



Special Meeting • August 29, 2023
virtual via Zoom

Registration Information

Ministers and Clerks of Session: We will need to know the names and contact information (email and phone number) for your commissioners ahead of time. Please email this information to Barbara Espigh at barbara@presbyteryofthejames.org, or if you do not have internet access, please leave a message: 804-262-2074 ext. 301.

All attendees: Please use the link below to access registration on our website. You will be asked for your name, phone number where you can be contacted the day/time of the meeting, your church’s name and city, and whether you are a ruling elder commissioner (a ruling elder who was elected by the church session to represent the congregation), ruling elder serving as moderator of a POJ committee, minister member, commissioned pastor (CRE), certified Christian educator, or guest. All registrants will receive an email from Zoom with a unique login link – for security purposes, please do not share your link with anybody else. Please save that email to use on August 29 to log in to the meeting.

There will be absolutely NO additional advance registrations allowed after the deadline, so please be sure to register prior to 4:00 p.m. on Monday, August 28.

Registration: <https://www.presbyteryofthejames.com/stated-meetings/>

If you have questions or concerns not covered in the above information, please contact Barbara Espigh at barbara@presbyteryofthejames.org.

****Emails and calls will be returned during POJ office hours Monday – Thursday 8:30 a.m. to 4:00 p.m.****

Overture Deadline: Overtures must be at the presbytery by noon eight (8) weeks prior to a meeting. For the October 21, 2023 meeting, the deadline will be noon on August 24, 2023.

Upcoming Presbytery Meetings

October 21, 2023 (Stated)	Invitation needed
November 16, 2023 (Called).....	Invitation needed

General Information

At their earliest opportunity, each moderator or clerk of session is requested to put this packet in the hands of the ruling elder commissioner(s) representing their church. Participants should thoroughly review the packet prior to the meeting to become familiar with the topics that will be discussed and voted on.

- ◆ **Presbytery convenes promptly at 7:00 p.m.**
- ◆ **To participate via Zoom, you must have completed registration before the deadline (4:00 p.m. Monday, August 28).** The Zoom link will open at 6:30 p.m. for all commissioners and attendees.

Excused Absences: All ministers and sessions are reminded that email excuses are required for absences to be approved. Please plan to stay logged in for the entire meeting and attend to all matters. Send excuses to Barbara Espigh at barbara@presbyteryofthejames.org.

Motions/Amendments:

- ◆ Please raise your virtual hand by using the “Raise Hand” icon in the participants window or by using *9 if you are participating by phone. Once you have been recognized, you will be asked to unmute using the “Mute/Unmute” icon – phone users may unmute by using *6. Please state your motion or amendment, which will be typed out by the Zoom host and read back to the body.

Agenda

- 6:45** Pre-meeting Preparation and Instructions for Virtual Meeting
- 7:00** Call to Order, Prayer, Land Acknowledgment
and Welcome.....Teaching Elder Rosalind Banbury
POJ Moderator, Bethlehem Church
- Adoption of the Agenda.....Ruling Elder Kenna Payne
Westminster Church, Richmond
- Welcome of First-time Commissioners, Corresponding Members, and Guests
- Scripture Reading and Evening Prayer.....Teaching Elder Rosalind Banbury
Galatians 5:22-26
- Election of Temporary Stated Clerk.....Teaching Elder R. Charles Grant
Honorably Retired, POJ Temporary Stated Clerk
- Amendment to Manual for Administrative Operations.....Ruling Elder Kenna Payne
- Report of the Committee on Nominations.....Ruling Elder Tessa Schuman
CON Vice Moderator, Salisbury Church
- Adjournment and Closing Prayer.....Teaching Elder Rosalind Banbury

Presbytery of the James

Commonly Used Acronyms

Denomination-wide

PC(USA)	Presbyterian Church (U.S.A.)
BOC	<i>The Book of Confessions</i>
BOO	<i>Book of Order</i>
BOP	Board of Pensions
CLC	Church Leadership Connection
FDN	Presbyterian Foundation
OGA	Office of the General Assembly
PDA	Presbyterian Disaster Assistance
PHS	Presbyterian Historical Society
PILP	Presbyterian Investment and Loan Program
PMA	Presbyterian Mission Agency
POAMN	Presbyterian Older Adult Ministries Network
PW	Presbyterian Women

Presbytery of the James

APC	Administration & Pastoral Care Committee (a committee of COM)
COM	Commission on Ministry
CON	Committee on Nominations
COR	Committee on Representation
CPC	Commissioned Pastor Committee (a committee of COM)
CPM	Committee on Preparation for Ministry
CPR	Church and Pastor Relations Committee (a committee of COM)
Exams	Examinations Committee (a committee of COM)
IAG	Investment Advisory Group (a committee of the Tr)
LCT	Leadership Connections Team (8 underlying ministries)
LIT	Leadership Innovation Team (task force of the MC)
MAST	Mission & Service Team (5 underlying ministries)
MC	Mission Council
NWCT	New Worshiping Communities Team (incl. Immigrant Communities)
Personnel	Personnel Committee of the Mission Council
PJC	Permanent Judicial Commission
SDOP	Self-Development of People (a ministry under MAST)
SMA	Synod of the Mid-Atlantic
Tr	Trustees (of the Corporation)
TRC	Transitional Relations Committee (subcommittee of the COM)

Rules for Presbytery Meetings

The Stated Clerk is available to assist anyone with the rules of order, proper motions to make to accomplish their purpose, and wording motions. Please do not hesitate to seek help if needed.

1. Silence all electronic devices.
2. If you are attending in person, please do not log into the Zoom meeting. This will help maintain the proper internet bandwidth necessary to conduct the meeting.
3. If you are attending via Zoom, please mute your link until you are called upon to speak by the Moderator.
4. To seek recognition:
 - a. In person, go to the microphone and wait to be recognized by the Moderator.
 - b. Via Zoom, use the Raise Your Hand function and wait to be recognized by the Moderator.
 - c. Via phone, press *9 and wait to be recognized by the Moderator.
5. If you are attending via Zoom, do not use the Chat feature as a means of debating the motion.
6. Should you wish to make a motion, fill out a motion form found at the registration table and near the microphone. When you have completed your motion form, present it to the Stated Clerk. If you are on Zoom, use the motion form from the POJ website in the meeting information section and email it to the Stated Clerk—statedclerk@presbyteryofthejames.org. If possible, please present to the Stated Clerk prior to making your motion.
7. Debate on all debatable motions shall be limited to 3 minutes and 1 time per person.
8. The vote count will be tallied by the Zoom administrator and the Stated Clerk, with the results presented to the Moderator for announcement of the outcome.
9. Minutes of the meeting will be read and approved by a committee of four individuals who are known to have attended the meeting. These individuals will be selected by the Stated Clerk from two regions on a rotating basis. The Stated Clerk will report on the minutes at the next presbytery meeting.

A Brief Guide and Reference Sheet to *Robert's Rules of Order*

Robert's Rules of Order is a guide for conducting meetings and making decisions. In order for the Presbytery to carry out its responsibilities in the most fair and orderly fashion, it is helpful for teaching and ruling elders to understand the rules of order which will be followed. Familiarity with the *Book of Order* is very helpful and, where our constitution is silent, we have the following:

“Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except when it is in contradiction to this Constitution. Councils may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.” [*Book of Order*, G-3.0105]

With this in mind, the following brief overview of parliamentary procedure is provided for you. It will serve as the basis for the handling of the Presbytery's business. Your familiarity and attention to these basic rules of order will be most appreciated.

Precedence Order	Description	Second Required?	Debatable?	Amendable?	Vote Required?
Main Motions					
1	Main (Principal) - to present a recommendation for consideration by the body	No – if coming from a committee Yes – if coming from the floor	Yes	Yes	Majority
Subsidiary Motions In order of precedence					
2	Postpone indefinitely	Yes	Yes	No	Majority
3	Amend - substituting, inserting, striking out, or striking out and replacing	Yes	Yes	Yes, but only one at a time	Majority
4	Refer / Commit to a Committee	Yes	Yes	Yes	Majority
5	Postpone - to a subsequent meeting	Yes	Yes	Yes	Majority
6	Limit or Extend Debate	Yes	No	No	2/3 vote
7	Call for the Previous Question - to end debate	Yes	No	No	2/3 vote
8	Lay on the table until later in the meeting - to take up more urgent business	Yes	No	No	Majority
Privileged Motions					
9	Order of the Day	No	No	No	Chair decides
10	Question of Privilege	No	No	No	Chair decides
11	To Recess	Yes	No	Yes	Majority
12	To Adjourn	Yes	No	No	Majority
13	To Fix a Time to adjourn	Yes	No	Yes	Majority
Incidental Motions					
	Point of order	No	No	No	Chair decides
	Request for Information	No			
	Parliamentary Inquiry	No	No	No	No vote taken
	Question a Voice Vote	No	No	No	No vote taken
Other Motions					
	Reconsider - can only be made by a person on the prevailing side and for a decision of the same day	Yes	Yes - if the motion being reconsidered is debatable)	No	Majority

NOTE – the above list does not include all possible motions or actions included in *Robert's Rules of Order*.

Temporary Stated Clerk The Rev. R. Charles Grant

The Mission Council learned of and accepted the resignation of Stated Clerk Steve Hicks at the Council's July 19th meeting. The resignation was effective July 31, 2023. At the same Council meeting, the Personnel Committee (a standing committee of the Council) presented the name of Rev. R. Charles Grant (Retired Teaching Elder, a member of the Presbytery of the James) to serve as a Temporary Stated Clerk, effective from August 1, 2023, until a Stated Clerk could be elected by the presbytery at a later meeting. To prevent the very real possible situation of the presbytery's not having a Clerk in place for any length of time, the Mission Council voted unanimously to elect Rev. Grant as the Temporary Clerk, effective August 1, 2023.

The Temporary Stated Clerk is not a called position at this time.

The Personnel Committee has been charged with beginning the search for a Stated Clerk as soon as practicable. The related job description has been reviewed and approved by the Mission Council.

The Mission Council moves and recommends the ratification of the election of Rev. Grant as the presbytery's Temporary Stated Clerk, with the terms stated in the motion.

MOTION - RATIFICATION OF ELECTION OF TEMPORARY STATED CLERK

The Mission Council moves and recommends the presbytery's ratification of the Council's action to elect Rev. R. Charles Grant as the Presbytery's Temporary Stated Clerk. The terms of employment are a position of less than half-time, at the rate of \$300 per week, without benefits.

In his 40 years of active service to the church, Charles has served congregations in Virginia, Tennessee, Missouri, and Pennsylvania. Within Presbytery of the James, he served eight years at Colonial Heights, 16 years at Bon Air, two years as interim at Westminster (Charlottesville), a year at First (Richmond), and a year at Lord Jesus Korean. His presbytery service included chairing the nominating committee and COM and representing Hanover Presbytery in the post-reunion, synod-wide negotiations for presbytery boundaries. He has also served as acting stated clerk on several occasions. Charles and his wife Ruthie have two grown children, three grandchildren, and two Cavalier King Charles Spaniels.

Amendment to the Presbytery of the James Manual of Administrative Operations

The Book of Order provides for the presbytery (as a council of the denomination) to elect the Stated Clerk (G-3.0104). Our Manual of Administrative Operations (Section Three / D, page 6) re-iterates that process. There is no specific provision in either document for a process to elect a temporary clerk.

With the separation of the presbytery's Stated Clerk position from a general presbyter position (arising from the presbytery's Strategic Plan, adopted February 2021), the Mission Council believes it is necessary to consider a new process in the event of any future unexpected vacancy in the Stated Clerk's position. As one of the two specifically required officers of a presbytery, we should take reasonable steps to ensure that the presbytery is never without a stated clerk.

Note – If this amendment is approved, other appropriate sections of the Manual will be updated, so that the Manual is editorially consistent throughout the document.

The Mission Council moves and recommends the adoption of the amendment to the presbytery's Manual of Administrative Operations.

MOTION – PROPOSED AMENDMENT TO THE MANUAL OF ADMINISTRATIVE OPERATIONS

The Mission Council moves and recommends the amendment of the current Manual of Administrative Operations by the insertion of the following paragraph in Section Three, paragraph D - The Stated Clerk:

Should an unexpected vacancy occur in the Stated Clerk position between stated meetings of the presbytery, the Mission Council is granted authority to elect a Temporary Stated Clerk to fulfill the duties of the Stated Clerk and to serve until the election of a Stated Clerk by the presbytery. The Mission Council shall begin a search for the Stated Clerk position as soon as is practicable, for recommendation to and election by the presbytery at a meeting of the presbytery.

Committee on Nominations

Presbytery of the James
August 2023

Recommendations

1. The Committee recommends the Presbytery elect the following slate of nominees.

Nominations for Service

1. Commissioners for the 226th General Assembly (2024):
MWS Nicole Ball, First Presbyterian Church Richmond
MWS James Taneti, Union Presbyterian Seminary
MWS Raymond Roberts, River Road Presbyterian
RE James Lockett, The Presbyterian Church, Fredericksburg

Opportunities for Service

1. Presbytery of the James Vice Moderator 2024-2025

The Committee on Nominations is seeking ruling elders open to serving as vice moderator of the Presbytery in 2024 and as moderator in 2025. Ideal candidates are those who enjoy conducting meetings, speaking in public, and learning new things.

If you are a ruling elder who is being called by the Holy Spirit to lead the Church in this way, [please apply](#).

Ministers and other church members, the committee appreciates your help in encouraging ruling elders in your congregation to consider this opportunity.

For more information, contact committee vice moderator [Tessa Schuman](#) or moderator [Walter Canter](#).

2. Nominating Committee

The Committee on Nominations is accepting recommendations to join the *greatest* of all POJ teams....the Committee on Nominations! This team offers a chance to help shape the future of the Presbytery by finding the folks who will lead the way.

Committee on Nominations has low-key, flexible hours, and great opportunities to connect with folks across the presbytery and beyond. Meetings are held once per month on the third Tuesday at 1:00 p.m. by Zoom, and business is generally concluded in around an hour. Most of the responsibilities of CON members involve contacting folks interested in filling open committee positions, and members also attend meetings of presbytery as often as possible.

If you know someone with a talent for making connections, or if the Spirit leads you to help seek out the next leaders of our presbytery, please contact vice moderator [Tessa Schuman](#) or moderator [Walter Canter](#). We would love to have you join us!

3. Commission on Ministry

COM is expanding, and individuals are needed from all over the Presbytery, particularly Ruling Elders.

- Meetings: Monthly on the second Thursday; most sub-committees meet at 10:30, the whole commission meets at 2:00, and business is usually over before 4:00 p.m. The coordinating group (moderator, vice moderator, moderators of sub-committees) meets monthly on the first Thursday of the month at 10:00; the subcommittee on Examinations meets monthly on the first Thursday at 1:00; business is usually over before 4:00.
- Duties of the committee: Serve as pastor to the ministers and certified educators and oversee their work; approve receiving and dismissing ministers; do the preliminary examination of candidates for ordination; approve calls of ministers to churches; helps churches and pastors when conflicts arise.
- Duties of Individual members: Maintain confidentiality; serve on a subcommittee (Examinations, Church and Pastor Relations, Administration and Pastoral Care, Transitional Relations); serve as liaison to churches in transition (helping sessions and PNC find new pastoral leadership).

If you know of a ruling elder who might be encouraged to use their talents to serve the presbytery, please contact [Tessa Schuman](#) or [Walter Canter](#).