

SUPPLEMENTAL

REPORTS

AUGUST 27, 2011

**COMMITTEE ON MINISTRY
SUPPLEMENTAL REPORT**

I. ACTIONS TAKEN:

- A. Approved to continue being called Committee on Ministry with 9 ruling elders and 9 teaching elders
- B. Approved doing church visits at least once every five years.
- C. Appointed the following moderators:

Rev. Barbara Johnson to the Keyser Church
Rev. John Robinson to the Gerrardstown Church
- D. Approved the interim contract between the Parish of the Valleys Council and the Rev. Sally Robinson October 1-December 31, 2011.
- E. Approved the CLP contract between the Martinsburg First Session and Bill Barnett for a period of three months beginning September 15, 2011, while the Rev. Rufus Burton is on sabbatical. .
- F. Approved the CLP relationship between the sessions of Second Opequon and Round Hill and Alan Morrison, August 1-December 31, 2011.
- G. Recognizing the fact that the Rev. Randy Webb is covered on his spouse's (Rev. Lisa Webb) Board of Pensions medical, and the limited budget of the Nineveh Church, the following actions were taken:
 - 1. Dissolved the pastoral relationship between the Nineveh Church and the Rev. Randy Webb effective August 31, 2011, per the pastor's request. (Congregational meeting to be held August 21)
 - 2. Recognized that the Nineveh Church will no longer be seeking an installed pastoral relationship.
 - 3. Will consider a stated supply contract between the Nineveh Church and the Rev. Randy Webb beginning September 1, 2011.
- H. Dissolved the pastoral relationship between the Westminster Church and the Rev. Jonathan Lovelady effective August 14, 2011, per the pastor's request. (Congregational meeting held July 17)
- I. Dismissed the Rev. Jonathan Lovelady to the Presbytery of St. Augustine effective August 15, 2011, that he may accept a call to the St. Johns Presbyterian Church.
- J. Gave permission to the Rev. Bill Cox to labor outside the bounds of Shenandoah to serve a congregation in the bounds of the Presbytery of West Virginia from September 1, 2011-August 31, 2012.
- K. Gave permission to the Revs. Clark and Donna DeSarro-Raynal to labor outside the bounds of Shenandoah to serve within the bounds of the Presbytery of Transylvania.
- L. Granted the status of At-Large to the following ministers:

Jan Owen (August 22), Clark DeSarro-Raynal (August 7), Donna DeSarro-Raynal (July 15), and Ernie Poland (July 1)
- M. Dismissed the Rev. J. Douglas Sterrett to the Presbytery of Salem effective July 19, 2011.

- N. *While recognizing the ongoing economic conditions within our country, the Committee on Ministry still urge churches to strive to provide a 2% compensation increase for their pastor(s) for 2012 for the stability of their ministry.*

II. RECOMMENDATIONS:

- A. That Presbytery approve the commissioning of the following elders for service in the specified field and the Moderator of the Presbytery commission them for service:

1. Concerning Bill Barnett:

- a. Mr. Barnett be commissioned as lay pastor of the Martinsburg First Church from September 15-December 15, 2011, while the Rev. Rufus Burton is on sabbatical.
- b. That Mr. Barnett be authorized to perform the functions of the Book of Order G-2.1001 at the Martinsburg First Church. (see below)

2. Concerning Alan Morrison

- a. Mr. Morrison be commissioned as lay pastor of the Round Hill and Second Opequon churches from August 1-December 31, 2011.
- b. That Mr. Morrison be authorized to perform the functions of the Book of Order G-2.1001 at the Round Hill and Second Opequon churches. (see below)

G-2.1001 (2011-2013)

When the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery. A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law. This commission shall also specify the term of service, which shall not exceed three years but shall be renewable. The presbytery shall review the commission at least annually.

- B. Concerning the Tinkling Spring Church and the Rev. Tully J. Hunter:

1. That Presbytery approve the following terms of call beginning August 22, 2011:

Annual Cash Salary	\$72,031.00
Of the above, (to be determined at a later date) is designated as housing & utility allowance	
SECA	5,967.00
Board of Pensions	23,073.12
Dental Insurance	1,217.04
Other	752.00
Continuing Education/Books	1,200.00
Auto reimbursement at IRS rate	2,500.00
Three month Sabbatical after six years of service	
Sabbatical escrow including pulpit supply	500.00
Moving expenses to the field	
Four weeks annual paid vacation, including four Sundays	
Two weeks annual paid study leave, including two Sundays	
Disability clause included	

The pastor nominating committee of this church has provided for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability.

2. That Presbytery approve the following commission to install the Rev. Tully Hunter at the Tinkling Spring Church on September 11, 2011, 11:00 a.m.:

TEACHING ELDERS

Merle Fisher
Fred Holbrook
April Cranford
Karen McLean

RULING ELDERS

Sally Hinchman, Massanutten
Julian Moffett, Tinkling Spring
Branch Hammock, Waynesboro 1st

Convener – Merle Fisher

Preside and Propound Questions to Teaching Elder – Fred Holbrook

Ruling Elder to Propound Questions to Congregation – Julian Moffett

Preach Sermon – April Cranford

Charge Congregation – Sally Hinchman

Charge Pastor – Branch Hammock

Prayer of Installation – Karen McLean

C. Concerning Joan C. Wilson: (candidate of Shenandoah)

1. That Presbytery approve the sermon as required by Preparation for Ministry.
2. That Presbytery receive a brief statement of personal faith and commitment to the ministry of Word and Sacrament. (See pages S 5-6)
3. That Presbytery conduct further examination of the candidate's Christian faith and views in theology, sacraments, Bible, and government of this church as it deems necessary.
4. That the examination as a whole be approved.
5. That upon her acceptance and subscription of the obligations undertaken in the ordination vows upon her ordination, Joan C. Wilson be enrolled as a member of Shenandoah Presbytery.
6. That Presbytery approve the following terms of the contract as part-time stated supply (20 hours per week) to the Mt. Storm Church:

Annual Cash Salary \$18,000.00

Continuing Education 500.00

SECA

Auto reimbursement at IRS rate

Four weeks annual paid vacation

Two weeks annual paid continuing education

7. That Presbytery approve the following Commission to Ordain Joan C. Wilson:

TEACHING ELDERS

Lisa Webb
Randy Webb
Kevin Hand

RULING ELDERS

Ann Grisdale, Woodstock
Sandi Ey, Nineveh
James Collette, Mt. Storm
Doug Sensabaugh, Massanutten

In addition, presbytery is requested to invite Tony Wilson a ruling elder of Woodstock Church, to sit with the commission and share in this service by reading Scripture.

Convener – Lisa Webb

Preside and Propound Questions to Candidate – Lisa Webb

Preach – Randy Webb

Charge Pastor – Ann Grisdale

Prayer – Sandi Ey
Confession – Kevin Hand
Scripture Reading – James Collette and Doug Sensabaugh

- D. Recommend that Gary L. Coppedge be restored to the ordered ministry of teaching elder (*Book of Order*, G-2.0507 2011-2013)

G-2.0507 Release from Ministry as a Teaching Elder

When a teaching elder against whom no inquiry has been initiated pursuant to D-10.0101 and D-10.0201, against whom no charges have been filed, and who otherwise is in good standing shall make application to be released from the exercise of the ordered ministry of teaching elder, the presbytery shall delete that person's name from the roll and upon request of a session dismiss that person to a congregation. Release from the exercise of ordered ministry requires discontinuance of all functions of that ministry. The designations that refer to teaching elders shall not be used. The person so released shall engage in the ministry shared by all active members of congregations. Should a person released under this section later desire to be restored to the ordered ministry of teaching elder, that person shall apply through the presbytery which granted the release, and upon approval of that presbytery, the reaffirmation of the ordination questions, and the resumption of a ministry that qualifies that person for membership in the presbytery, shall be restored to the exercise of the ordered ministry as a teaching elder without re-ordination.

Upon approval of the Presbytery, Gary will reaffirm the ordination questions which will be put to him by the moderator.

- E. Recommend that Gary L. Coppedge be granted permission to labor outside the bounds of Shenandoah Presbytery [the COM of Peak Presbytery communicated the following action: "*The Committee on Ministry of the Presbytery of the Peaks, at its meeting on July 14, 2011, approved a request to initiate a Stated Supply relationship between Peaks Presbyterian Church, Bedford, VA and Gary Coppedge for one-year (renewable) term, September 15, 2011 – September 14, 2012, pending reinstatement of his ordination by Shenandoah Presbytery.*"]

Joan Wilson
A brief statement of the faith

I believe that God is the creator, sustainer and redeemer of all that is. God is beyond comprehension and infinite, yet relates to each of us very personally and intimately.

I believe that through God's gift of Jesus, the Christ, God revealed Godself to us in a manner we can understand. Jesus' life shows us how to love God and one another. Jesus shows us, by example and teaching, the importance of prayer, trust, and obedience to God. Through Jesus suffering humiliation, torture and an excruciating death as a sacrifice for us in total obedience to God, we now know that nothing can separate us from the love of God. Jesus' resurrection gives us the promise of eternal life with Him in the presence of God.

I believe God's Holy Spirit is the means through which God inspired the Scriptures and acts in the world. Through this wonderful gift we have direct access to God without the need for any intermediary. Prayer, worship and the study of God's Word open the door to communion with the Holy Spirit and allow God to act in our lives, slowly but surely reforming us into the image of Christ.

The sacraments are the enacted Word. The sacrament of baptism is the sign and seal of our incorporation into Christ. The sacrament of communion is the sign and seal of eating and drinking in communion with the risen Lord.

The Church is the body of Christ. The Church, through the action of the Holy Spirit, becomes Christ for the world. Our love for one another, our care and compassion for others, our hospitality and generosity are a means God uses to work in the world and a way God's kingdom comes into the world. It is only by depending completely on God and setting aside our own self-centered desires that we can become the true body of Christ. We cannot do this alone. God calls us into community, working with and through all the vagaries that community represents, we will become the true church.

Each generation is faced with its own particular challenges. As those of the Reformed faith, we believe that God continually reforms us and our institutions to meet the challenges of our generation. Our purpose is to permit ourselves to be reformed by God through worship, prayer, study and relationship with other children of God and all of God's creation, so that we may meet those challenges according to the purposes of God.

Joan Wilson
Biographical Sketch

I was born in Cedar Rapids, Iowa to Thelma and John Larson and baptized in the Methodist church home of my maternal grandparents. My only sibling, my sister Julianne, was born three and one half years later. My father served in the Army-Air Corps, and then worked as a traveling salesman. His work often kept him away from home. My mother was an R.N. who chose to be a stay-at-home mother.

We moved often during my childhood. Between my birth and the end of my college years we lived in Iowa, Texas, Panama, New Jersey, Missouri, Connecticut, North Carolina and Virginia. With each move my father would decide what church we would attend in that community. Consequently, through my childhood and young adult years we belonged to Presbyterian, Christian, Congregational, Methodist, Unitarian and Baptist churches. I was confirmed in the Congregational Church.

I graduated from the University of Connecticut in 1964 with a B.S. in Physical Therapy and worked in the field of Physical Therapy in a variety of settings from 1964 until 2007.

In 1966 I married my first husband, James Hite. He had four children whom I subsequently adopted. I became the instant mother of James, Jr., 7 years old, Kristal, 6 years old, Edward, 5 years old and Andrew, 3 years old. To this group was added Julianne, my only natural child, one year later. Jim and I divorced in 1984.

I joined Woodstock Presbyterian Church in 1985, and in 1986 I married Tony Wilson. With Tony's encouragement I earned an MSHA from VCU in 1993. Tony is a mathematics and physics teacher with a Master's degree in mathematics. Tony retired from Wakefield school in 2008 and now teaches mathematics at Lord Fairfax Community College. Tony has two children. Kim is an EMT and the mother of two girls. Stuart is a structural engineer. Together, Tony and I completed the presbytery's CLP training program.

My children have blessed me with ten grandchildren.

I retired from Physical Therapy in 2006, served as secretary to the Parish of the Valleys in Middletown, Virginia, and served two small churches in the Parish of the Valleys as a CLP until I began seminary in July of 2008. May of 2011 I graduated from Union Presbyterian Seminary and I am now looking forward to serving as a part-time supply pastor to Mount Storm Presbyterian Church.

My pastimes are reading, quilting, and knitting. I enjoy golf and walking. I hope to learn more about responsible management of food, water and energy resources and to put those practices into action in my own life.

2011 Report of the Sessional Records Committee

The Sessional Records Committee of Shenandoah Presbytery commends the clerks of sessions serving our congregations. The task of keeping track of a congregation's activity through meetings of session and congregation is notable. Each clerk of session and secretary elected for congregational meetings undertakes a responsibility to record the congregation's ministry in a way that is clear, concise and accurate. In the midst of changing times and busy seasons in the church this becomes a significant offering of time and talent. Any among us who has ever sought out information from in church records or browsed through years of minutes to get a feel for the history of the particular church knows firsthand the gift these men and women are to the Church. *Thanks be to God* to all who serves the church in this way and for their ministry among us!

For the sake of reporting please note the following:

- 41 churches were given exceptions
- 63 churches were found to be without exception
- 6 churches had not yet submitted minutes for review

Most frequent exceptions:

- Minutes not signed by the moderator and/or secretary for congregational meetings
- Statistical report not included
- An order for or report of a financial review of the books missing
- An annual election of the treasurer not recorded and/or held
- Lack of clarity regarding counting procedures for offerings and/or bonding of the treasurer
- No record of training and examination of newly elected officers
- No record of communion served and/or home communions served
- No record of an annual review of the church rolls
- No record of sessional minutes reviewed & the outcome of the review
- Lack of significant attachments and/or inclusion in minutes of such things as the annual budget
- No record of the session annually receiving reports from all those responsible for church funds

An exception can be defined as something 'missing or insufficiently recorded' in the minutes for the calendar year being read. Often, an exception is as simple as a pastor not signing one set of congregational minutes, while the rest were duly signed. However, as noted above, there are some areas in congregational minutes which are consistently missing or insufficiently recorded. The clerk of session/secretary of the congregation can only record what takes place at meetings of each. It is the responsibility of the moderator/session in cooperation with our clerks to see that necessary administrative tasks are completed fully for the legal and historical record of the church.

After reading the minutes, there are also several suggestions the committee offers the churches:

- If churches are not already doing so, investing in minute books and acid free paper is strongly recommended. The paper and sturdiness of the books protects the record of the church in a way a binder/copy/print paper cannot. Cokesbury is a vendor of such supplies.
- Encourage the **Clerk of Session and Moderator** to review and begin to complete the checklist. Please note, due to the changes in nFOG, there will be some modifications in the near future.
- Keep Session records in the book when submitted for reading (do not put them in a folder or envelope). Having prior year's minutes assists readers.

Again, we are fortunate to have such careful clerks keeping record in our congregations. It's a pleasure to read and learn more about the ministry of the churches in our midst!

Respectfully Submitted,

Ann Pettit, Chair
Sessional Records Committee; Shenandoah Presbytery

COMMITTEE ON CHURCH DEVELOPMENT

I. FOR INFORMATION:

Shenandoah Presbytery's Church Development Committee is offering 12 scholarships (Limit: 4 per church) of \$250 each to the "Getting Unstuck" Conference in Montreat, October 23-27, 2011.

The conference offers insights for churches which want to break free of worn out patterns and for churches which want to find greater vitality and faithfulness in their efforts to follow Christ's call. Leaders include Craig Barnes, Cynthia Rigby, Linda Valentine, Mark Achtemeier, Debra Mumford and Amy Miracle. For more information on the conference go to the Montreat Conference Center website, click on "Conferences" and scroll down to "October 23-27, Institute for Church Leadership: Getting Unstuck".

To claim your scholarship or to get more information on Shenandoah Presbytery's participation in the conference get in touch with Malcolm Brownlee (mandsbrownlee@gmail.com, 540-348-6588).

Scholarship recipients will be required to meet together to discuss the conference and its benefit for their church.

II. RECOMMENDATION:

CCD recommends that Little Falls Presbyterian Church be given permission to sell a riverfront lot they own along the Potomac River.

Background:

Little Falls Presbyterian Church was deeded two lots in the 1950's, one where the church is located and one along the Potomac River. They have not used the lot along the river because it is in a flood plain and is only suitable for recreational purposes. It is not suitable for residential construction.

They (the Session) understand that they must have approval of their congregation as well as the approval of Presbytery to sell the lot.

Decisions Congregations and Sessions Need to Make

In light of the adoption of the new Foundations of Presbyterian Polity and Form of Government, there are several items about which sessions and congregations need to make decisions in the relatively near future. There is no rush about any of this, but my advice would be to schedule these items for consideration and decisions at the earliest convenient occasion.

Decisions Congregations Need to Make

The following are matters that should be determined by the congregation, *if they are not already determined in your bylaws*. In normal practice, such matters would come to the congregation upon recommendation from the session, but they can be initiated simply by motion from the floor. The session should include in the call for the congregational meeting the matters about which congregational decisions are needed.

- ❖ *Determine quorum for congregational meetings (G-1.0501)*. This passage gives congregations the right to determine for themselves what the quorum for a congregational meeting will be. I would recommend the adoption of the previous *Book of Order* standard of not less than one-tenth of the active membership, and in no case less than three members.
- ❖ *Determine the period of minimum notice for a congregational meeting (G-1.0502)*. This passage gives a congregation the right to determine what the required minimum notice for any congregational meeting. The previous standard has been at least ten days, to include two Sundays, and that the announcement would be made both in writing and from the pulpit. Whether that continues to be a realistic standard is a matter for each congregation to consider.
- ❖ *Determine whether to adopt Robert's Rules as parliamentary authority*. The new *Book of Order*, unlike the previous version, does not mandate that congregational meetings must be conducted with *Robert's Rules of Order, Newly Revised (RRONR)* as the parliamentary authority. Of course, the basic form of *Robert's* is virtually second nature to our meeting style, and many will wonder whether there is any other way. It may therefore be wise simply to enact a simple provision in the congregation's minutes that, barring suspension of the rules, *RRONR* will be the parliamentary authority in meetings of the congregation.
- ❖ *Determine the size and composition of the congregational nominating committee (G-2.0401)*. The new *Book of Order* provides greater freedom to a congregation to compose its congregational nominating committee. The basic standard of the new G-2.0401 is that the CNC will be composed of no less than three active members of the congregation, at least one of whom must be a ruling elder in active service on the session. The pastor of the congregation serves as a member *ex officio*, without vote. Congregations may wish to be more specific than this basic standard, creating a larger committee or specifying other groups within the congregation's life from which one or more members are drawn. If a congregation wishes to be specific that a majority of the CNC membership must *not* be in active service on the session, it should indicate that, as well.

Decisions Sessions Need to Make

There are also several items about which sessions should make procedural decisions. Some of these may already be in session manuals of operation or in the records of the session.

- ❖ *Whether to keep a list of inactive members (G-1.04).* The new *Book of Order* no longer requires that the session maintain a roll of inactive members. For some sessions, the inactive member roll has served a pastoral function, reminding the session of members who are no longer active but are still of concern to the congregation. It is perfectly permissible to maintain a list of such persons, if that is the session's desire. On the other hand, sessions may wish to go through the inactive roll and either remove the names of persons who have ceased to be active altogether, or restore some to active status. Bear in mind that any person restored to active status is a person for whom the session is responsible to pay a *per capita* apportionment.
- ❖ *How to prepare people for active membership (G-1.0402).* This is not a new responsibility, but the new emphasis in the *Book of Order* on membership as a covenant between God, the member, and the congregation provides an opportunity to revisit the way sessions prepare new members for their obligations as members. Please look at the responsibilities for membership listed in G-1.0304, and consider how to encourage both new and continuing members to take these responsibilities with greater seriousness and zeal.
- ❖ *How to examine those elected as deacons, ruling elders (G-2.0104b).* Again, the responsibility of sessions to examine those elected is not new. What is new is the standard of G-2.0104b, approved this year to replace the old "fidelity and chastity" language. However you may feel about the change, it is clear that the change reemphasizes the obligation on the session to do a careful and prayerful job of examining those whom the congregation elects to be deacons and ruling elders. At minimum, such examinations should cover the gifts, skills, and suitability to the responsibilities of the ministry of deacon or ruling elder, and it should assess whether the candidate is likely able to live out the commitments made in giving affirmative answers to the ordination/installation questions in W-4.4003. In making this decision, sessions are to be guided by Scripture and the confessions. Sessions may wish to draft a set of basic exam questions they will routinely pose as "discussion starters" for candidate examinations.
- ❖ *What term the session clerk will serve (G-3.0104).* The session should determine, if it has not already done so, what term the session clerk will serve. Neither the previous nor the new *Book of Order* mandate a specific term for the clerk, but both leave the matter to the session's discretion. Practice varies, but most clerks serve terms of one, two, or three years.
- ❖ *What term the treasurer will serve (G-3.0205)* The session shall elect a treasurer for a term as decided by the session. The previous *Book of Order* required the treasurer to be elected annually.
- ❖ *Develop an administrative manual of operations, and a policies/processes for sexual misconduct and financial review (G-3.0106, 3.0113, and 3.0205).* This is a new requirement for sessions, although many congregations have had by laws and administrative manuals for years. If your session has such a manual, there is no need to change it unless you determine that you wish to do so. If your session does not have an administrative manual, it should begin the work of creating one. There is a bylaws template and list of matters to be addressed in an administrative manual available at www.pcusa.org/formofgovernment.

Also new this year is the requirement that every congregation have a sexual misconduct policy. Two sample policies are listed on the presbytery website www.shenpres.org

Financial review is not a new requirement, having been part of our *Book of Order* for many years. The requirements of the new *Book of Order* are not different from the previous requirements. However, if your session has not created a process for handling money and reviewing the congregation's finances, this would be a good time to do so. S 10

- ❖ *Determine the quorum for session meetings (G-3.0203).* Under the previous *Book of Order*, the session could set its own quorum, provided that it was no less than the pastor (or other presiding officer) and one-third of the ruling elders, but not less than two ruling elders. The exception was that for meetings to receive new members the quorum was the moderator and two members of session. The new language states that the session determines its own quorum, but requires that the quorum include the moderator and either a specific number of ruling elders or a specific percentage of the membership of the session. The session may, if it wishes, determine a higher quorum.

Other items to note:

“Offices” are now “Orders of Ministry” G-2.01

“Ministers of Word and Sacrament” are also “Teaching Elders” G-2.05

“Elders” are now “Ruling Elders” G-2.03

“Governing Bodies” are now “Councils” when referred to collectively or generically G-3.01

“Commissioned Lay Pastors” are referred to as “commissioning ruling elders to pastoral service” G-2.10

The Committee on Ministry has not determined if they will change this title or not.

You are encourage to read and study the following (Basically what was found in the first four chapters in the former *Book of Order*):

“The Foundations of Presbyterian Polity”

F – 1 Mission of the Church

F – 2 The Church and its Confessions

F – 3 Principles of Order and Government