POLICY ON BACKGROUND CHECKS AND MANDATORY BOUNDARY TRAINING
Approved by Presbytery August 26, 2017
Revised May 24, 2022
Revised February 27, 2024
Revised August 23, 2025

I. POLICY ON BACKGROUND CHECKS

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

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

II. INFORMATION REQUESTED IN A BACKGROUND CHECK

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

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

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

III. PERSONS WHO WILL RECEIVE BACKGROUND CHECKS

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

- a. All teaching elder members new to the Presbytery, as well as those non-PC(USA) pastors who serve in congregational leadership.
- b. All teaching elders and CRE'S of the Presbytery who receive a new call or an appointment as supply pastor or interim pastor, if the time interval since the last background check is five years.

- c. All ordained and non-ordained leaders of new worshipping communities who have not had a background check in the last five-years.
- d. All laypersons who chaperone Presbytery events for those under the age of 18, who have not had a background check through the Presbytery within the past five years.
- e. All staff of the Presbytery shall have a background check and those having financial responsibility shall have a credit report requested if not done for previous five years.
- f. A statement that background checks shall be conducted should a call be issued is to be included in one of the narrative question responses on the ministry information form.
- g. All those seeking to be listed on the Shenandoah Presbytery's Pulpit Supply list.

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

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

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

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

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

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

VI. RESPONSIBILITY FOR COST

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

VII. SUBSEQUENT CHECKS

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

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

VIII. MANDATORY BOUNDARY TRAINING

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

IN ADDITION:

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

G-2.0603:

For Inquirers under care of this Presbytery:

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

G-2.1002:

For those seeking to serve as CREs:

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

G-2.1103:

For Certified Christian Educators:

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

G-3.0106:

For all Councils, including Sessions:

All councils shall adopt and implement the following policies: a sexual misconduct policy, a harassment policy, a child and youth protection policy, and an antiracism policy. Each council’s policy shall include requirements for boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months.”

- c. Event Specific Training

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

COMMITTEE ON EDUCATIONAL RESOURCES (CER)

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

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

Class of 2028: 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.

Completed Work

The Committee reviewed the applications for scholarships for camps and conferences. 5 churches, shepherding 34 campers, applied and \$9,175 was awarded in scholarships.

Plans were made for the remaining Education hours this year. CCVT will lead the time in May and CMO will lead the time in November. Thank you for collaborating with us!

The committee set goals for the year, one of which was to increase connection through formation and fellowship across the Presbytery through discussions and book talks on Zoom, the first of which will be a discussion of *AI Goes to Church* by Todd Korpi in May.

The Committee put their support behind an application for a Synod grant for Massanetta Springs' Keep Awake High School conference.

The Youth Leaders Network, a subcommittee/task force of the CER (chaired by Rebekah Witt), is continuing to plan the upcoming Shen Pres Youth Retreat on Oct 16-18 at Massanetta Springs.

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).

1. After learning more about “blessings boxes” and the needs that congregations have to frequently re-fill them, it was recommended by the Hunger Action Sub-Committee that churches be encouraged to apply for domestic mission grants to help finance food for the boxes. A verbal report is planned for the Presbytery meeting to provide more information.
2. CMO approved the distribution of the 1st quarter hunger funds totaling \$9,230 to the 26 local and 9 regional and international participants of the Presbytery’s Cents-Ability program.
3. Global mission grants were approved for the Baja Mission Trip and Winchester First’s Faith Stories Project in Guatemala.
4. CMO is planning a seed-packing mission event for the November 17 in-person Presbytery meeting. This event will be coordinated with the Society of Andrew.

COMMITTEE ON NOMINATIONS (CN)

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

WE WISH TO EXPRESS APPRECIATION to all who have suggested names of potential nominees for committees and roles within the presbytery. The best way to gain suggestions for nominees is for pastors and congregational leaders to forward names to us for consideration. We try to network and connect and use all skills we have to generate nominee names, especially the names of ruling elders and members, so we need your help. Please reach out to Co-chairs, Ann Held or David Witt.

RECOMMENDATION:

That Presbytery approve the following to serve:

Committee on New Congregational Development (CNCD)

Class of 2028 – TE Susi Ennis, Retired

Committee on Preparation for Ministry (CPM)

Class of 2028 – RE Gloria Miller, Cooks Creek Church

Strong Ministers Fund Committee

RE Rhiannon Judy Phares, Circleville Church

COMMITTEE ON MINISTRY (COM)

I. ACTIONS TAKEN:

- A. Approved the following contract renewals:
- Buckton and CRE Mark Johnson through February 25, 2027
 - Buffalo Gap & Covenant Pastor Gwen Carr through February 28, 2027
 - Craigsville & Covenant Pastor Gwen Carr through February 28, 2027
 - Elk Branch & Temporary Pastor David Beeson through April 1, 2027
 - Elkton & CRE Judy Hensley through March 20, 2029
 - Front Royal & Jaci Smith Patman through June 3, 2027
 - Keyser & RE Lucas Taylor through September 1, 2026
 - Opequon & Parish Associate Tracie Martin through March 31, 2027
 - Piedmont & RE Lori Evans through April 10, 2027
 - Rocky Spring and CRE Melissa Avey through March 1, 2027
- B. Appointed the following moderators:
- Bethesda – Alan Adams
 - Buena Vista – John McDonald
 - Mt. Horeb – Ann Pettit
 - Staunton Second - Jeff Binder
 - Staunton Third – Rachel Watson
- C. Approved the following ministry discernment profiles:
- Lexington Church Associate
 - Massanutten Church Co-Pastor
- D. Added Ruling Elder Cherokee Adams to the Pulpit Supply List.
- E. Received the report from the reading of the 2025 minutes of church sessions. (See page 17)
- F. Approved the Changes in Terms of Call Report for 2026. (See pages 18-19)
- G. Approved the Medical Coverage Report for 2026. (See pages 20-21)
- H. Reviewed the annual reports from at-large, parish associate and validated ministries.
- I. Received Teaching Elder Rebecca Lister from Carlisle Presbytery effective April 09, 2026.
- J. Dissolved the pastoral relationship between the Woodstock Church and Teaching Elder Brittney Lane effective April 12, 2026. (Congregational meeting was held March 29)
- K. Sustained the examination of Teaching Elder Kathryn Rascoe who has received a call from the Bridgewater Church to serve as installed pastor.
- L. Approved the following terms of call between Bridgewater Church and Teaching Elder Kathryn Rascoe beginning June 1, 2026:
- | | |
|---|----------|
| Annual Cash Salary | \$63,400 |
| Deferred Income | 1,800 |
| Travel Expenses | 1,623 |
| Professional Expenses | 1,286 |
| Major Medical | 11,410 |
| Pension, Death & Disability | 6,520 |
| SECA | 4,850 |
| Moving expenses to the field as negotiated | |
| Four weeks annual paid vacation including four Sundays | |
| Three weeks annual paid study leave including three Sundays | |

Minimum of twelve weeks paid family medical leave per Book of Order G-2.0804.

One week (5 days) service to the larger church, to include no more than one Sunday (to be used for service beyond the local or presbytery level, i.e., national committee or commissioner work, a mission trip, keynote speaking).

The ability to negotiate housing allowance and benefits for dependents in the event of spouses' inability to provide coverage.

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 two 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 budgeted for congregational expenses during sabbatical will be at least \$500. To aid the sabbatical process, 60% of monies previously saved for Pastor Moving Expenses shall be redesignated to the pastor for reimbursement of Sabbatical expenses (\$2,400), and 40% to be added to the congregational sabbatical fund (\$1,600).

- M. Granted permission to Bridgewater Church to call a Congregational Meeting to Call TE Kathryn Rascoe.

II. RECOMMENDATIONS:

- A. That Presbytery approve the formation of an Administrative Commission to Hermitage Church.
- B. That Presbytery grant an exception to the Shenandoah Presbytery Interim Policy per Book of Order G-2.0504c. (See pages 22-23 for background and rationale)

SESSION MINUTE READING REPORT

80 session minutes for 2025 were read on four consecutive Saturdays in March of 2026.

March 7

No Exceptions: Bridgewater, Cooks Creek, Franklin, McDowell, Mossy Creek, Mt. Horeb, Timber Ridge, Tinkling Spring, Trinity

Exceptions: Massanutten, Nineveh, Waynesboro First

March 14

No Exceptions: Bethesda, Covenant, Elkton, Fairfield, Hebron, Lexington, Monterey, New Providence, Olivet, Oxford, Rocky Spring, Staunton First, Staunton Third, Warrenton, Waynesboro Second, Westminster

Exceptions: Augusta Stone, Ben Salem, Bethany, Collierstown, Finely Memorial, Hermitage, Hot Springs, Loch Willow, Mt. Carmel, New Monmouth, Smyrna, Staunton Second, Williamsville, Zetta

March 21

No Exceptions: Petersburg, Piedmont, Romney, Ruddle

Exceptions: Circleville, Keyser, Seneca Rocks

March 28

No Exceptions: Beulah, Bunker Hill, Burnt, Clear Brook, Elk Branch, Falling Waters, Front Royal, Hedgesville, Ivanhoe, Little Falls, Middletown, Mt. Hope, Mt. Storm, Opequon, Shepherdstown, Sunnyside, Tabler, Tomahawk, Wardensville, Winchester First, Woodstock

Exceptions: Berkeley Springs, Berryville, Bloomery, Buckton, Charles Town, Gerrardstown, Slanesville, Strasburg, Tuscarora

The following minutes have not been read:

Broadway
Buena Vista
Buffalo Gap
Burlington
Craigsville
Glen Kirk
Goshen
Highland Memorial

Immanuel
McCutchen
Millboro
Mt. Joy
Mt. Olive
Pines Chapel
Second Opequon
Union

Church	Pastor	Year	Full Time	Cash Salary	IRS Housing	Furnish Utilities	Housing Equity	Bonus	Taxed SECA	Other	Dental	Manse Value	Nontax SECA	Medical/Pension	Auto	Cont Ed	Books	Other
Augusta Stone	S Farthing	2025	Yes	31900	16450					Vision	Yes		3700	Yes	2000	2000		
Augusta Stone	S Farthing	2026	Yes	32900	17250					Vision	Yes		3840	Yes	1500	1500		
Berryville	J. Bunker	2025	Yes	32665	32665								4998	Yes	2000	500	300	
Berryville	J. Bunker	2026	Yes	33665	33665								5148	Yes	2000	500	300	
Bethany	J. Craft	2025	No	8000	20093			100		Vision	Yes		3400	Yes	900	1600	500	
Bethany	J. Craft	2026	No	8000	20093			100		Vision	Yes		3400	Yes	900	1600	500	
Charles Town	J. Bethard	2025	Yes	52588		9281	2400		2314			20759	4940	Yes	1840	1500	500	500
Charles Town	J. Bethard	2026	Yes	55888		6281	2400		1966			19960	5288	Yes	1840	1800	500	500
Covenant	J. Peterson	2025	Yes	67680	29662			2500			Yes		7447	Yes	2575	1545		500
Covenant	J. Peterson	2026	Yes	69034	30255						Yes		7596	Yes	2575	1545		2500
Covenant	R. Watson	2025	Yes	36225	15525			1700			Yes		3959	Yes	2575	1545		500
Covenant	R. Watson	2026	Yes	38500	16500						Yes		4208	Yes	2575	1545		500
Gerrardstown	K. Greenawalt	2025	Yes	42230		5000	2400	800				14400	4072	Yes	2500	900	400	
Gerrardstown	K Greenawalt	2026	Yes	42230		6000	2400	2600				14400	4072	Yes	2500	1100	400	
Hedgesville	V. Ellis	2025	No	1	7599								581	Yes	500	500	250	
Hedgesville	V. Ellis	2026	No	1	7599								581	Yes	500	500	250	
Ivanhoe/W'ville	J. Thornton	2025	Yes	33000	12000			1000					3443	Yes	2200	500	500	
Ivanhoe/W'ville	J. Thornton	2026	Yes	34425	12000			1000					3443	Yes	2200	500	500	
Lexington	A. Ditzel	2025	Yes	64983	44290					6000	Yes		8360	Yes	1200	4500	800	
Lexington	A. Ditzel	2026	Yes	66932	45439					6000	Yes		8607	Yes	1200	4500	1500	
										loan forgiveness								
Loch Willow	R. Hopkins	2025	Yes	43631		Yes	1200					13449	3430	Yes	1500	750	250	
Loch Willow	R. Hopkins	2026	Yes	44940		Yes	1200					13842	3530	Yes	1500	750	250	
Massanutten	K. Phillips	2025	Yes	60406	15000						Yes		5769	Yes	3000	1500	500	1000
Massanutten	K. Phillips	2026	Yes	61220	15000						Yes		5831	Yes	3000	1500	500	1000
Middletown	K. Hay	2025	Yes	3864	42000					Vision	Yes		3509	Yes	2500	1000	300	800
Middletown	K. Hay	2026	Yes	3864	42000					Vision	Yes		3509	Yes	2500	1000	300	800
Moorefield	J. Yao	2025	Yes	40567		4000	1500			Vision	Yes	12000	4327	Yes	2044	1500		
Moorefield	J. Yao	2026	Yes	41784		4120	1500			Vision	Yes	12000	4430	Yes	2100	1500		
Mossy Creek	J. Smith	2025	Yes	39160		4800	1800		4559	Vision	Yes	15600	4696	Yes	Yes	600	600	
Mossy Creek	J. Smith	2026	Yes	40366		4800	1800		4649	Vision	Yes	15600	4648	Yes	Yes	600	600	

Church	Pastor	Year	Full Time	Cash Salary	IRS Housing	Furnish Utilities	Housing Equity	Bonus	Taxed SECA	Other	Dental	Manse Value	Nontax SECA	Medical/ Pension	Auto	Cont Ed	Books	Other	
New Monmouth	C Clark	2025	Yes	39385	21750						Yes		4677	Yes	1500	1075	1075		
New Monmouth	C Clark	2026	Yes	42441	21750						Yes		4911	Yes	1500	1075	1075		
New Monmouth	R Clark	2025	No	13128	7250						Yes		1559	Yes	500	360	360		
New Monmouth	R Clark	2026	No	14147	7250						Yes		1637	Yes	500	360	360		
New Providence	L. Mitchell	2025	Yes	58414		3600	3000			Vision	Yes	20044	5053	Yes	800	1700	500		
New Providence	L. Mitchell	2026	Yes	60495		3600	3000			Vision	Yes	20906	5332	Yes	800	1700	500		
Olivet	L. Thomas	2025	Yes	36626	29744								5080	Yes	3000	1000		3000	
Olivet	L. Thomas	2026	Yes	38091	30965								5283	Yes	3000	1000		3000	
Opequon	D. Witt	2025	Yes	62281	16410					20249	Yes		6043	Yes	4500	1850	550	1600	
Opequon	D. Witt	2026	Yes	62281	16410					23278	Yes		6043	Yes	5200	1850	550	2000	
Oxford	K. Segars	2025	Yes	52800		Yes	1200					27400	6135	Yes	1200	500	500		
Oxford	K. Segars	2026	Yes	53824		Yes	1200					27400	6214	Yes	1200	500	500		
Romney	R. Vaughan	2025	Yes	46826		Yes	1200			Vision	Yes	14408	4653	Yes	4000	1000	500	2000	
Romney	R. Vaughan	2026	Yes	46826		Yes	1200			Vision	Yes	14408	4653	Yes	4000	1000	500	2000	
Shepherdstown	G. Newquist	2025	Yes	61025	17000			2000		Life Ins	Yes		5295	Yes	1500	2500	1000		
Shepherdstown	G. Newquist	2026	Yes	54260	26000					Vision	Yes		5306	Yes	1500	2500	1000		
Strasburg	D. Howard	2025	Yes	51122		Yes	1440	200			Yes	15912	4058	Yes	1200	300		480	
Strasburg	D. Howard	2026	Yes	52145		Yes	1440				Yes	16220	4136	Yes	1200	300		480	
Trinity	S. Sorge	2025	Yes	42956	36664					600	Yes		6091	Yes	500	1000	500		
Trinity	S. Sorge	2026	Yes	46736	39890					Co-pays	Yes		6627	Yes	500	1000	500		
Tuscarora	R Crumley	2025	Yes	40852	30000						Yes		5421	Yes	2500	1400			
Tuscarora	R Crumley	2026	Yes	40852	30000						Yes		5421	Yes	2500	1500			
Winchester 1st	E. Smith	2026	Yes	38000	70000								8262	Yes	1200	2500	500		
Woodstock	B. Lane	2025	Yes	49000	10000			300		2400			4513	Yes	2000	2000	800		
Woodstock	B. Lane	2026	Yes	46500	15000			300		2400			4705	Yes	2000	2000	800		
OTHER:																			
Gen Pres/SC	B. Boswell	2025	Yes	72576	8000					500	Yes		6198	Yes	7000	2000		4000	
Gen Pres/SC	B. Boswell	2026	Yes	75799	8000					500	Yes		6449	Yes	7000	2000		4000	
Assoc GP	N Meehan Yao	2025	Yes	58805	3840						Yes		4826	Yes	7000	1500		3000	
Assoc GP	N Meehan Yao	2026	Yes	61311	3840						Yes		4984	Yes	7000	1500		3500	

2025-2026 MEDICAL COVERAGE FOR INSTALLED PASTORS

Church	Pastor	Year	Transitional	Congregational	If Congregational is chosen:				Who is paying for dependent coverage				If coverage Dependents	Equivilant to BOP	Increased out of pocket?	Church offsetting added costs?
					Member	Spouse	Children	Family	Member	Church	Shared	N/A				
Augusta Stone	S. Farthing	2025		X	X								Yes	Yes	No	No
		2026		X	X					X			Yes	Yes	No	No
Cost is less as dependent is now insured by her employer																
Berryville	J. Bunker	2025		X	X	X					X					
		2026		X	X	X					X		Yes	Yes	No	
Bethany	J. Craft	2025	X										Yes			
		2026	X										Yes			
Charles Town	J. Bethard	2025		X	X			X			X					
		2026		X	X			X			X		Yes	Yes	No	No
Covenant	J. Peterson	2025	X										No			
		2026	X										No			
Covenant	R. Watson	2025	X										Yes	Yes	Yes	Yes
		2026	X										In 2025, reported husband covered by company plan; children BOP			
Gerrardstown	K. Greenawalt	2025		X	X	X						X				
		2026	X										No			
Hedgesville	V. Ellis	2025		X	X							X				
		2026		X	X								No			
Ivanhoe/Ward	J. Thornton	2025	X													
		2026		X	X					X			Yes	Yes	Yes	Yes
Lexington	A. Ditzel	2025	X													
		2026	X													
Loch Willow	R. Hopkins	2025		X	X											
				X												
Massanutten	K. Phillips	2025		X	X							X				
		2026		X	X							X				
Middletown	K. Hay	2025	X										No			
		2026	X										No			
Moorefield	J. Yao	2025		X	X							X				
		2026		X	X							X				
Mossy Creek	J. Smith	2025	X										No	Yes	No	No
		2026	X													
New Monmouth	Clarks	2025		X	X			X		X						
		2026		X				X		X						

SS	Church	Pastor	Year	Transitional	If Congregational is chosen:				Who is paying for dependant coverage				If coverage	Equivilant	Increased	Church offsetting	
					Congregational	Member	Spouse	Children	Family	Member	Church	Shared					N/A
	New Providence	L. Mitchell	2025	X									No				
			2026	X									No				
	Olivet	L. Thomas	2025		X	X				X			Yes	Yes	Yes	Yes	
			2026		X	X				X			Yes	Yes	No	Yes	
														Reimbursement for medical bills submitted			
	Opequon	D. Witt	2025		X	X	X			X							
			2026		X	X	X			X				Pastor's spouse dependent coverage all covered by the church			
	Oxford	K. Segars	2025		X												
			2026	X									No				
	Romney	R. Vaughan	2025		X	X						X	Yes	Yes	Yes	Yes	
													Pastor's salary has increased by more than the expected premium and deductible of the new coverage				
			2026		X	X							Yes	Yes	Yes	Yes	
													Salary increased in 2025 to offset change				
	Shepherdstown	G. Newquist	2025		X	X	X			X							
			2026		X	X	X			X			No	No	No	No	
	Strasburg	D. Howard	2025		X	X			X				Yes	Yes	No	No	
			2026		X	X			X				Yes	Yes	No		
	Trinity	S. Sorge	2025	X													
			2026		X	X	X			X							
	Tuscarora	R. Crumley	2025	X													
			2026		X			X				X					
	Woodstock	B. Lane	2025		X	X						X					
					X	X						X					

Shenandoah Presbytery
Committee on Ministry
Regarding Bridgewater Presbyterian Church
and the Reverend Kathryn Rascoe

I. **TIMELINE**

The Reverend Kathryn Rascoe began serving as Transitional Pastor for the Bridgewater congregation September 15, 2021, following the departure of the Rev. Kerry Foster. Over the course of the first year, Rev. Rascoe assisted the congregation in adapting to the post-pandemic landscape, which included reinstating in-person discussions; reviewing church policies and procedures; evaluating employee performance and staffing model; and educating session and congregation regarding the church's finances. During the second year, they worked diligently on leadership development, financial literacy, and congregational discernment, bringing people together for a variety of discussions and activities. Minor staffing adjustments were made, with the session anticipating a larger discussion around retirement(s) and new models. By the end of 2023, four major areas of focus had been identified:

Financial Confidence

- Learning best practices
- Achieving clarity regarding the congregation's financial resources
- Understand the financial implication of Board of Pension changes

Staffing model restructure

- Account for retirement of full-time secretary
- Explore volunteer base for various tasks

Clean Up Paperwork

- Create congregational By-Laws
- Update and maintain Operations Manual

Understanding the Search Process

- New CLC process
- New Board of Pensions requirements

In February of 2024, the Session asked COM to recognize their continued need for transitional ministry and extend Rev. Rascoe's contract. COM concurred, and Bridgewater made significant progress in the aforementioned areas of focus.

The Pastor Nominating Committee began its work in February of 2025.

II. **PROCESS**

The Bridgewater MDP went live on September 13, 2025, and the PNC received twenty-five initial matches. In the revised search process, the Church Leadership Connection instituted a *Blind Matching*, meaning each candidate is identified by number, not name, for the first part of the discernment process. **This is an important point.**

The PNC narrowed the field to five candidates, with all five members of the PNC ranking the same candidate number one – Candidate 102246. The PNC continued to request matches until they had reviewed fifty-five candidates, each identified initially by number. Throughout the process, they return to the same candidate: the one identified in that initial matching - Candidate 102246.

Meanwhile, Rev. Rascoe was actively searching for her next ministry opportunity. Her Personal Discernment Profile was active and indicated she was open to an installed position. Unlike the PNC process, the process for candidates in CLC is not blind; she knew immediately she had been matched with Bridgewater.

On October 27, 2025, the PNC settled on three candidates, including Rev. Rascoe, for interviews. Of those three, only Rev. Rascoe expressed interest in continuing the conversation. Although the PNC continued reviewing matches and inviting additional candidates, each declined to be interviewed. By February 2026, they had discerned Rev. Rascoe was the candidate God was Calling to be their Installed Pastor.

III. MISSIONAL IMPERATIVE

- a. *Occam's Razor.* The Committee on Ministry has determined the Pastor Nominating Committee has acted in good faith throughout the process and performed their due diligence regarding the candidates presented to them by the Church Leadership Connection. Of the fifty-five candidates matched with them, there was only one who received unanimous top marks from the PNC; only one who said 'yes' when all the others said 'no.'

Likewise, the scope of Rev. Rascoe's search is, by necessity, limited, with her spouse serving as the Executive Director of Massanetta Springs. The location of their home makes for an easy and reasonable commute to Bridgewater, which itself has members who travel to worship from all over Rockingham County. This would stand in sharp contrast to the nearly hour-long commute by the previous pastor.

- b. *Congruence.* From the MDP: *Our Church is poised to be accessible, and our members are in tune to our neighbors' needs, and flexible enough to respond. We work to both invite the community in, and to reach out to others in tangible ways." We strive to "Live Faith Out Loud" where people know BPC.*

From the PDP: *The Gospel is meant to be proclaimed by multiple voices of the community, in forms that are natural for us, no matter our age. No one person can represent the body of Christ alone.*

From the MDP: *We want a pastor that creates worship experiences that are Biblically based, inform, challenge, inspire us, and help us grow in our worship process. The candidate needs to have strong communications skills, leadership qualities, be a good listener who is sensitive to diverse opinions and have the ability to nurture and help others.*

From the PDP: *My favorite way to lead change is through worship. I have the privilege of shaping liturgy, and crafting worship for a variety of gatherings. I strive to include as many voices and perspectives as possible, which in turn reaches more individuals. In worship we hear our faults confessed in another's voice. Instead of worship being an obligation, I want it to be a joy.*

- c. *Transformation.* At the beginning of the discernment process, the congregation and leadership were exhausted, disheartened, and pessimistic about the future of their church. Now, they demonstrate energy, excitement, and vision.

Rev. Rascoe did not mold them into a comfortable place for her to serve; rather, they undertook the hard work of discernment and became a very different congregation than they were in 2021 – a congregation which promises to challenge Rev. Rascoe as they meet the future together.

COMMITTEE ON NEW CONGREGATIONAL DEVELOPMENT (CNCD)

Greetings in our Lord!

CNCD did not formally meet in the month of April. For one, allowing some breathing space following a busy Easter. For another, other than distributing the financial report, there was no new business to discuss.

The chair wanted to accomplish two things in April on behalf of the committee:

- 1) Welcome Mark Dewey personally to orient him to the committee's work, and to build relationship with a colleague and new partner in CNCD's ministry. Mark will be a great addition to our team!
- 2) Interview a local pastor, Blake Wood of Faith Community Church, with experience and success in NCD and New Worshipping Communities. The meeting was fruitful and the chair will provide a detailed account of the meeting to CNCD for consideration and discussion as we look ahead to where God might be leading.

From that interview, Pastor Wood recommended that some of the emphases include networking with a relational emphasis, prayer as an essential element (Amen!), and examining "churches in creative places and spaces," looking to where the Gospel is underserved.

A few interesting points: a) Before a church, you need an Upper Room – spiritual fellowship around Jesus; b) What NOT to Do! (Such as, don't ignore making disciples. Don't be afraid of "pruning.") c) Who has a burden for this ministry as a "call"?

This report should spark some productive discussion for the CNCD at its next meeting.

Community Cup continues to serve their population with compassion and presence and have networked with new funding sources such as United Way. CNCD continues to support the ministry according to the mutually agreed covenant. (Please be sure to visit their display!)

Respectfully submitted by
Gary Cecil, CNCD chair

FOR INFORMATION ONLY REPORTS

COMMITTEE ON PREPARATION FOR MINISTRY (CPM)

Chair, Pastor 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 guide and nurture persons as they prepare for ministry as teaching elders, Christian educators, and, with the CRE Oversight Committee, Commissioned Ruling Elders; to oversee the processes of preparation for ministry; to elect readers to evaluate the ordination examinations approved by the General Assembly; with the Committee on Ministry, to examine candidates for ordination as teaching elders; and, with the CRE Oversight Committee, to examine ruling elders for commissioning.

As of April 20, 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

Sandra Hayslette - Candidate
Lexington PC
Union Presbyterian Seminary—Charlotte

+ Sandra Hayslette was examined and approved to advance to candidate at our March 11, 2026 meeting.

At our April 8, 2026 meeting, we sadly said goodbye to our co-chair, Rev. Brittney Lane, who is relocating to Bowling Green, KY to be closer to family.

We submitted TEs Nancy Meehan Yao and Ann Pettit and RE Ann Denison as exam readers for the Spring, 2026 ordination exams. Many thanks for their service. And thanks to Rev. John Bethard for leading the search.

CPM is implementing new data security and other polices, processes, and procedures and sharing tools and lessons learned with the CRE Oversight Committee 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 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.

+Currently serving on CPM:

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

+CPM currently has one vacancy we pray will be filled at this meeting. We are, however, without a co-chair or vice chair. 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/1mrm1FBAe2q0fyI23G7C72PcSM_tcDRiy?usp=sharing

COMMITTEE ON PRESBYTERY ADMINISTRATION (CPA)

The CPA met in February and March and acted upon the following items:

1. Presbytery staff will be included in the FMLA policy.
2. The information regarding how much Churches pledged and what was received by the Presbytery was included in the February Presbytery meeting handbook.
3. \$50,659.45 will be moved from the 2018 fund to pay down the deficit amount.
4. CPA will establish a line item under the Committee on Ministry from the WV Fund to be administered by the COM.
5. Authorized the funding of subscriptions to Presbyterian Outlook for each church not already receiving the magazine through CCVT. Funding for this action would be from the 2018 Fund not to exceed \$960.00.
6. Approved a \$7,000.00 grant to Tabler Church towards replacement of their old furnace which had ceased to work. The grant to come out of the 2018 fund.

Shenandoah Presbytery has financial resources to help you thrive!

Our next application deadline is September 15. We encourage you to look at the possibilities and reach out if you have questions. If you have an urgent need not covered under the parameters of SMF, please reach out to Bronwen.

Strong Ministers Fund
\$32,129
in grants this spring!
1 sabbatical **1** educational debt
3 medical assistance **4** college student
4 continuing education

In October of 2025, the *Housing Assistance Grant* was increased to a maximum of \$7500. This is a one-time grant available to Teaching Elders, installed full-time or retired, Full-Time Certified Christian Educators in good standing, and Temporary Pastors who have been under contract within Shenandoah Presbytery for 5 years or more. If retired, the applicant must have served Shenandoah Presbytery in the capacities stated above. This Grant is available at the time of a home purchase, mortgage refinancing, or upon the occasion of a move to a retirement facility within the geographic boundaries of Shenandoah Presbytery. Applications for housing assistance may be received and distributed as needed year-round or at the established spring and fall application deadlines.

+your Strong Ministers Fund Team

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.