



118th Stated Meeting • Saturday, October 19, 2024
Hybrid Meeting Zoom/Second Church, Richmond
5 N 5th St. Richmond, VA 23219
Section I – Registration and Worship Information

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, even if you intend to attend in person. You will be asked for your name, a phone number where you can be contacted on the day/time of the meeting, whether you plan to attend in person or via Zoom, 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 ruling elder, certified Christian educator, Corresponding Member (member of another presbytery), or guest. All registrants will receive an email from Zoom including information regarding virtual meeting access. Please save that email to use on October 19 to log in to the meeting should you prefer to attend via Zoom.

There will be absolutely NO additional advance registrations allowed after the deadline, so please be sure to register prior to noon on Friday, October 18. If you miss the deadline and wish to attend the meeting, you will need to attend in person.

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 office by noon eight (8) weeks prior to a meeting. For the February 15, 2025, meeting, the deadline will be noon on December 19, 2024.

Upcoming Stated Meetings

February 15, 2025.....	Invitation needed
June 17, 2025.....	Bon Air Church, N. Chesterfield
October 18, 2025.....	Invitation needed

General Information

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

- ◆ **Presbytery convenes promptly at 9:30 a.m.**
- ◆ **To participate in person:** We are asking all attendees to register online and receive a Zoom link. This will help you attend virtually should your plans change at the last minute. On the day of the meeting, check-in begins at 8:30 a.m. Please check in with POJ staff/volunteers to receive your nametag and be counted present.
- ◆ **To participate via Zoom, you must have completed registration before the deadline (noon on October 18).** The Zoom link will open at 9:00 a.m. for all commissioners and attendees. If you are participating virtually by phone, please use *6 to mute or unmute and *9 to raise or lower your virtual hand. *Please have ready prior to the meeting what you plan to use as your elements for the Lord's Supper.*

Excused Absences: All ministers and sessions are reminded that email excuses are required for absences to be approved. Please plan to stay for the entire meeting and attend to all matters. Please send excuses to office@presbyteryofthejames.org.

Physical Location Information:

- ◆ **Address:** Second Church is located at 5 N 5th Street Richmond, VA 23219.
- ◆ **Facility Accessibility:** For those with mobility concerns, there are two ways to enter the building. If you park on the street, you can come in the courtyard along 5th Street and enter through the atrium door. If you park in the deck, use the elevator to get to the first floor, then use the parking deck door to enter the church. All meetings will be on the main floor of the church, with access to bathrooms.
- ◆ **Parking:** Second Presbyterian Church is an Earth Care Congregation, so we highly encourage everyone to carpool as much as possible. Parking downtown is often more limited on Saturdays. Street parking will be available. Pay attention to the time-limit of your space. The parking deck will be available.
Use the HOURLY entrance, the SECOND gate (closest to the church and Main St.) to enter the deck.
Take a ticket as you enter, which will be validated inside with a sticker. Stickers will be available at registration. *Please leave the entrance level spots available for those with mobility issues.*
- ◆ **Childcare:** There will be no childcare at this meeting.
- ◆ **Meals:** Second Church will provide lunches, and there will be vegetarian and gluten-free options. Love gifts will be accepted the day of the meeting.
- ◆ **Wi-Fi:** Please download the packet to your laptop, tablet or other device prior to arriving at the meeting location. We would respectfully ask that you refrain from connecting to the Wi-Fi so that we may reserve maximum bandwidth for those running the virtual side of the meeting. Please do not use your Zoom link if you are attending in person. Thank you for your cooperation.

Motions/Amendments:

- ◆ Should you wish to make a motion, please fill out a motion form, which may be found near the microphone in the meeting space. When you have completed your motion form, present it to the Stated Clerk. If you are on Zoom, use the motion form on the stated meeting page of the POJ website and email it to the Stated Clerk at statedclerk@presbyteryofthejames.org. If possible, please present it to the Stated Clerk prior to making your motion.

A blank motion form has been included in this document on page 6.

Expectations for Boundary Training

For your safety and ours, the presbytery expects all teaching and ruling elders attending presbytery meetings to have had boundary training. Commissioners who attend events sponsored by the Presbytery of the James agree to be governed by the boundaries policy and behave accordingly.

Boundary training is designed to promote healthy relationships and prevent sexual misconduct, harassment, racial discrimination, microaggressions, and gender bias. The goal is to maintain personal awareness, avoid risky behavior and use appropriate settings to keep behavior healthy and appropriate. Boundary training should address:

- Addressing harassment, discrimination and bias
- Confronting Racial Discrimination
- Recognizing biases and systemic issues
- Overcoming Gender Bias
- Awareness and promoting gender equity
- Creating a Culture of Respect and Safety
- Bystander expectations - “if you see something say something”

Adopted by the Mission Council May 15, 2024

This policy on boundary training brings the Presbytery of the James into compliance with our Book of Order. That said, we acknowledge that not all congregations may have had the opportunity to train ruling elder commissioners to the Presbytery. Regardless of a commissioner’s status on the training, all attendees are expected to conduct themselves in a manner that respects appropriate boundaries of their fellow attendees.

Health Expectations

It is important to prioritize the health and safety of all attendees at any meeting of the Presbytery, committees, commissions, teams, workshops, etc. By adhering to these health expectations, we can help mitigate the spread of COVID-19, the flu, or any other airborne or contagious illnesses, and create a safe and welcoming environment for all participants.

1. Participation in the meeting includes possible exposure to and illness from COVID-19 and other illnesses. Following recommendations for being vaccinated and attending to healthy practices may reduce the risk, but the risk of serious illness and death does exist. By attending the meeting, you knowingly assume the risks.
2. Please do not attend the in-person meeting if you feel sick or if you have tested positive for COVID-19 anytime 7 days prior to the meeting. If someone comes in your stead, please let the Presbytery staff (Barbara Espigh at barbara@presbyteryofthejames.org) know who that person is before the meeting starts.
3. If you experience any of the symptoms associated with COVID-19 or other illnesses while attending the meeting, please notify the stated clerk immediately and avoid contact with other persons attending the meeting.
4. Even if you are vaccinated, you are invited to wear a mask and keep a comfortable distance from others if you choose to do so for any reason.
5. Please bring a mask to the meeting. If requested by the POJ moderator for health reasons for any of the group, we ask that you agree to wear the mask.
6. Frequent hand washing is highly recommended. All attendees are strongly encouraged to wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

Following public health guidelines such as wearing masks and getting tested can feel inconvenient or uncomfortable at times, but they are important measures to protect ourselves and those around us from the spread of infectious diseases. By taking these actions, we are showing empathy and consideration for others, and doing our part to keep our communities safe and healthy. It's important to remember that we are all in this together, and small actions can have a big impact on the health and well-being of our families, friends, and neighbors.

Adopted by the Mission Council, May 17, 2023

Approved by Presbytery June 20, 2023

Ruling Elder Commissioners from Each Session January 1, 2024 to December 31, 2024

Four Ruling Elder Commissioners from congregations having 900 or more members:

Charlottesville First, Fredericksburg, Richmond First.

Three Ruling Elder Commissioners from congregations having from 600 to 899 members:

Richmond Second, River Road, Salisbury, Westminster Charlottesville.

Two Ruling Elder Commissioners from congregations having 143 to 599 members:

Bon Air, Brandermill, Chester, Culpeper, Fairfield, Gayton Kirk, Ginter Park, Grace Covenant, Hebron, Lord Jesus, Meadows, Olivet, Providence Forge, Rockfish, Southminster, Summit, Swift Creek, Three Chopt, Tuckahoe, Westminster Richmond.

One Ruling Elder Commissioner from congregations having 142 or fewer members:

Aberdour, All Souls, Amelia, Amptill, Ashland, Bethesda, Bethlehem, Blackstone, Blue Ridge, Bott Memorial, Brett-Reed Memorial, Burkeville, Byrd, Campbell Memorial, Chase City First, Colonial Heights, Concord, Cove, Covenant, Eastminster, Ebenezer, Emporia First, Forest Hill, Genito, Gregory Memorial, Hartwood, Hawkins Memorial, Holy Trinity, Hopewell First, King's Chapel, Kirk O'Cliff, Laurel, Lawrenceville, Louisa, Madison, Mattoax, Mechanicsville, Milden, Milford, Mitchells, New Hanover, Oak Grove, Ogden, Orange, Overbrook, Petersburg Second, Pine Grove, Praise the Lord, Providence Gum Spring, Providence Powhatan, Pryor Memorial, Rennie Memorial, Richmond First United, Rivermont, Rosewood, Salem, Sandston, Scottsville, South Hill, South Plains, St. Andrews, St. James, Tabor, Tappahannock, Thyne Memorial, Village, Waddell Memorial, Westminster Petersburg, Woodlawn, Woodville, Zion Hill.

Presbytery of the James News

If you would like to be added to the mailing list to receive our e-newsletter, the Current, please visit <https://www.presbyteryofthejames.com/news/current/> to subscribe.

The POJ has a [Facebook](#) page as well as a [private Facebook group](#) which gives you a forum to seek the expertise of others, share your experience, and invite others to your congregation's events.

You may contact the POJ office at office@presbyteryofthejames.org with news to share in the Current or on POJ social media.

Necrology

Ruling Elders

Amelia	Ed Gordon, Judy Marchese, Ernie Staggers
Blackstone	Charles H. Beale, Dan Houdersheldt
Bon Air	Paul Beigbeder, Ann Bowling, John "Jack" West III
Byrd	Nancy Dykers, Martha "Tita" Lockhart, John Long
Charlottesville First	Lois Carstens, Tom Doyle, David Rathburn, Alton Taylor
Fairfield	John Davenport Mitchell, Charles Andrew Moore, Sr., Robert Louis Stevens, Jr., William Edward Walls, Beverly Bowers Ward
Fredericksburg	Richard "Pete" Beattie, Frank Roys
Ginter Park	Wilma "Billie" Bell, Margaret "Maggie" Hayes, Martha Ann Phipps
Grace Covenant	Hank Downing, Jr., Harry J. Warthen III
Hartwood	Michael Alan Gould
Laurel	Harriet Sue Bell, Victor Deisher, Howard Lawrence, Jr., Pete Houser Rose
Madison	Thomas "Tommy" Henry Berry
Meadows	Robert Cooper, Tom MacDonald, Edwin Wade
Olivet	Joe Hicks, Marge Mahanes
Overbrook	Finn Jensen, Betsy Cole
Petersburg Second	Gerald "Jerry" Ellis, Russell Garrison, Lindsay E. Gray, Venable Johnson
Providence Forge	Michael Minter, James Ward
Providence Gum Spring	Verrell "Sonny" Hughes
Richmond First	Betty Butterworth, Causey Davis, Jim Farnham, Hannah Gray, Peggy Rudder, David Snyder, Emily Tafel
Rockfish	Nellie Koon, Alice Murphy
Salisbury	Benjamin DeForest McKeel, Jerry Tyree Reed
Scottsville	Judy Brown
Southminster	Alberta Lindsey, Don Reed (served at New Covenant Church)
South Plains	Wilson "Shorty" Norford
St. James	Arlene Cobb Wooten
Swift Creek	Pam Conde
Three Chopt	Robert Lockard
Tuckahoe	Johnny Boyles, Elmer Dunn, Butch Richardson, Ann Watts
Woodlawn	Marvin "Bubba" Neal

Ministers of the Word and Sacrament

Rev. Richard Lindsey, Jr. (12/11/2023)
Rev. William Simms, Jr. (12/20/2023)
Rev. Roger Nicholson (12/29/2023)
Rev. William Kell (1/4/2024)
Rev. Donald Steele (1/24/2024)
Rev. James Payne (3/8/2024)
Rev. William Metzel (4/23/2024)