

SUPPLEMENTAL REPORTS

NOVEMBER 8, 2011

STATED CLERK

RECOMMENDATION:

That Presbytery receive the following minutes:

MINUTES OF COMMISSION TO ORDAIN AND INSTALL THE REV. PATRICK LANAGHAN as pastor of the Burnt Presbyterian Church. The following commission members met at the Burnt Church, on Sunday, June 5, 2011, at 3:00 p.m.

Commission members present: Teaching Elders: Rufus T. Burton, Thomas J. Holden, John W. Cushwa, Fred A. Holbrook, and Marcia W. Jaureguizar; Ruling Elders: Chester Renner of Burnt Church, Doug Sensabaugh of Massanutten Church, Heather Carter of Slanesville Church, and Michele Elliott of Bunker Hill Church

A quorum was present.

Rev. Rufus Burton, Convener, called the commission to order and led in prayer. The commission elected Rev. Rufus Burton, Moderator, and Rev. Fred Holbrook, Clerk.

The congregation was called to worship. Rev. Rufus Burton preached the sermon on the subject of “How Beautiful” from Romans 10:5-17.

Rev. Marcia Jaureguizar stated the proceedings of the Presbytery preparatory to the ordination and pointed out its nature and importance and then Rev. John Cushwa asked the questions of the candidate.

Rev. John Cushwa asked the questions of the congregation. These being answered in the affirmative, the candidate knelt and with prayer led by Rev. Rufus Burton and the laying on of hands, the commission ordained him to the office of minister of the Word and Sacrament and installed him as pastor of the Burnt Presbyterian Church. The members of the presbytery and others welcomed the newly ordained and installed pastor into their fellowship in the ministry of the Word and Sacrament.

Rev. Marcia Jaureguizar delivered the charge to the congregation and Ruling Elder Michele Elliott delivered the charge to the pastor.

At the conclusion of the service the newly ordained and installed pastor made a brief statement and pronounced the benediction.

After the installation service the officers and members of the churches came forward to their pastor and gave him an appropriate expression of cordial reception and affectionate regard.

The commission read and approved their minutes. The commission adjourned with prayer led by the Rev. Patrick Lanaghan.

Rufus T. Burton, Moderator
Fred A. Holbrook, Clerk

MINUTES OF COMMISSION TO INSTALL THE REV. TULLY J. HUNTER, as pastor of the Tinkling Spring Presbyterian Church of Fishersville, Virginia. In accordance with the appointment of the Presbytery of Shenandoah, the commission convened at the Tinkling Spring Church, on Sunday, September 11, 2011, at 10:15 a.m.

Commission members present: Teaching Elders: Fred A. Holbrook, Karen E. McLean, April H. Cranford, and Merle L. Fisher Ruling Elders: Sally Hinchman of Massanutten Church, Julian Moffett of Tinkling Spring Church, and Branch Hammock of Waynesboro First Church.

A quorum was present.

Rev. Merle Fisher, Convener, called the commission to order and led in prayer. The commission elected Rev. Merle Fisher moderator and Rev. Karen McLean clerk.

The congregation was called to worship. Rev. April Cranford preached the sermon on the subject "The Spiritual Gym" from John 13:12-20. Rev. Fred Holbrook asked the questions of the pastor. Ruling Elder Julian Moffett asked the questions of the congregation. These being answered in the affirmative and with prayer led by Rev. Karen McLean, the commission installed Tully Hunter as pastor of the Tinkling Spring Church. The members of the presbytery and others welcomed the newly installed pastor into their fellowship in the ministry of the Word and Sacrament.

Ruling Elder Sally Hinchman delivered the charge to the congregation, and Ruling Elder Branch Hammock delivered the charge to the pastor.

At the conclusion of the service the newly installed pastor made a brief statement and pronounced the benediction.

After the installation service the officers and members of the church came forward to their pastor and gave him an appropriate expression of cordial reception and affectionate regard.

The commission then read and approved their minutes.

Merle L. Fisher, Moderator
Karen E. McLean, Clerk

MINUTES OF COMMISSION TO ORDAIN JOAN M. WILSON, as minister of the Word and Sacrament. In accordance with the appointment of the Presbytery of Shenandoah, the commission convened at the Woodstock Presbyterian Church, Woodstock, Virginia, on Sunday, September 18, 2011, at 3:30 p.m.

Commission members present: Teaching Elders: Rev. Randall Webb and Rev. Lisa Webb Ruling Elders: James Collette of Mt. Storm Church, Ann Grisdale of Woodstock Church, Sandi Ey of Nineveh, and Doug Sensabaugh of Massanutten Church. Rev. Kevin Hand was absent due to illness.

A quorum was present.

Others invited by the Presbytery were Ruling Elder Tony Wilson of Woodstock Church.

Rev. Lisa Webb, Convener, called the commission to order and led in prayer. The commission elected Lisa Webb as Moderator, and Ruling Elder Ann Grisdale as Clerk.

The congregation was called to worship. Rev. Randy Webb preached the sermon on the subject "It's About Time" from Genesis 18:1-15 and Mark 1:14-15.

Rev. Lisa Webb stated the proceedings of the Presbytery preparatory to the ordination and pointed out its nature and importance and then asked the questions of the candidate. These being answered in the affirmative, the candidate knelt and with prayer led by Rev. Lisa Webb and the laying on of hands, the commission ordained her to the office of minister of the Word and Sacrament. The members of the Presbytery and others welcomed the newly ordained teaching elder into their fellowship in the ministry of the Word and Sacrament.

Ruling Elder Ann Grisdale delivered the charge to the teaching elder.

At the conclusion of the service the newly ordained teaching elder made a brief statement and pronounced the benediction.

After the ordination service, appropriate expressions of cordial reception and affectionate regard were offered to the newly ordained teaching elder by all those in attendance.

The commission then read and approved their minutes. The commission adjourned with prayer led by Rev. Lisa Webb.

Lisa M. Webb, Moderator
Ann S. Grisdale, Clerk

OFFICE AND PERSONNEL

ESTIMATED PERSONNEL COSTS FOR 2012

Position	Salary	Matching FICA	Health Ins & Pension	Travel	Con Ed	Total
Gen Pres	\$ 65,000.00	\$ 4,973.00	\$ 20,963.00	\$ 6,950.00	\$ 1,500.00	\$ 99,386.00
Resource Coordinator	\$ 38,354.00	\$ 2,934.00	\$ 12,369.00	\$ 2,500.00	\$ 500.00	\$ 56,657.00
Asst for Constitution	\$ 36,421.00	\$ 2,786.00	\$ 11,746.00			\$ 50,953.00
Communications Coordinator	\$ 38,393.00	\$ 2,937.00	\$ 12,382.00	\$ 3,100.00	\$ 650.00	\$ 57,462.00
Bookkeeper- Off. Coordinat	\$ 35,714.00	\$ 2,732.00	\$ 11,518.00			\$ 49,964.00
Hunger Action Enabler	\$ 5,235.00	\$ 401.00	\$ 1,688.00	\$ 550.00	\$ 150.00	\$ 8,024.00
Temporary Office Help	\$ 1,200.00	\$ 92.00				\$ 1,292.00
Support Staff				\$ 3,650.00	\$ 1,500.00	\$ 5,150.00
Stated Clerk	\$ 7,675.00		\$ 2,475.00	\$ 2,000.00	\$ 250.00	\$ 12,400.00
Treasurer	\$ 6,000.00	\$ 459.00				\$ 6,459.00
TOTAL	\$233,992.00	\$17,314.00	\$73,141.00	\$18,750.00	\$4,550.00	\$347,747.00

NOTES TO ACCOMPANY 2012 BUDGET

1. The Synod of the Mid-Atlantic reduced the per capita from \$1.45 to \$.80. This is saving the Presbytery \$10,777 for 2012.
2. The Council has agreed to have a financial review rather than an audit for 2012. This is estimated to save \$3,000. This savings was budgeted to the Virginia Chaplaincy Prison Ministry.
3. Personnel Costs:
 - a. Council recommends parsing out the Stated Clerk position from the General Presbyter position on both an interim basis and for the search process for a permanent General Presbyter. Thus the expense for a Stated Clerk is included as a new line item from the first reading of the proposed 2012 budget on the floor of the Presbytery in August.
 - b. Lucille Gohdes will retire as Treasurer not later than February 29, 2012, necessitating the hiring of a new Treasurer. Last year Lucille filled the position without a salary. With her retirement, Presbytery must fill the Treasurer position. The personnel line item for this position is the same as her starting salary in 2006.
 - c. Council recommends that the search committee seeking to fill the General Presbyter position be authorized to offer a base salary of \$65,000 - \$75,000 plus benefits, for a total at the top level of \$113,376, which is \$13,990 more than shown in the current budget. Because that position will not be filled early in 2012, we estimate that the amount budgeted will adequately cover the acting General Presbyter and permanent General Presbyter for 2012.
4. Presbytery previously authorized the withdrawal of up to \$50,000 per year from reserves to meet budgeted expenses for calendar year. The proposed budget for 2012 exceeds the \$50,000 limit in that the 2012 budget as shown shows a deficit of \$27,235 and Council has also recommended setting aside an additional \$25,000 for the search and relocation process for a new General Presbyter. If all the approved line items are expended in 2012, the Presbytery will have to withdraw a total of \$52,235 from reserves, which is \$2,235 in excess of the \$50,000 limit previously set by Presbytery. Council makes this recommendation in the belief that: (1) the monies budgeted will not actually be expended in 2012 in total, in that a new General Presbyter will not be hired early in the year; (2) Office and Personnel hopes to hire an Acting General Presbyter in the meantime at less than the amount funded for a full-time General Presbyter; and (3) Council voted to suspend the policy of bringing into balance the 2012 budget with the top figure of the negotiating range for the General Presbyter position, as this will not be an issue until 2013 and Council views this as a challenge towards congregational giving in the upcoming budget years.

Beth Pyles, Chair of Budget & Finance

**OFFICE AND PERSONNEL COMMITTEE
SUPPLEMENTAL REPORT**

**POSITION DESCRIPTION
TREASURER, SHENANDOAH PRESBYTERY**

Duties:

1. Review monthly financial statements as prepared by the bookkeeper, resolve any questionable account balances, and approve statements for issuance; review quarterly and annual payroll reports and approve for issuance to taxing authorities; initiate wire transfers.
2. Provide support for the Budget and Finance Committee and the Funds Administration Committee and attend their meetings.
3. Work with bookkeeper to administer policy guidelines and review vouchers and reports.
4. Provide liaison with the Shenandoah Presbytery Corporation.
5. Review insurance coverage at least once annually. (This is not to determine the adequacy of coverage, but rather to confirm that all properties are covered.)

Time Commitment:

This position is estimated to require an average of one day per month (probably two half days a month). Also required are meetings days estimated to be an additional day per month in total: two Funds Administration meetings (plus two conference call meetings), three or four Budget and Finance meetings, four Presbytery Council meetings, four Presbytery meetings, and two Shenandoah Presbytery Corporation meetings.

Qualifications:

Basic knowledge of computers, accounting principles, and financial instruments would be helpful.

Accountability:

This person is accountable to the General Presbyter.

Compensation:

\$6,000 annual salary plus FICA

POSITION DESCRIPTION
ACTING GENERAL PRESBYTER, SHENANDOAH PRESBYTERY

Responsibilities

The Acting General Presbyter will:

- Lead Shenandoah Presbytery through the period of transition
- Promote unity within the presbytery while emphasizing and celebrating the diversity of Shenandoah Presbytery
- Serve as head of staff, setting and maintaining effective administrative and staffing services and lead weekly staff meetings
- Work in an advisory capacity with the Presbytery Council, Committee on Ministry, and other committees of Shenandoah Presbytery as requested
- Provide pastoral care to congregations and to members of Shenandoah Presbytery and their families

Credentials

A teaching elder or ruling elder of the Presbyterian Church (U.S.A.), grounded in the Reformed tradition

Position

Part-time, 2-3 days per week

Compensation

Negotiable