



118<sup>th</sup> Stated Meeting • Saturday, October 19, 2024  
Hybrid Meeting Zoom/Second Church, Richmond  
5 N 5th St Richmond, VA 23219  
Section II – Agenda and Reports

## Agenda

- 9:00** Gathering, Greeting, Refreshments
- 9:15** Pre-meeting Preparation and Instructions for Hybrid Meeting
- 9:30** Call to Order, Prayer, Land Acknowledgment & Welcome RE Cherry Peters  
Adoption of the Agenda TE Janet James  
Adoption of Meeting Rules RE Barry Parks  
Welcome of First-time Commissioners, Corresponding Members, and Guests  
Welcome of New Minister Members TE Sarah Schutte  
Recognition of Retirements TE Joseph Taber
- 10:00** **Worship Service including the Lord’s Supper and Necrology**
- 11:00** Stated Clerk Report (pp. 6-9) RE Barry Parks  
GA Commissioners Report (pp. 10-13) TE Nicole Ball, RE Barry Parks, RE James Luckett  
Mission Council Report (pp. 16-22) TE Janet James  
Trustees Report (pp. 23-25) RE Dan Jordanger  
Anti-Racism Report (pp. 26-29) RE Joslyn Shipman and TE Robert Johnson
- 12:00** **Lunch Break**
- 12:45** Commission on Ministry Report (pp. 30-34) TE Joseph Taber  
Committee on Preparation for Ministry Report (p. 35) RE Chad Wayner  
Mission and Service Team Report (pp. 36-37) TE Mary Jane Winter  
Leadership Connections Team Report (pp. 38-39) Natasha Taylor  
Committee on Nominations Report (p. 40) TE Walter Canter  
Camp Hanover Report (pp. 63-65) Doug Walters
- 2:30** Adjournment and Closing Prayer RE Cherry Peters

## Meet Today's Leadership

[Rev. Nicole Ball](#): GA Commissioner; Parish Associate, First Church, Richmond

[Rev. Walter Canter](#): Moderator, CON; Pastor, Blue Ridge

**Brik Cash**: POJ Zoom Host; Technology and Events Director, First Church, Richmond

[Rev. Janet James](#): Mission Council Moderator; Pastor, Gayton Kirk

[Rev. Robert Johnson](#): Co-Moderator of ARC; Pastor, New Hanover

[Dan Jordanger](#): President of Trustees of Presbytery of the James, Inc.; Ruling Elder, Providence, Gum Spring

[James Lockett](#): GA Commissioner, Ruling Elder, Fredericksburg

[Barry Parks](#): Temporary Stated Clerk, POJ; Ruling Elder, Westminster, Charlottesville

[Cherry Peters](#): POJ Moderator; Ruling Elder, Second, Richmond

[Rev. Sarah Schutte](#): Moderator of COM Exams; Pastor, Milford

[Joslyn Shipman](#): Co-Moderator of ARC; Ruling Elder, Bon Air

[Rev. Joseph Taber](#): Member of COM; Pastor, Culpeper

[Natasha Taylor](#): Vice-Moderator, LCT; Salisbury

[Doug Walters](#): Executive Director, Camp Hanover

[Chad Wayner](#): Moderator of CPM; Ruling Elder, South Plains

[Rev. Mary Jane Winter](#): Moderator of MAST; Member At Large

## Presbytery of the James

### Commonly Used Acronyms

#### Denomination-wide

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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
PEVA	Presbytery of Eastern Virginia
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

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APC	Administration & Pastoral Care Committee (a committee of COM)
ARC	Anti-Racism Committee
COM	Commission on Ministry
CON	Committee on Nominations
COR	Committee on Representation
CREC	Commissioned Ruling Elder 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)
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 of 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 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](mailto: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 with and attention to these basic rules of order will be most appreciated.

Precedence Order	Description	Second Required?	Debatable?	Amendable?	Vote Required?
<b>Main Motions</b>					
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
<b>Subsidiary Motions</b> 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
<b>Privileged Motions</b>					
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
<b>Incidental Motions</b>					
	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
<b>Other Motions</b>					
	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*.

**Report of the Stated Clerk  
Presbytery of the James  
October 19, 2024**

**I. Commission Reports**

- A. The commission of the Presbytery of the James, formed to install Rev. Crystal Varner Parker as Pastor of Providence Forge Presbyterian Church in Richmond, Virginia, convened with prayer by Commission Moderator Rev. Joshua Andrzejewski at Providence Forge Presbyterian Church on June 2, 2024, at 3:15 p.m. The commission consisted of the following members, all of whom were present:

Ministers:

Rev. Joshua Andrzejewski (First Richmond) Constitutional questions to the pastor  
Rev. Dr. Floretta Barbee-Watkins (Presbytery of the James)  
Rev. Dr. Frances Taylor Gench (Union Presbyterian Seminary) Sermon  
Rev. Dr. Cindy Kissel-Ito (Providence Forge) Charge to the congregation

Ruling Elders:

Martha Martin Daugherty (Providence Forge) Constitutional questions to the congregation  
Peggy Fox (Woodville)  
Zach Parker (Salisbury, in lieu of Barclay Bradshaw who was unable to attend due to illness)

Guest: Rev. Tate Mitchell, Charge to the pastor

Rev. Dr. Cindy Kissel-Ito was elected clerk. The order of worship for the service was approved as the work of the Commission and it was decided the Commission's work would be concluded with the benediction by the newly installed pastor.

Pursuant to the assignment of the Presbytery of the James and the provisions of the *Book of Order W-4.4000* including subscription to the Constitutional Questions (W-4.0404) Rev. Crystal Varner Parker was installed as Pastor of Providence Forge Presbyterian Church.

- B. The commission of the Presbytery of the James, formed to install Noah Morgan met at 9:30 a.m. on August 11, 2024, at Hebron Presbyterian Church. The Commission members included the following members, a quorum of who was present:

Ruling Elders:

Rob DuPriest, Ashland Presbyterian Church  
Jim Elliott, Westminster Presbyterian Church (Richmond)  
Jerome Wilson, Blackstone Presbyterian Church,

Teaching Elders:

Rev. Joshua Andrzejewski, First Presbyterian Church (Richmond),  
Rev. Joel Morgan, Member at Large  
Rev. Shelly Barrick-Parsons, Member at Large  
Rev. Nate Taylor, Salisbury Presbyterian Church.

Rev. Joshua Andrzejewski served as moderator and opened the meeting with prayer. The Commission elected Jerome Wilson as clerk. Commission members approved three motions:

1. The motion was approved that the worship service would constitute the work of the Commission.
2. The motion was approved that the Commission's work concludes with the benediction.
3. The motion was approved that the clerk and moderator are empowered to record the minutes and submit to the stated clerk.

The Service of Installation began at 10 a.m. in the Hebron Presbyterian Church sanctuary. Rev. Joel Morgan preached the sermon, "The Leadership Burden", using Exodus 18:13-25 as the biblical text. Rev. Joshua Andrzejewski asked the constitutional questions to the pastor. Jim Elliott asked the constitutional questions to the congregation. Rev. Nate Taylor charged the pastor. Rev. Shelly Barrick-Parsons charged the congregation. Rev. Noah Morgan gave the benediction. The work of the Commission concluded with the benediction, as previously approved.

Pursuant to the assignment of the Presbytery of the James and the provisions of the *Book of Order* W-4.4000 including subscription to the Constitutional Questions (W-4.0404) Rev. Noah Morgan was installed as Pastor of Hebron Presbyterian Church.

- C. The commission of the Presbytery of the James, formed to ordain Rev. Madison Cody to serve as chaplain at Cedarfield, met at Campbell Memorial Presbyterian Church on August 24 at 1:00 p.m. The commission included the following members, a quorum of whom was present:

Teaching Elders:

Clay Macaulay (River Road), Opening and Gathering Prayer  
Elizabeth Smith-Bartlett (VCU Health), Sermon  
James Taneti (Union Presbyterian Seminary), Prayer for Illumination

Ruling Elders:

Trish Carter (First Presbyterian Richmond), Charge the Minister  
Cherry Peters (Second Presbyterian Richmond), Constitutional Questions  
Mike Sears (Campbell Memorial Presbyterian), Confession/Pardon

Guests:

Rev. Lyndsay McCall Gilliam (Wycliffe Presbyterian, PEVA), Clerk

Pursuant to the assignment of presbytery and the provisions of W-4.04 of the *Book of Order*, Madison Cody was ordained as a minister of the Word and Sacrament, to serve as chaplain at the Cedarfield.

- D. The Members of the POJ Commission to ordain Hannah Miller met at 3:30 pm on September 21, 2024 at First Presbyterian Church.

The Commission members included:

Ruling Elders:

Mark Fagerburg, Bon Air Presbyterian Church  
Dr. Barbara Glenn, First Presbyterian Church  
Dr. Marilyn Johns, Gayton Kirk Presbyterian Church  
Barry Parks, Westminster Presbyterian Church

Teaching Elders:

Rev. Joshua Andrzejewski, First Presbyterian Church  
Rev. Ann Cherry, Laurel Presbyterian Church  
Rev. Dr. Francel Taylor Gench, Union Presbyterian Seminary  
Rev. Derek Starr Redwine, First Presbyterian Church  
Rev. Wilson Kennedy, guest of the Commission

Josh Andrzejewski served as moderator and opened the meeting with prayer. The Commission elected Marilyn Johns as clerk.

Commission members approved three motions:

1. The motion was approved that the worship service would constitute the work of the Commission.
2. The motion was approved that the Commission's work concludes with the benediction.
3. The motion that the clerk and moderator are empowered to record the minutes and submit to the stated clerk.

The Service of Ordination began at 4 pm in the First Presbyterian Church sanctuary. Rev. Dr. Gench preached the sermon, "Ministry in the Postscript," using John 21 as the biblical text. Rev. Andrzejewski asked the constitutional questions to the pastor. Rev. Wilson Kennedy charged the pastor. Rev. Hannah Miller gave the benediction.

The work of the Commission concluded with the benediction, as previously approved.

Pursuant to the assignment of presbytery and the provisions of W-4.04 of the *Book of Order*, Hannah Miller was ordained as a minister of the Word and Sacrament, to serve as pastor at Faith Presbyterian Church (Pueblo Presbytery).

## II. For Information

- A. The Stated Clerk received an allegation about a disciplinary issue on August 23, 2024, and an Investigating Committee (IC) has been established. The Stated Clerk received another allegation about a disciplinary issue on September 27, 2024, and an IC is being established.
- B. Readers of the presbytery minutes for the stated meeting of June 18, 2024, and the called meetings of July 30, 2024, and August 15, 2024, have approved those respective minutes. The stated clerk will recruit commissioners present today from Regions E and F to read and approve the minutes of this meeting.



- C. The review of Session minutes for 2023 is underway under the leadership of Ruling Elder Marilyn Johns. Thank you, Marilyn! So far 67 churches have submitted their minutes for review. I ask that any churches that have not yet sent in their minutes to please do so.
- D. GA Commissioner reports for the 226th General Assembly are included in the information packet (pp.10-13).

### **III. For Action**

The Stated Clerk moves the adoption of the consent agenda.

The Stated Clerk makes the following recommendations for the consent agenda:

- 1. Moves the adoption of the Rules for Presbytery Meetings. (p.4)
- 2. That the Balancing of Presbytery Commissioners for 2025 be approved. (pp. 14-15)

Barry Parks, Temporary Stated Clerk  
[statedclerk@presbyteryofthejames.org](mailto:statedclerk@presbyteryofthejames.org)

## **Consent Agenda**

Presbytery of the James, 118<sup>th</sup> Stated Meeting  
Hybrid Second Church, Richmond and Zoom Meeting  
October 19, 2024

Any item on the Consent Agenda can be pulled for any reason. Simply make the request at the appropriate time and it will be placed under the appropriate committee report. If there are other nominees for the positions listed in the Consent Agenda, request that the particular election be pulled for nominations from the floor.

- I. The Stated Clerk makes the following recommendation for the Consent Agenda:**
  - A. That the Rules for Presbytery Meetings be adopted.
  - B. That the Balancing of Presbytery Commissioners for 2025 be approved.

## Report of the Commissioners to the 226<sup>th</sup> General Assembly of the Presbyterian Church (U.S.A.)

At the 116<sup>th</sup> Stated Meeting of the Presbytery, on February 17, 2024, RE Barry Parks, RE James Luckett, TE James Taneti and TE Nicole Ball (in absentia) were commissioned as commissioners to the 226<sup>th</sup> General Assembly. Unfortunately, TE James Taneti was unable to attend. Here are the reports from Nicole, James and Barry:

### **TE Nicole Ball - [nball@fpcrichmond.org](mailto:nball@fpcrichmond.org)**

Aaron Burr, played by Leslie Odom Jr. in the Broadway hit musical, Hamilton, wants to be “In the Room Where it Happens” to hear the secret deal between Thomas Jefferson and James Madison which affected the future of America. I am pleased to report that, while important work was done and Commissioners played an integral role in voting, the entirety of the General Assembly is accessible for all who are interested to see how the sausage is made!

I was honored to be selected to serve as a Teaching Elder Commissioner from the Presbytery of the James this 226<sup>th</sup> gathering of the GA in Salt Lake City, Utah. Unlike Jefferson and Madison’s conversations which steered the direction of the early Americas, the entire proceedings (including Committee work) were live streamed for all of the Church to experience (and are still available for viewing at <https://ga-pcusa.org>). These meetings consisted of Committee gatherings to discern the work of the Spirit in the larger church, followed by Plenary gatherings for voting on overtures put forth from Presbyteries and Commissioners from around the globe.

Upon reflection, I felt renewed about the future of theological education at our PC(USA) affiliated Seminaries and through the voices of Young Adult Advocates. The Church is reforming in this liminal space, post COVID, by finding creative ways to expand reach to new populations of Christ followers. The theme, Live in to Hope, reminds us all that God is not finished. We are called to live in hope that God’s kin-dom is on the horizon. And, we still have work to do!

### **RE James Luckett - [j.h.luckett78@gmail.com](mailto:j.h.luckett78@gmail.com)**

The 226<sup>th</sup> General Assembly (GA) of the Presbyterian Church (USA) convened on June 25, 2024 via zoom. After a brief introductory session – banging the gavel, ensuring a quorum, and opening prayer – the commissioners went into breakout rooms for three days of committee work. After a travel day on June 29, the GA reconvened in Salt Lake City for in-person plenaries June 30 to July 4.

In 2018, the GA was all in person; in 2020, the GA was all Zoom; and in 2022, committees met in person and the plenaries were conducted via zoom. Therefore, the last four PC(USA) GAs have been conducted using four different formats.

### **Preparation**

Ruling Elders and Teaching Elders in the Presbytery of the James (POJ) had the opportunity to apply to serve as GA commissioners via the POJ website during the summer of 2023.

In the PC(USA), leadership is shared between Ruling Elders and Teaching Elders and based on membership numbers, the POJ was authorized two of each.

Activities in the fall and winter months were mostly focused on administrative matters. I had expected to pay most, if not all, of my expenses so I was surprised to learn that my flight, hotel, and meals would be provided. This policy made the GA experience accessible to more people, not just old, retired guys.

In the spring, the commissioners received committee assignments. Committee assignments were randomly assigned without regard to any individual interest or expertise. I was assigned to the General Assembly Entity Coordination committee which dealt with matters pertaining to the six national agencies of the PC(USA) -- [the Office of General Assembly](#), [Presbyterian Mission Agency](#), [Presbyterian Investment & Loan Program](#), [Presbyterian Foundation](#), [Board of Pensions](#), and [Presbyterian Publishing Corporation](#).

In preparation, the GA website provided on-line training opportunities, the committees met twice via zoom for introductory sessions, and the Synod of the Mid Atlantic conducted a mock plenary session to introduce the on-line tools to be used during the GA.

During the committee sessions, commissioners heard from overture proponents and subject-matter experts, held discussions, and voted on recommendations to be forwarded for GA consideration.

### **Salt Lake City**

Three POJ commissioners attended the sessions in Salt Lake City. Overall, about 450 commissioners attended from over 160 presbyteries.

Saturday, June 29 was a travel day with a welcome reception at one of the host hotels. On Sunday, June 30, commissioners were invited to attend worship in one the PC(USA) churches in the Salt Lake City area. I visited Mount Olympus Presbyterian Church of the eastern edge of the city. During the opening plenaries that afternoon and evening, the GA conducted business including electing co-moderators and passing the consent agenda with about 70 items on it.

From Monday, July 1 through Wednesday, July 3, the days began with 8:30 am worship services and ended with scheduled 9:00 pm adjournments (with lunch and dinner breaks) to consider the reports of each committee and act on the recommendations presented.

On the morning of Thursday, July 4, the GA concluded with the final report from the finance committee and worship.

I found the GA to be very interesting in several ways – learning about the operations of the larger church, the immersion into parliamentary procedures, and the technology used.

I found the presence of advisory delegates including Young Adult Advisory Delegates (YAAD) particularly interesting. YAADs were representatives in their late teens or early twenties. During committee sessions, advisory delegates had voice and vote. In plenary sessions, advisory delegates had voice but no vote. I felt that the YAADs, however, used their right to address the GA to good effect because perhaps no one can address some issues like climate change or gun violence with the passion of young people. After discussion of an overture and before voting, advisory delegates would participate in a non-binding poll with the results shared with the voting delegates being told, “Commissioners, you have been advised.”

Unfortunately, the POJ did not select and send a YAAD to this GA.

While many issues were decided with a broad consensus, I can remember close votes such as 198-201 and 208-207.

More information about GA decisions and actions can be found at [PC\(USA\) OGA \(pcusa.org\)](#).

### **What's Next**

Some decisions of the GA took effect immediately upon adjournment. Matters involving changes to the PC(USA) Book of Order must be referred to presbyteries for ratification with approved changes to be included in the next Book of Order republication on July 4, 2025.

The next GA will be in 2026 in Milwaukee, WI. I expect that it will use the same format as this GA. Anyone interested in serving as a commissioner at the next GA should be alert for announcement of application procedures next year.

### **RE Barry Parks, Commissioner – [statedclerk@presbyteryofthejames.org](mailto:statedclerk@presbyteryofthejames.org)**

The 226th General Assembly began on Tuesday, June 25th, with three days of committee meetings, all of them on Zoom for ten hours every day. I was assigned to the “Financial Resources” committee, which was a real education for me. Our co-moderators, Reverend Joanna Jew Dunn and Catesby Woodford, did an excellent job of team building, and we finalized all of the overtures that we would present at the plenary meeting.

After all those meetings we got Friday off, and then I flew out to the plenary meeting on Saturday, June 29th.

### **Salt Lake City**

I want to give a shout out to the Presbytery of Utah, which hosted the meeting. They made it very easy to get from the airport to the Salt Palace Convention Center. They had volunteers there to meet us at baggage claim and showed us how to get on the TRAX light rail system that went directly to the convention center. When I got off the train, there were more volunteers who pointed me to the hotel where I was staying and showed me the best way to walk there. It couldn't have been any easier.

Registration was easy, too. When it came to our expenses, they just gave each of us a “declining balance per diem credit card” to pay for everything during our stay. We were told we could spend it any way we wanted, but that was all we were going to get. No receipts, no forms to fill out. Very convenient.

On Sunday, everybody went to church. Getting six hundred people to church on Sunday was a big job, but our hosts were up to it. They brought buses into the convention center, and got everyone to church on time. I was surprised to learn that there were so many PC(USA) churches in Salt Lake City.

### **The Plenary Meeting**

The plenary meeting began on Monday, July 1st, and the theme was “Live into Hope.” Our meetings began each day at 8:30 am and ended at 9:00 pm.

Our co-moderators were Rev. CeCe Armstrong and Rev. Tony Larson, and they both did an excellent job. We also elected a new Stated Clerk Rev. Jihyun Oh, who replaced the Acting Stated Clerk, Rev. Bronwen Boswell.

### **Funding for Presbyteries and Synods**

Here is what I learned as a member of the “Financial Resources” committee. I'm sure that we've all heard that our Presbytery has a budget deficit - we're spending more than we have, by hundreds of thousands of dollars. I learned that it's not just us. According to the Funding Model Development Team, the funding for many of our Presbyteries and Synods is just not sustainable. They're spending more than they have, and there's no easy fix.

Why is that? At first, I thought that if they're spending too much, then they should just cut back. But the Presbyteries don't just spend money on their own churches. They are also required to contribute to the budgets of both their Synod and the General Assembly, and that runs to a lot of money. For the Presbytery of the James, that amounts to a combined total of \$203,000 this year for per capita and shared mission support.

The Presbyteries get money from their own member churches, but that’s not working out so well. Churches are getting smaller, which means that they have less to give. Smaller churches are also more expensive for Presbyteries to resource than larger churches. The PC(USA) projects that membership is dropping by 4.5% every year. That’s a lot.

During the plenary meeting there was a big focus on spending. At least twice a day, Ian Hall, the CFO/COO of the Presbyterian Church (U.S.A.), A Corporation, gave an update on the costs of all the approved actions that we had taken. He expressed those costs as how it would change the General Assembly per capita for the next two years.

At the end of this General Assembly, this was the final outcome for the per capita:

<b>2025</b>	<b>2026</b>
Base \$10.20	Base \$10.62
Approved Actions \$0.64	Approved Actions \$0.64
Total \$10.84	Total \$11.26

And this was the final budget for the General Assembly:

<b>2025</b>	<b>2026</b>
Total Revenue \$94,859,983	Total Revenue \$94,949,969
Total Expenses \$91,838,594	Total Expenses \$94,392,435
Surplus \$3,021,389	Surplus \$557,534

One question that came up was, if we have a surplus of over 3 million dollars in 2025, could we just reduce our spending by that amount? The answer is no, because it’s actually a two-year budget, and we have to factor in slightly reduced income in 2026. If we reduced the surplus in 2025, then there would be a deficit in 2026.

There is a plan for what to do about funding, and the first step is to do a survey. The following is taken from the Report of the Funding Model Development Team:

“We are preparing a survey administered by Presbyterian Research Services of Mid Council leaders to determine their willingness to engage in pilot programs of different funding models. We are developing two models: the Percentage Model and Presbytery Partnership Model (kind of an enhanced communication and financial development program). With these models, we will be able to explore alternative funding approaches for our church on the Mid Council and national level, to determine what best serves our mission and ministry into the future.”

**Final Thoughts**

It was a real blessing to be a General Assembly commissioner. It was one of the most meaningful experiences that I’ve ever had. I have so many stories about making new relationships, learning about the larger church and, most importantly, what God is calling and equipping me to do.

**The Presbytery of the James  
Balancing of Commissioners  
for 2025  
in accordance with G-3.0301**

<b>Ministers of the Word and Sacrament<sup>1</sup></b>		
Validated, serving in a congregation	68	
Validated, serving outside of the congregation	36	
Members at Large	34	
Subtotal		138
Honorably Retired (102), of whom we count 18 for balancing	18	
Subtotal		18
<b>Total</b>		<b>156</b>

<b>Ruling Elders</b>		
<b>Elected by Sessions as commissioners to presbytery (G-3.0202a)</b>		
4 commissioners from all congregations having 900 or more members	8	
3 commissioners from all congregations having 600 to 899 members	6	
2 commissioners from all congregations having 143 to 599 members	42	
1 commissioner from all congregations having 142 or fewer members	73	
Subtotal		129
<b>Enrolled by presbytery during terms of elected service to presbytery or its congregations (G-3.0301)</b>		
REs who are Moderators <sup>2</sup> of POJ, Teams, or Committees	5	
REs commissioned <sup>3</sup> to do pastoral work in a congregation	9	
REs who are Certified Educators <sup>4</sup> and congregation members (G-2.1103b)	12	
RE serving as Stated Clerk <sup>5</sup>	1	
Subtotal		27
<b>Total</b>		<b>156</b>

This plan is subject to amendment, if the Committee on Representation advises changes that will better "fulfill the principles of participation and representation found in F-1.0403 and G-3.0103" (G-3.0301, first paragraph).

<sup>1</sup> Following G-2.0503, we designate three categories of ministers: Validated (includes both those serving in a congregation and those serving in specialized, non-parish ministries), Member at Large, and Retired. Numbers of minister members are given as they were on September 20, 2024.

<sup>2</sup> Cherry Peters (Moderator) Chad Wayner (CPM), Dan Jordanger (Trustees), Tessa Shuman (CON), Joslyn Shipman (Anti-Racism Committee)

<sup>3</sup> Charles Bagwell, Jerome Bennett, Patricia Carter, Marvin Daniel, Peggy Fox, Patricia Higgins, Scott Jackson, Susan May, William Seay.

<sup>4</sup> Carolyn Brown, Gloria Cauthorn, Carol Dunlap, Marian English, Barbara Flynt, Marcia Hale, Bruce Harvey, Marilyn Johns, Ann Knox, Carson Rhyne, Leigh Anne Ring.

<sup>5</sup> Barry Parks.

**Ruling Elder Commissioners from Each Session**

**January 1, 2025, to December 31, 2025**

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

First Charlottesville, First Richmond

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

Brandermill, Salisbury

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

Bon Air, Chester, Culpeper, Fairfield, Fredericksburg, Ginter Park, Grace Covenant, Hebron, Lord Jesus Korean, Meadows, Olivet, River Road, Rockfish, Second, Southminster, Summit, Swift Creek, Three Chopt, Tuckahoe, Westminster Charlottesville, Westminster Richmond

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

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



## Report of Mission Council

Report to October 19, 2024, Stated Meeting of the POJ  
June 24, July 17, July 22, July 31, August 21, and September 18, 2024

### Personnel:

- The Personnel Committee conducted an exit interview with Barbara Chalfant.
- Temporary Stated Clerk Barry Parks, the POJ Staff, and MC are creating a detailed list of expectations of the role of permanent Stated Clerk as we await the presbytery's decision about the role.
- The Mission Council voted to authorize Warren Lesane as a Temporary Stated Clerk for Judicial Process for the purpose of identifying and responding to any issues of church discipline contained in a letter delivered to the POJ office on April 25, 2024, as outlined in the Rules of Discipline in the *Book of Order*.
- Received notice of resignation of Kelley Hope, Communications Manager.
- The Mission Council authorized Lead Presbyter Flo Barbee-Watkins to contract with a temporary agency for someone to fill the role of Communications Manager for up to 20 hours/week at maximum of \$22 per hour. A renewed review of the position by Mission Council will occur within six weeks of the hire.
- The Personnel Committee is reviewing information on the 2025 Board of Pensions plan and will coordinate with Cindy Hollingshead on implementation for the staff.
- Voted to support Flo Barbee-Watkins' project *Funding Models for Mid-Councils*.
- In anticipation of the results of the September 26, 2024, Special Called presbytery meeting, Mission Council has developed two timelines for responding to the outcome of the meeting.

### Meetings:

- Received and accepted invitation for July 30, 2024, from First Church, Richmond, to host Special Meeting called to act on the recommendations of the Strategic Plan Task Force.
- The Mission Council assisted TSC Barry Parks and POJ Moderator Cherry Peters to plan, support, and lead the July 30 POJ Special Called presbytery meeting.
- The Mission Council had a lengthy and spirited discussion on the Strategic Plan Task Force report and the meeting.
- At the request of the Commission on Ministry, the MC approved a virtual presbytery meeting on Thursday, August 15, 2024, for the purpose of approving the POJ's 2025 Minimum Terms of Call.
- The Mission Council assisted TSC Barry Parks and POJ Moderator Cherry Peters to plan, support, and lead the August 15, 2024, POJ and September 26, 2024 special called presbytery meetings.
- The Mission Council is assisting TSC Barry Parks and POJ Moderator Cherry Peters to plan and provide support for the October 19, 2024, POJ stated presbytery meeting.



- Received information from Kendra Crabtree, Administration Manager First Church, Richmond, regarding equipment requirements for hybrid POJ presbytery meetings.
- Mission Council and Strategic Plan Task Force held a joint hybrid meeting after the SPTF presentation to the POJ in order to provide an opportunity to get clarification and have better understanding of the work of both groups.

**Finances:**

- Budget Committee’s work on the 2025 POJ Budget is ongoing.
- Receives and discusses the monthly financial reports from Accountant Cindy Hollingshead.

**Ongoing Responsibilities:**

- The Mission Council currently has two active Administration Commissions and has received reports from them. There are two pending requests for ACs.
- The MC continues to review and update forms, policies, and procedures as we encounter the need.
- Committee on Representation has been formed with the following members: TE Crystal Varner Parker, RE Zamaita Melendez, RE Donna Kelly, TE Nate Taylor, and TE Todd Davidson
- Mission Council continues to seek elders to fill vacancies on the Committee on Nominations.

**The Mission Council makes the following recommendations:**

1. That presbytery approve the agenda for the 118th Stated Meeting.
2. That presbytery elect the following to serve on the Committee on Representation:
  - TE Crystal Varner Parker, class of 2027, term 1
  - RE Zamaita Melendez, class of 2027, term 1
  - RE Donna Kelly, class of 2026, term 1
  - TE Todd Davidson, class of 2026, term 1
  - TE Nate Taylor, class of 2025, term 1.
3. That presbytery elect the following to serve on the Committee on Nominations:
  - TE Kate Fiedler, region E, class of 2027, term 1
  - TE Inger Manchester, region A, class of 2027, term 1
  - RE Joslyn Shipman, region F, class of 2025, term 1
  - RE Marjorie Clark, region E, class of 2025, term

Janet James, Mission Council Moderator

[jjames.poj@gmail.com](mailto:jjames.poj@gmail.com)

**Statement of Sources and Uses of Funds  
Eight months ending August 31, 2024**

DESCRIPTIONS	CY 2024			% Budget Variance
	Jan-Aug	Budget	Variance	
<b><u>SOURCES OF FUNDS</u></b>				
<u>Congregational Intents -</u>				
Undesignated Support (POJ, Synod Per Capita, and G.A.)	280,656.87	500,000.00	(219,343.13)	56.1%
Designated Giving to POJ Only	15,823.64	29,000.00	(13,176.36)	54.6%
Per Capita (\$1.15 for Synod; \$8.98 for G.A.)	10,966.58	13,000.00	(2,033.42)	84.4%
Designated Giving to Validated Missions thru G.A.	20,321.22	25,000.00	(4,678.78)	81.3%
Intents / total	<u>327,768.31</u>	<u>567,000.00</u>	<u>(239,231.69)</u>	57.8%
Checking Account Interest	10.41	20.00	(9.59)	52.1%
Other income	8,930.00	8,000.00	930.00	111.6%
<b>TOTAL - SOURCES OF FUNDS</b>	<u><b>336,708.72</b></u>	<u><b>575,020.00</b></u>	<u><b>(238,311.28)</b></u>	<b>58.6%</b>
<b><u>USES OF FUNDS</u></b>				
<u>Synod and General Assembly</u>				
Synod Per Capita	9,500.00	19,000.00	(9,500.00)	50.0%
GA Per Capita	77,957.85	159,000.00	(81,042.15)	49.0%
GA Shared Mission Support	10,393.55	25,000.00	(14,606.45)	41.6%
Synod & GA / total	<u>97,851.40</u>	<u>203,000.00</u>	<u>(105,148.60)</u>	48.2%
<u>Constitutional Committees</u>				
Committee on Representation (COR)				
COR - Committee Administration	0.00	0.00	0.00	0.0%
Committee on Nominations (CON)				
CON - Committee Administration		0.00	0.00	0.0%
Permanent Judicial Commission (PJC)				
PJC - Committee Administration	<u>16.79</u>	<u>0.00</u>	<u>16.79</u>	0.0%

All Constitutional Committees / total		16.79	0.00	16.79	
<b>Mission Council (MC)</b>					
<b>Staff</b>					
Salaries	201,592.24	325,479.00	(123,886.76)		61.9%
Housing Allowances	63,087.52	94,631.00	(31,543.48)		66.7%
Payroll Taxes	17,720.48	28,831.00	(11,110.52)		61.5%
Auto Expense (Lead Presbyter)	1,460.72	3,500.00	(2,039.28)		41.7%
Auto Expense (Relational Care Presbyter)	1,285.73	3,500.00	(2,214.27)		36.7%
Auto Expense (Congregational Care Presbyter)	883.06	3,500.00	(2,616.94)		25.2%
Auto Expense (Stated Clerk)	41.42	3,000.00	(2,116.94)		29.4%
Pension/Medical	77,450.43	127,874.00	(50,423.57)		60.6%
Lead Presbyter Professional/Cont Ed Expense	3,827.96	5,000.00	(1,172.04)		76.6%
Relational Care Presbyter Professional/Cont Ed Expense	2,691.91	5,000.00	(2,308.09)		53.8%
Congregational Care Presbyter Professional/Cont Ed Expense	1,604.30	5,000.00	(3,395.70)		32.1%
Coaching for Three Presbyters	500.00				
Coaching for Lead Presbyter		600.00	(600.00)		0.0%
Coaching for Relational Care Presbyter		600.00	(600.00)		0.0%
Coaching for Congregational Care Presbyter		600.00	(600.00)		0.0%
MC Staff / sub-total	372,145.77	607,115.00	234,969.23		61.3%
<b>Presbytery Office</b>					
Utilities	7,024.72	11,000.00	(3,975.28)		63.9%
Insurance	21,688.85	26,000.00	(4,311.15)		83.4%
Office Supplies	3,934.87	4,200.00	(265.13)		93.7%
Postage	608.33	600.00	8.33		101.4%
Telephone/Internet	6,403.39	8,400.00	(1,996.61)		76.2%
Office Expense (Lead Presbyter)	800.00	1,500.00	(700.00)		53.3%
Office Expense (Congregational Presbyter)	550.00	1,500.00	(950.00)		36.7%
Office Expense (Relational Care Presbyter)	929.99	1,500.00	(570.01)		62.0%
Grounds/Building Maintenance	8,158.29	11,000.00	(2,841.71)		74.2%
Remote Bank Fees	120.00	250.00	(130.00)		48.0%
Audit	17,272.50	17,273.00	(0.50)		100.0%
Payroll Expense	1,908.50	2,300.00	(391.50)		83.0%
MC Presbytery Office / sub-total	69,399.44	85,523.00	(16,123.56)		81.1%

Presbytery Operations

Lead Presbyter Discretionay Expense	1,004.34	2,000.00	(995.66)	50.2%
Relational Care Presbyter Discretionary Expense	1,368.39	2,000.00	(631.61)	68.4%
Congregational Care Presbyter Discretionary Expense	351.18	2,000.00	(1,648.82)	17.6%
Conferences/Retreats	4,746.24	12,500.00	(7,753.76)	38.0%
Staff Enrichment	176.37	2,000.00	(1,823.63)	8.8%
Communications & IT Support	2,514.70	15,000.00	(12,485.30)	16.8%
Presbytery Meetings	2,899.96	3,000.00	(100.04)	96.7%
Administration		600.00	(600.00)	0.0%
Leadership Innovation Team		5,000.00	(5,000.00)	0.0%
Camp Hanover, Inc. (per Covenant Agreement)	76,500.00	102,000.00	(25,500.00)	75.0%
Capital Replacement Transfer	2,000.00	4,000.00	(2,000.00)	50.0%
MC Presbytery Operations / sub-total	<u>91,561.18</u>	<u>150,100.00</u>	<u>(58,538.82)</u>	61.0%
MC totals	<u>533,106.39</u>	<u>842,738.00</u>	<u>160,306.85</u>	63.3%

Commission on Ministry (COM)

COM - Committee Administration	673.39	1,500.00	(826.61)	44.9%
COM - First call ministry Support	900.00	7,200.00	(6,300.00)	12.5%
COM - Psych Evaluations for CLP candidates		1,200.00	(1,200.00)	0.0%
COM - Pastor's Retreat		2,500.00	(2,500.00)	0.0%
COM - New Professional's Orientation		1,500.00	(1,500.00)	0.0%
COM - Conflict Resolution Teams - training		3,500.00	(3,500.00)	0.0%
COM / total	<u>1,573.39</u>	<u>17,400.00</u>	<u>(15,826.61)</u>	9.0%

Committee on Preparation for Ministry (CPM)

CPM - Financial Aid	4,029.00	7,800.00	(3,771.00)	51.7%
CPM - Psychological Evaluations	1,380.00	1,500.00	(120.00)	92.0%
CPM - Committee Administration	29.00	500.00	(471.00)	5.8%
CPM - Travel		700.00	(700.00)	0.0%
CPM - Recruiting		2,000.00	(2,000.00)	0.0%
CPM / total	<u>5,438.00</u>	<u>12,500.00</u>	<u>(7,062.00)</u>	43.5%

Leadership Connections Team (LCT)

LCT - Team Administration		0.00	0.00	0.0%
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LCT - Black Caucus		2,850.00	(2,850.00)	
LCT - Collegiate Ministries				
University of Mary Washington	17,587.46	23,450.00	(5,862.54)	
University of Virginia	12,588.03	16,784.00	(4,195.97)	
Virginia Commonwealth University	12,556.66	16,750.00	(4,193.34)	
LCT - Community of Ministry & Worship	3,236.02	9,500.00	(6,263.98)	34.1%
LCT - Older Adult	1,208.97	1,675.00	(466.03)	72.2%
LCT - Resource Center		1,000.00	(1,000.00)	0.0%
LCT - Small Church	5,000.00	6,900.00	(1,900.00)	72.5%
LCT - Nurture	423.88	2,250.00	(1,826.12)	18.8%
LCT - Youth Ministry		2,600.00	(2,600.00)	0.0%
LCT / total	52,601.02	83,759.00	(31,157.98)	62.8%

Mission and Service Team (MAST)

MAST - Team Administration		200.00	(200.00)	0.0%
MAST - Disaster Relief Team	1,290.00	6,000.00	(4,710.00)	21.5%
MAST - Self Development of People	300.00	300.00	0.00	100.0%
MAST - Social Justice	250.00	5,800.00	(5,550.00)	4.3%
MAST - World Mission	6,475.00	9,000.00	(2,525.00)	71.9%
MAST - Southwood Project Habitat of Greater Ch'ville (2021 - 2025)		20,000.00	(20,000.00)	0.0%
MAST / total	8,315.00	41,300.00	(32,985.00)	20.1%

New Worshipping Communities (NWC)

NWC - Administration for team		500.00	(500.00)	0.0%
NWC - Voices of Jubilee	34,900.00	34,900.00	0.00	100.0%
NWC - BOP Voices of Jubilee	3,427.32	11,700.00	(8,272.68)	29.3%
NWC - Holy Trinity	23,925.00	31,900.00	(7,975.00)	75.0%
NWC - All Nations	6,552.64	31,900.00	(25,347.36)	20.5%
NWC - BOP All Nations	683.16	900.00	(216.84)	75.9%
NWC - Every Table	22,725.00	30,300.00	(7,575.00)	75.0%
NWC - Coaching		2,000.00	(2,000.00)	0.0%
NWC - Liability Insurance	375.00	400.00	(25.00)	93.8%
NWC / total	92,588.12	144,500.00	(51,911.88)	64.1%

**TOTAL - USES OF FUNDS**

791,490.11	1,345,197.00	553,706.89	58.8%
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<b>EXCESS OF USES OVER SOURCES</b>	<u>(454,781.39)</u>	<u>(770,177.00)</u>	<u>(315,395.61)</u>	59.0%
<b>SUPPORT FROM EXISTING FUNDS</b>				
Church & Ministries Development Fund	400,000.00	680,859.00	(280,859.00)	58.7%
Genesis & Generations Fund		89,318.00	(89,318.00)	0.0%
Support from Existing Funds / total	<u>400,000.00</u>	<u>770,177.00</u>	<u>(370,177.00)</u>	51.9%
<b>NET USE</b>	<u>(54,781.39)</u>	0.00	<u>(685,572.61)</u>	n/a

<b>Account Balances at 6/30/24</b>	
Bank of America (cash)	\$ 240,091.00
RBC (cash and investments)	\$ 4,691,822.00
	<u>\$ 4,931,913.00</u>



## **Report of Trustees of Presbytery of The James, Inc.**

Report for October 19, 2024, Stated Meeting of the Presbytery  
July 17 and September 18, 2024, Trustees Meetings

The Trustees report the following as information:

1. The presbytery's auditors with Cherry Bekaert presented to the Trustees an overview of their financial review of the presbytery's 2023 financial statements. In conclusion, Cherry Bekaert identified no material modifications that should be made to the financial statements for them to conform with generally accepted accounting principles.
2. Jeff Chapman of RBC Wealth Management gave a presentation to the Trustees on the presbytery's investment portfolio on July 17. As of June 30, the value of the portfolio was \$4,829,594.
3. The Trustees coordinated discussions with the Camp Hanover board and staff on renewal and updating of the 2019 Covenant Agreement between the presbytery and the Camp.
4. The Trustees continued to manage tenant relationships at and to pursue the sale of real properties of the former Gordonsville, Lakeside, Montrose and Trinity Presbyterian Churches.
5. The Trustees received quarterly reports from PILP on outstanding loans and investments.
6. The Trustees assisted individual congregations on matters including incorporation, real property management and use, and long-term care of cemeteries.

The Trustees report taking the following actions:

1. The Trustees renewed their corporate registration with the Virginia State Corporation Commission.
2. The Trustees submitted a triennial review report to the City of Richmond concerning the presbytery office building and property.
3. The Trustees approved a June 2024 lease between Summit Presbyterian Church and the Evangelical Presbyterian Church, Calvary Congregation, providing the latter with a venue for weekly Sunday church worship services, education classes, fellowship time and weddings, funerals, and special worship services.

The Trustees report the following action taken as a commission: None

The Trustees make the following consent agenda recommendation: None

The Trustees make the following recommendation to the Presbytery: None

Dan Jordanger, President, Trustees of Presbytery of The James, Inc.

[djordanger18@gmail.com](mailto:djordanger18@gmail.com)

**POJ Net Assets without restrictions**

FUND	Board designated funds										8.31.24		
	Support from M&D												
	12.31.23	Contributions	Int. Income	Investment Fees	Investment Interest Inc.	Gains	Gains/Loss Sale of property	Expenses	Transfers	Interfund Transfers			Transfers from Restricted
POJ	16,151.81	336,698.31	10.41					(754,590.11)	(36,900.00)	400,000.00		(38,629.58)	POJ
Church & Ministries Development Fund	3,916,286.05			(17,146.15)	59,816.88	267,523.25		(265.50)		(400,000.00)		3,826,214.53	Church Dev
Genesis & Generations Fund (Dismissed Church)	248,412.02			(1,454.02)	4,537.61	21,909.28		(4,500.00)				268,904.89	Dismissed Proceeds
Capital Replacement Fund	(1,343.19)			(143.96)	280.63	1,915.37			2,000.00			2,708.85	Mgt
Elizabeth Fitzgerald Fund	25,110.97											25,110.97	Church
Montrose Church	76,303.71	16,000.00						(183.25)	(3,200.00)			88,920.46	Church
Small Church Emergency Cap Fund	-							(3,200.00)	3,200.00			-	Church
Greenwood Presbyterial Church	85,308.69							(500.00)	(800.00)			84,008.69	Church
Gordonville Presbyterian Church	16,514.70	6,450.00							(349.00)			22,615.70	Church
Advance Funds	40,029.28											40,029.28	Mgt
New Covenant Funds	33.13											33.13	Mgt
Lakeside Church Funds	876.20											876.20	Mgt
Trinity Presbyterian Church	(18,182.26)	16,000.00						(4,227.36)				(6,409.62)	
GA Commissioner Reserves	5,000.00							(1,372.25)				3,627.75	Program
Mechanicsville Presbyterian Church	(189.77)	120.00						(42,887.59)				(42,957.36)	Mgt
Voices of Jubilee	10,365.01								(10,365.01)			-	
Aquired Properties (dissolved congregations)	907,645.00											907,645.00	Buildings NO CASH
Retained Earnings	813,148.00											813,148.00	POJ Plant & R.E. NO CASH
<b>Accumulated CB Adjustments</b>	<b>449,201.00</b>											<b>449,201.00</b>	<b>CB Adjustments THIS IS NOT CASH</b>
<b>Total</b>	<b>6,590,670.35</b>	<b>375,268.31</b>	<b>10.41</b>	<b>(18,744.13)</b>	<b>64,635.12</b>	<b>291,347.90</b>	<b>-</b>	<b>(811,726.06)</b>	<b>(46,414.01)</b>	<b>-</b>	<b>-</b>	<b>6,445,047.89</b>	



**POJ Net Assets with restrictions**

	Balance	Contributions	Int. Income	Gains	Investment Fees	Investment Interest Inc.	Expenses	Release Funds		Balance	Class
								Transfers	to Assets wo restrictions		
	12.31.23									8.31.24	
Elizabeth Fitzgerald Fund	1,820.40	524.72								2,345.12	Church
New Church Development Site	298,044.74		4,514.56	20,018.93	(1,275.07)					321,303.16	Church
U of R Campus Ministry	6,694.62									6,694.62	MFO
Haiti Mission Project - Corell	-	17,599.67					(16,199.67)			1,400.00	Program
Five Cents A Meal	40,874.22	27,424.91					(33,750.00)			34,549.13	Program
Glenmore Scholarship	2,976.82	1,688.50					(4,000.00)			665.32	Program
HCR - Misc	645.44							(645.44)		0.00	Program
Norman Nettleton Retirement Fund	4,241.53	584.01								4,825.54	Program
Pastoral Care Fund	4,183.96	1,754.00					(205.00)	645.44		6,378.40	Program
Peacemaking Offering	17,197.34	1,143.23								18,340.57	Program
Pentecost Offering	4,867.41									4,867.41	Program
Presbyterian Disaster Team	-									-	Program
African Fellowship Project	3,323.00									3,323.00	Program
Volunteer Recognition	2,032.18									2,032.18	Program
Committee on Ministry & Worship	3,120.54									3,120.54	Program
SDOP Grant	1,147.78						(207.00)			940.78	Program
Haitian Art Project	25.00									25.00	Program
Dismantling Racism Project	8,164.91									8,164.91	Program
FBW Medical Reimbursement	-	2,000.00					(71.76)			1,928.24	MFO
Montgomery Immersion Matthew 25	6,429.96									6,429.96	Program
For a Time Such As This	3,000.00									3,000.00	Program
Flo Barbee-Watkins Fdn Class Fund	1,200.00						(1,200.00)			-	Program
William Neal Endowment	661.84		9.88	44.47	(2.86)					713.33	Program
Voices of Jubilee		157,812.00					(86,120.00)	10,365.01	34,900.00	116,957.01	Program
Sunnyside Retirement - New Covenant	-	2,387.50					(1,167.24)			1,220.26	MFO
<b>Endowment</b> - Providence Powhatan	118,078.77									118,078.77	Providence
<b>Totals</b>	528,730.46	212,918.54	4,524.44	20,063.40	(1,277.93)	-	(142,920.67)	10,365.01	34,900.00	667,303.25	
Anne Bolling Hobson	2,000.00									2,000.00	Anne Bolling Hobson
Eva Ross Barndt	500.00									500.00	Eva Ross Barndt
Permanently restricted net assets #3800	2,500.00	-	-	-	-	-	-	-	-	2,500.00	
<b>Total Temp. Restricted</b>	490,580.95	212,918.54	4,524.44	20,063.40	(1,277.93)	-	(142,920.67)	10,365.01	34,900.00	667,303.25	
<b>Total Perm. Restricted</b>	500.00	-	-	-	-	-	-	-	-	500.00	
	491,080.95									667,803.25	

\*Will participate in investments

## Report of the Presbytery of the James Antiracism Committee

Joslyn Shipman and Robert Johnson, Co-Chairs

The Antiracism Policy that the Presbytery of the James (POJ) is being asked to approve is presented for many reasons. Yes, the *Book of Order* requires each council to have a policy. More importantly, however, the policy is a catalyst for conversations, action, and learning that build up the Body of Christ, and it creates some accountability.

The Antiracism Committee (ARC) was formed by action of the POJ at the October 2023 meeting. As a new entity within existing structures, ARC has built community over five meetings of the full Committee from November 2023 through June 2024. Joslyn Shipman (RE, Bon Air) and Robert Johnson (MWS, New Hanover) serve as Co-Chairs, and Marsha Summers (RE, Salisbury) serves as Secretary/note-taker.

At its January 9, 2024 meeting, it was decided to form a sub-group to work on a policy and Laura Sugg (MWS, South Plains) and Crystal Varner Parker (MWS, Providence Forge) led the drafting and revising efforts. That sub-group of 2-5 people met 5 times, and individuals did hours of work outside those meetings. We read the policies of numerous other presbyteries, some denominational bodies with policies, and were informed by other antiracism literature. We aimed for a policy that was concise yet explained enough to be clear and meaningful. Above all, it is grounded in scripture, the Confessions, and Reformed theology. The sub-group and the full body of the ARC honed the policy through four drafts.

One point of particular discussion was whether and how to require training. The sub-group and full committee unanimously decided to follow what many other councils had in their policy: required training for Certified Christian Educators, Commissioned Lay Pastors, and Ministers of Word and Sacrament. Even the best training is a moment in time, but it was unanimously agreed that requiring training once every three years that covers basic acceptable and unacceptable behavior was a good place to start.

If you are interested in joining the Antiracism Committee - either as a “worker bee” focused on helping with one aspect of antiracism work (one event, collecting racial history in your area, a particular advocacy effort, a trip, etc.) or as one who attends meetings, or both, please contact Robert Johnson [robert.johnson@newhanoverpres.org](mailto:robert.johnson@newhanoverpres.org) or Joslyn Shipman [shipmanjes@gmail.com](mailto:shipmanjes@gmail.com)

As it says in the proposed document, “A policy is only as good as the hearts that follow it.” We hope that this document will indeed be a catalyst for the challenging and life-giving work that leads us ever closer to the Beloved Community God desires for humanity.

**Motion:** That the presbytery approve the Presbytery of the James Antiracism Policy.

1 **PROPOSED Presbytery of the James Antiracism Policy – for the October 19, 2024 Meeting**

2 Approved unanimously by the POJ Antiracism Committee, June 25, 2024

3  
4 **Purpose:**

5 The Presbyterian Church (USA) requires each council to have an antiracism policy in place (2023-  
6 2025 *Book of Order* G-3.0106). The purpose of this policy is to involve the congregations, leadership,  
7 and people of the Presbytery of the James (POJ) in ongoing work of identifying, rejecting, and  
8 repenting of racism in our society, congregations, and interpersonal relationships; and to equip  
9 antiracism action. Further, the POJ pledges, through this policy and its initiatives, to:

- 10 • listen to People of Color, including members of historically Black Presbyterian  
11 congregations,
- 12 • repent of past sins against People of Color in our Presbytery,
- 13 • identify and forswear the legacy of enslavement/Jim Crow laws and its fruit,
- 14 • pursue restorative justice and repair for historical harms,
- 15 • promote racial harmony and mutual respect,
- 16 • foster and strengthen interracial relationships and understanding.

17 Our presbytery and the Commonwealth of Virginia bear the stain of a history of expropriation of the  
18 land of Virginia’s Indigenous peoples, of being a slave trading center, a perpetuator of southern  
19 plantation culture, being the former capital of the Confederacy, the incubator of Lost Cause mythology,  
20 a key plotter in Jim Crow, and the originator of Massive Resistance. Given this history and, as members  
21 of the Body of Christ, the POJ takes seriously the need to deal frankly with and repent of our history of  
22 racism and its harms and to commit to antiracism education, advocacy, and action.

23 Building on the work of the denominational policy, *Facing Racism* (2016), this policy is a formal  
24 commitment to enable and better equip congregations and leaders in the difficult, uncomfortable,  
25 valuable, life-giving, and liberating work of antiracism. A policy is only as good as the hearts that follow  
26 it. Led by the Spirit, the people of the POJ are invited to examine and confront issues of racial injustice,  
27 systemic racism, restorative justice, and racial healing and to move towards *antiracism as a way of*  
28 *being*. We all have blind spots; we will make mistakes along the way, but the God we follow is  
29 gracious. As disciples of a forgiving Savior, we shall aim to offer grace to one other as well.

30 **Rationale:**

31 The Belhar Confession<sup>6</sup> states, “*Christ’s work of reconciliation is made manifest in the church... ;*  
32 *that **unity** is, therefore, both **a gift and an obligation** for the church of Jesus Christ; that through the*  
33 *working of God’s Spirit it is a **binding force**, yet simultaneously **a reality which must be earnestly***  
34 ***pursued and sought**....”*

35 While race is a social construct, racism is very real and damages the fabric of the beloved  
36 community that God intends—where, “*There is no longer Jew or Greek... slave or free... male and*  
37 *female; for all of you are one in Christ Jesus.*” (Galatians 3:28).

38 Racism is more than individual acts of bigotry or prejudice; it is any system, institution, or cultural  
39 practice or tradition, which protects or prefers the lives, property, and status of White people—or any  
40 group which takes power over another—at the expense of siblings of color or other marginalized  
41 persons or groups. The conscious or subconscious idea that whole groups of people are inferior  
42 because of their skin color and/or national origin defies the scriptural assurance that all persons are  
43 created in the image of God: “*Let us make humankind in our image, according to our likeness....”*  
44 (Genesis 1:26a) White supremacy not only oppresses People of Color; it also causes internal damage

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<sup>6</sup> The Belhar Confession was written in South Africa in 1986 and included in the PC(USA) *Book of Confessions* in 2016.

45 to White people and separates them from their humanity. The work of dismantling racist systems is  
46 liberating for *all* who participate in it. Therefore, this transformative activity is a gift not a burden.

47 **Implementation:**

- 48 1. **TIMING:** While antiracism work has been and is happening in the POJ, this policy makes formal  
49 commitments to specific actions. As such, it will take some time to “roll out” new initiatives. It will  
50 take time for the development of training and resources for education, advocacy, and action. Every  
51 effort will be made to make these events and resources easily available, conveniently timed, and  
52 low-cost. In pursuit of the purposes described above, through its Antiracism Committee, the POJ  
53 will publicize and offer the following.
- 54 2. **EVENTS:** These events will aim to address racism by focusing on one or more of these areas:  
55 a. Repentance and repair of the ruptures in the Body of Christ caused by racism -- personal  
56 conversation, group encounters, worship services, and plenary sessions that hear of the  
57 harms of racism and offer concrete courses of repentance and reconciliation. Particular  
58 attention will be focused on repairing historic harms, particularly for Black, Asian, Native  
59 American, and Latinx Churches and peoples in the POJ.  
60 b. Celebrations of the diversity of God’s people -- listening to the voices of peoples who have  
61 been marginalized and the gift of a variety of cultures, foods, worship styles.  
62 c. Workshops on antiracism education, advocacy, and action.  
63 d. Trips and online conversations to learn from others about the history of racism and  
64 antiracism work bearing fruit elsewhere.
- 65 3. **RESOURCES:** The Antiracism Committee (ARC) will identify and share educational resources for  
66 our congregations and individuals, some of whom may be just beginning to explore the issues of  
67 racism, racial injustice, and racial reconciliation while others have already begun to study and take  
68 actions toward racial healing.  
69 a. **Resources on Website** -- ARC will share via the POJ website a compendium of trusted  
70 resources (books, online resources, trainings, etc.) to illuminate and guide this work  
71 wherever our congregations may be on this journey, including contexts where certain  
72 resources have been proven helpful.  
73 b. **“Speakers Bureau”** -- In time, the ARC will have a list of individuals in the Presbytery who  
74 are willing and able to converse one-on-one with church leaders, and to lead congregations  
75 in short-term conversations around issues of antiracism.  
76 c. **Advocacy** – ARC will share ways to advocate for antiracism within the bounds of the  
77 Presbytery and beyond.
- 78 4. **TRAINING:** Opportunities to understand our blind spots and unconscious biases can be a  
79 beginning or chapter markers in the lifelong process of learning to live faithfully in the Body of  
80 Christ. No one-time training, required or otherwise, can change hearts without the Holy Spirit’s  
81 help, but at least a theologically based baseline of acceptable and unacceptable behavior can be  
82 articulated to all participants. Again, the goal is for antiracism to become a habit of the heart.  
83 a. **Once established, attendance at POJ antiracism training is required at least every 3**  
84 **years** for all Ministers of Word and Sacrament (clergy), Certified Christian Educators,  
85 Commissioned Ruling Elders, Ruling Elders serving on POJ committees, as well as staff of  
86 the Presbytery of the James.  
87 b. **Frequency:** The Antiracism Committee will decide on trainers and/or online options by  
88 January of 2025. **There will be at least 3 opportunities for training in any calendar year.**  
89 c. **Deadlines:** It is expected that people required to receive antiracism training will complete **at**  
90 **least one session within 12 months of the first offering of POJ Antiracism training** or  
91 within their first 12 months of joining the Presbytery of the James.

- 92 d. Tracking: The office of the Stated Clerk will maintain a roster of those who have attended  
93 and have completed training and will report the list to the Antiracism Committee at least  
94 annually.

95 **5. FINANCES**

- 96 a. As mentioned above, every effort will be made so that POJ Antiracism events, training, and  
97 resources are free or low cost.  
98 b. Financial assistance in the form of grants will also be available to congregations needing that  
99 help. Applications for financial assistance with antiracism work may be directed to the  
100 Antiracism Committee.

101 **Conclusion:**

102 It is our mission in the Presbytery of the James to engage in a process of lifelong liberation for all  
103 through letting go of the sin of racism. In today’s changing world, God calls us to stand together across  
104 false lines of caste we create to see siblings as “other” and, therefore, inferior—whether this is  
105 conscious or not. Not only is antiracism faithful discipleship, it is also pragmatically needed if the  
106 Church is to continue, and, better yet, to thrive. The Presbytery invites and encourages all clergy,  
107 leaders, and members to embrace this *liberating* gift and task of training, ongoing learning, and commit  
108 to forging and fostering relationships that honor the Image of God in all people. Training sessions and  
109 workshops will provide information and insights into antiracism efforts; however, these are only  
110 beginnings or refreshers. *Ongoing* prayer, study, conversation, relationship-building, discernment, and  
111 practice by and among POJ members and congregations will be essential to, again, make *antiracism a*  
112 *way of being*. The major work within the Presbytery of dismantling racism, of restoring right  
113 relationships with God and each other, will be done within the Presbytery’s member congregations.  
114 The Reformed tradition used the language of sanctification to name this lifelong work of the Holy Spirit  
115 in the lives of individuals—and in a church ‘reformed and always reforming.’ Let us not forget that we  
116 all have blind spots; we will make mistakes along the way, but the God we follow is gracious. As  
117 disciples of a forgiving Savior, we shall aim to offer grace to each other on this journey.

## Report of the Commission on Ministry

Presbytery of the James  
October 2024  
(Meetings of June, July, and August)

### The Commission Reports the Following Actions:

- A. Received Ministers into the Presbytery:
  - 1. Rev. Jacobus (Cobus) Greyling from Presbytery of Philadelphia to serve in a validated ministry: ACPE-CE Coordinator, Clinical Pastoral Educator, UVA Health (see PIF)
  - 2. Rev. Noah Morgan ordained to serve as minister at Hebron Church.
  - 3. Rev. Taylor Lewis Guthrie Hartman from Savannah Presbytery to serve as Pastor (Head of Staff) Second, Richmond (see PIF)
  
- B. Dismissed Members to Other Presbyteries: None
  
- C. Approved Terms of Call for Incoming Pastoral Relationships:
  - 1. Rev. Noah Morgan and Hebron Church
  - 2. Rev. Taylor Lewis Guthrie Hartman and Second Richmond
  
- D. Approved Validated Minister Outside of a Congregation: None
  
- E. Approved the Following Commissions:
  - 1. Ordination of Noah Morgan
  - 2. Installation of Noah Morgan at Hebron Church.
  - 3. Ordination of Madison Cody. She serves as chaplain at Cedarfield Retirement Community.
  - 4. Installation of Keli Shipley Cooper at Tuckahoe Church.
  - 5. Ordination of Hannah Miller. She will be installed to Faith Presbyterian Church as Pastor (Head of Staff) in Pueblo Presbytery.
  
- F. Approved Member at Large status:
  - 1. Mary Kay Collins (formerly at First, Richmond)
  - 2. Kimberly Clayton (Interim, Fredericksburg, effective 8/15/24)
  - 3. Kerra English (finished Covenant at Forest Hill 6/30/24)
  
- G. Received Covenant of Closures
  - 1. Carson Rhyne & Tuckahoe PC
  
- H. Completed Exit Interviews:
  - 1. Summit and Dan Hrach
  - 2. River Road and Ray Roberts
  - 3. King's Chapel and Jim Kniseley
  
- I. Approved Retired Status: None
  
- J. Approved Dissolution of the Pastoral Relationship: None



K. Approved Covenant Pastor 1 Agreements (up to six months):

1. Pryor Memorial and Chad Rhodes 4/1/24-9/30/24
2. Amphill and Ed Kross 6/1/24-11/30/24
3. Rennie Memorial and Donald Denton 7/1/24-12/31/24
4. Kirk O'Cliff and John Grotz 7/1/24-12/31/24
5. Mattoax and Pine Grove and Jim Goodloe 7/1/24-12/31/24
6. Orange and Denny Burnette 5/21/24-11/20/24
7. Tappahannock and Shannon Hendricks 7/1/24-12/31/24
8. Byrd and Sandi Shaner 6/1/24-11/30/24
9. Westminster (Petersburg) and Ulysses Payne 6/28/24-12/27/24
10. Second (Petersburg) and William Seay 7/1/24-12/31/24
11. Lord Jesus Korean and Sai Hyung Lee 7/1/24-12/31/24
12. Bethlehem and Matthew Messenger 10/1/24-12/31/24
13. Waddell Memorial and Gary Hatter 8/19/24-2/19/25
14. Westminster (Charlottesville) and David Garth 9/1/24-12/31/24
15. Westminster (Charlottesville) and Diana Brawley 9/1/24-12/31/24
16. Westminster (Charlottesville) and Steve Brown 9/1/24-12/31/24
17. Westminster (Charlottesville) and Mark Ramsey 9/1/24-12/31/24

L. Approved Covenant Pastor 2 Agreements (up to twelve months):

1. First (Richmond) and Derek Starr Redwine 5/1/24-4/30/25
2. St. James and John Turner 7/1/24-6/30/25
3. Laurel and Ann Cherry 7/1/24-6/30/25
4. River Road and Kelly-Ann Rayle 7/24/24-9/1/24
5. Pryor Memorial and Chad Rhodes 10/1/24-3/31/25
6. Bon Air and Rebekah Tucker-Motley 8/1/24-12/31/24

M. Approved Interim Pastor/ Associate Pastor Agreements:

1. Brandermill and Arch Wallace 5/20/24-12/31/24
2. Second (Richmond) and Fred Holbrook 9/11/24-monthly
3. Southminster and Johan "Jock" O'Connell 7/31/24-7/30/25

N. Approved Bridge Pastor Agreements: None

O. Approved Covenant Pastor Parish Associate:

1. First (Richmond) and Nicole Ball 9/1/24-8/31/25

P. Approved Termination of Covenant: None

Q. Appointed Session Moderators:

1. Burkeville and Katherine Jackson
2. Forest Hill and Lauren Voyles
3. Gregory Memorial and Marvin Daniel, CRE
4. Bethlehem and Gay Lee Einstein
5. Robert Johnson as Facilitator of the Leadership Team of All Nations Fellowship NWC
6. Fredericksburg and Coy Franklin 8/16/24-11/16/24

R. Approved Request to form a PNC or APNC after review of submitted Mission Study: None

S. Approved Commissioned Ruling Elder agreements:

1. Approved Covenant between Patricia "Trish" Higgins and Ashland Church

T. Certified Ready to receive a Commission: None

U. Recognized completion of work as Commissioned Ruling Elder: None

V. Report for information:

1. Church liaisons

Rosalind Banbury	All Souls, Bon Air, Hebron, Providence Forge, Rennie, Richmond Second, Woodville, Woodlawn
Winston Barham	Ebenezer, Gregory Memorial, Louisa, Orange, Providence Gum Spring, Voices of Jubilee, Waddell
Peggy Fox	All Nations, Eastminster, Ginter Park, Oak Grove, Village, Zion Hill
Sandra Libhart	Lawrenceville, Ogden, Pryor, Thyne
Seth Lovell	Colonial Heights, Cove, Charlottesville First, Culpeper, Meadows, Rockfish, Scottsville, South Plains, Westminster Charlottesville.
James Lockett	Brandermill, Blackstone, Byrd, Milford, River Road, Sandston, Summit
Gordon Mapes	Fairfield, Rivermont, Petersburg Second, Southminster, Swift Creek
Crystal Varner Parker	Amelia, Every Table, First United, Genito, Laurel, Lord Jesus Korean, Praise the Lord, St. James
Shelly Barrick Parsons	Aberdour, Brett-Reed, Burkeville, Chester, First Emporia, Providence Powhatan, Richmond First, Mechanicsville, Gayton Kirk
Kelly-Ann Rayle	Campbell, Covenant, Forest Hill, Grace Covenant, Milden, Rosewood, South Hill, Tappahannock, Three Chopt, Westminster Richmond
Sarah Schutte	Ashland, Chase City First, King's Chapel, New Hanover, Salem, TPC Fredericksburg
Susan Steinberg	Bethesda, Bethlehem, Blue Ridge, Hopewell First, Olivet, Overbrook, Tabor
Joanna Sydnor	Ampthill, Bott, Concord, Hawkins, Holy Trinity, Salisbury, Tuckahoe, Westminster Petersburg
Joseph Taber	Hartwood, Kirk O'Cliff, Madison, Mattoax, Mitchells, Pine Grove, St. Andrews

**Consent Agenda Recommendations: None**

**Recommendations: None**



### **Jacobus Greyling: Statement of Faith**

I believe that God, as revealed in Christ through the Holy Spirit and witnessed in Scripture, is experienced in the community of believers. Scripture guides and informs this experience. The confessions, which draw on Scripture, also speak to this experience and culminate what the church has believed throughout the ages. The qualities of the gospel experience are love, justice, and peace.

The qualities of the gospel irresistibly draw me to seek fulfillment, growth, and equality in myself and the communities in which I function. This perspective on the gospel is a natural outflow of my awareness of God's incarnation and Jesus' death on the Cross and resurrection. On the Cross, Jesus, the son of God, became our Mediator and Atoner and, through the Spirit, showed solidarity with all humankind in their suffering. God is not a distant, uninterested God, but is involved and present with creation and seeks its wellbeing.

The God who holds and keeps human beings and all of creation is the triune God. This God is described in classical affirmations of the church as Father, Son, and Holy Spirit, who are three Persons in one God. We believe this because God was revealed to us through the world's creation, in Jesus Christ, the work of the Holy Spirit, and the Word of God. In other words, we know something about Who God is because God is involved with us.

However, we do not always live in loving and just ways as a community. This impacts our relationship with ourselves, others, our world, and God. Through the Christ event, I know that I am held in the grace of God. My faith rests not solely on my doing but on God's action. I know that others and I are accepted even when we are not accepted because of our sins. God meets me (and others) in grace, declares us just, and continues the process of sanctification.

The sacraments of Baptism and the Lord's Supper are signs and seals of God's grace and presence with us. Baptism is a sign of God's initiative in the life of every individual being baptized. It is also a sign of human solidarity in the presence of God. Baptism calls believers to covenant responsibility for nurturing the baptized individuals, but it also calls believers to transform the communities around them. Through our eating of the bread and drinking of the wine during the Lord's Supper, Christ joins us to Himself through the power of the Holy Spirit.

The sacraments, like the church service, should never only focus on the church. They also need to strengthen and focus the church community's attention on the world. Therefore, the sacraments should not only strengthen the church but also point to the world outside the church.

Fulfillment, growth, and equality should be sought within the life of worship and service as a consequence of God's love and care for us. This has a horizontal and vertical dimension; it impacts our relationships with God, with one another, and with the earth. In and through this activity, we continue the work of Christ.

## Taylor Lewis Guthrie Hartman - Statement of Faith

Here is what I believe,  
what is born out of devotion  
to the Word written and embodied,  
ancient and ever-present,  
a Truth deeply planted in my heart:

By some miraculous mystery  
(*love*), our God is a constant Creator,  
building covenants,  
wrestling until blessings come,  
parting seas for freedom  
emboldening prophets,  
calling the unpredictable,  
gathering all like a mother hen  
gathers her young,  
that we might see, hear, speak of *love*.

Constantly:  
Forming you, forming me, forming us  
to live together, in plenty and in want, in joy  
and  
in sorrow, remembering: We are not alone.

By some outrageous truth  
(*grace*), our Savior Jesus Christ  
is a relentless Redeemer,  
born of the flesh,  
teaching and healing,  
breaking false boundaries,  
communing with outsiders,  
afflicting the comfortable  
and comforting the afflicted,  
dying upon a cross,  
and rising, rising from the dead,  
that we might know, believe, and embrace  
*grace*.

Relentlessly:  
Carrying you, carrying me, carrying us  
out of weeping that lingers long into the night  
through to a joy that comes in the morning,  
remembering: We are not alone.

By some immeasurable freedom  
(*hope*), our Spirit is a ceaseless Sustainer,  
promised by Christ,  
giving voice to the silenced,  
birthing the church,  
keeping us close  
when we wander, when we wonder,  
inspiring the unfolding of what is yet to come  
but is ever being written  
that we might try, serve, cope through *hope*.

Ceaselessly:  
Sending you, sending me, sending us  
into a hungry, broken, and fearful world,  
remembering: We are not alone.

This daily work of remembering,  
of being formed, carried, sent  
resides in your heart and mine.  
We (*what joyous trust*) get to share  
this Good News in the sanctuary and street,  
at table and font,  
through relationship and reconciliation,  
in study and in service.  
It is a daily remembering, this labor.  
But each day it settles deeper in our hearts.  
And when we wake, we begin again,  
with love, with grace, with hope abiding.

## Report of the Committee on Preparation for Ministry

Presbytery of the James  
September 25, 2024  
Meetings in June and September 2024

I. The committee reports the following for information:

A. Of the 15 persons under care on September 25, 2024, 8 are inquirers, and 7 are candidates. Of the candidates, 3 are ready to be examined for ordination pending a call.

B. Ordination: Candidate Noah Morgan, July 17, 2024

II. The committee reports the following actions:

A. Interviewed Cellonia Ndede (Westminster Richmond) and enrolled her as an inquirer, appointing Rev. Alex Lee and Rev. Igmara Sanchez Prunier as co-liaisons.

B. Approved on the basis of an annual consultation the continuation in the preparation process: Andrew McFayden (Ginter Park).

C. Approved financial aid grants: Inquirer Spandana Deepthi Valbhapuram (Richmond Second), \$4,000; Inquirer Drew Perdue (Westminster Richmond), \$1,000.

D. Conducted a final assessment of Candidate Andrew McFayden (Ginter Park) and certified him ready to be examined for ordination, pending a call.

III. The committee makes the following recommendations in the Consent Agenda: [None]

IV. The committee makes the following recommendation: [None]

Chad Wayner, Moderator CPM  
[chadwayner@gmail.com](mailto:chadwayner@gmail.com)

## Mission and Service Team Report

The Mission and Service Team (MAST) supports ministries that enable the congregations in the Presbytery of the James to experience new vitality as they reach beyond themselves to serve God in the world. The goal of these ministries is to strengthen discipleship as we widen our horizons and engage more fully in God's mission in the world. Please note opportunities in each of these reports for your congregation to engage more deeply and to find new energy for God's mission.

Mary Jane Winter, Moderator of MAST  
[mjwinter@comcast.net](mailto:mjwinter@comcast.net)

### World Mission Ministry

The Presbytery of the James hosted our International Peacemaker from Palestine, Mr. Zoughbi, from September 21-24. He is the founder and director of Wi'am, the Palestinian Conflict Transformation Centre in Bethlehem, and a world-renowned speaker, trainer, counselor, activist, and writer. He preached in one of our churches as well as at the seminary, spoke to the youth in this presbytery, met with women's bible study groups, spoke at a church night suppers, spent an evening with the churches in the western part of the presbytery and managed to fit in a tour of Richmond's history.

A big thank you to Deborah Houghton and to her planning team for coordinating a full itinerary with Zoughbi. Visits of international peacemakers are sponsored by the Peacemaking Office in partnership with World Mission of the Presbyterian Church (U.S.A.). They broaden our sense of God's inclusive family, strengthen our congregations, and inspire our commitment to pursue peace and justice for all God's people. Please consider being on the planning team for next September.

### Haiti Ministry

Haiti Mission is alive! Cindy Corell, the mission co-worker serving on our behalf, is based in the Dominican Republic for safety reasons, but is working with a new initiative of FONDAMA, our Presbyterian Church (U.S.A.) mission partner in Haiti. The focus of this effort is to relaunch sustainable gardens so that women in rural communities can feed their families, including internal refugees who have fled the escalating violence in their own neighborhoods. Nearly 600,000 have been displaced in 2023 and 80% have sought shelter with families, especially in the regions of this project, who are overwhelmed with feeding internal refugees along with their own children. A key area is the northern part of Haiti where a group from the presbytery visited and met many of the women who are involved.

Cindy writes, "These women, who are the pillars of agriculture and food security in Haiti, face enormous precariousness that compromises their ability to provide for their families and maintain their farms. To help them overcome these challenges and rebuild their lives, FONDAMA is setting up a project to strengthen the resilience of women and enable them to grow the food that they desperately need. Won't you join us?"

The Presbytery's Hunger Committee is making a grant for this project from the 5 cents a meal offering for this important project. When your church takes the 5 Cents-a-Meal Offering or the "Cents-ability" offering and sends it to the Presbytery of the James, the Hunger committee makes grants, not only to address hunger locally but also internationally to projects such as this.

Cindy Corell serves as a mission co-worker! Please continue your support of Cindy, and of our mission partner FONDAMA (Joining Hands), and of our 5 Cents-a-Meal offering that is fighting hunger in Haiti, in places where POJ has connections, as well as local initiatives in the bounds of our presbytery. Cindy is serving in the Dominican Republic and is learning a new country, as well as supporting ministry in Haiti. For her latest mission letter, "Looking for Hope and Finding it," in which she writes about her first weeks in the Dominican Republic see <https://www.presbyterianmission.org/ministries/missionconnections/cindy-corell/>

### **Hunger Committee**

You are making a difference! Your contributions sent to the Presbytery are addressing hunger, enabling many to eat and to have the resources to build a better life. If this offering or contribution has ceased at your church during the pandemic, please restore it! Many who are hungry depend on it. There are no funds from the presbytery's budget, only what each church gives either through the Five Cents-a-Meal offering or through a designated contribution from their church's mission budget.

If your church is providing a hunger related ministry and wants to apply for a grant from the Presbytery's Hunger Committee, please notify the church office.

### **Self-Development of People Ministry**

The Self-Development of People ministry has sponsored several workshops in 2024, beginning with the Community Workshop on February 16, 2024, which included two SDOP National Coordinators, Dr. Alonzo Johnson and Margaret Mwale, on the topic bearing fruit. The workshop was hosted by Chester Presbyterian Church. Four community workshops were scheduled from July to October 2024.

Two Grassroots Grant Application Workshops were offered at the Presbytery Office on July 24 and September 25.

Two Community Grant Application Workshops were offered at Ettrick Public Library, Petersburg, on August 17 and at the Central Library, Chesterfield, on November 19.

The SDOP Ministry of the Presbytery will participate in a joint Community Workshop for the first time with the South Task Force on October 3, which will be hosted by Chester Presbyterian Church. The Self-Development of People Committee includes the core strategies in the planning all of their workshops:

- Promote Justice
- Build Strong Communities
- Seek Economic Equity for the Poor and Economically Oppressed
- To Bear Fruit. The Self-Development of People Ministry works with churches in the presbytery, builds bridges with other churches, creates partnerships with community leaders, and provides SDOP workshops in new communities.

The Self-Development of People Ministry is thankful for its current, devoted members and for the support from the staff of the Presbytery of the James. Volunteers are needed, please consider joining the SDOP Committee. Contact Lamar Lockhart, moderator, [lamarala@yahoo.com](mailto:lamarala@yahoo.com).

## Leadership Connections Team

The Leadership Connections Team works to connect various ministries that are engaging the faith of and building leadership skills among individuals and congregations among, within, and for the congregations of the Presbytery of the James. These ministries support and enrich a variety of specific communities within our larger presbytery, to the benefit of all of God's children! More information about each ministry can be found on the Presbytery website ([www.presbyteryofthejames.com/ministries](http://www.presbyteryofthejames.com/ministries)). Below are submitted reports from a few of the ministries that LCT supports.

Natasha Taylor, Vice-Moderator

### **Presbyterian Women**

The PWJ held the annual Spring gathering April 20, 2024 at Culpeper Presbyterian Church. There were 50 people attending this Spring Gathering with 13 churches represented. Pastor Joseph Tabor officiated the Communion service. Peggy Sisson was our Keynote speaker to share her experiences being a part of the 2023 USA Mission to the Arizona- Mexico border.

Our 2024 Mission offering is for The Synod of Zambia Health Department for a rural health care center, Raised \$1829.40.

We had 2 representatives for the Presbytery, to attend the Presbyterian Women's Churchwide Gathering in St Louis in August.

Presbyterian Women of the James sponsored the Voices of Jubilee in their applying for a Thank Offering Grant for which they were rewarded \$37,160. The Thank Offering grant will provide essential mentors, restorative justice training and hospitality dinners to create communities that transform lives and embody the hope of the Gospel, even in a harmful judicial system.

The Coordinating team continues to search for nominations for various offices and committees. Challenged secondary to the reduced number of active PW groups in the 101 churches of the Presbytery. The active PWs are currently estimated to be less than 55.

We continue to support the Building A Place for All, Massanetta Springs Capital Campaign. Reaching out to those who have enjoyed many years at PW Summer Gatherings and Bible and Music Conference.

Katheryn Peebles

Moderator Presbyterian Women of the James

[kathyspantry@gmail.com](mailto:kathyspantry@gmail.com)

## Collegiate Ministry - The Pace Center

To the Presbytery of the James,

The spirit is alive and well at The Pace Center for Campus Ministry at VCU (700 W Franklin St) in Richmond! We have begun another academic year busy with new gatherings, opportunities to share in meals with one another, and for college aged students to connect with one another.

*What have we been up to since our last Stated Meeting?*

This past spring, we celebrated with over 40 graduating seniors. This summer we hosted a number of student led programs including a Trivia Night, 'Make A Summer Bucket' List event, and Walk-A-Dog. We sent students to volunteer with local partner organizations including Belmont Community Resource Services and the Red Door Ministry at Grace & Holy Trinity Episcopal Church.

We hosted our Servant Leadership Institute this past summer with ten high school aged youth and their chaperones from Bradley Hills Presbyterian Church visiting from Bethesda, MD. This was in partnership with Second Pres (Richmond). The youth were able to serve at Second Presbyterian Walk-Up and Walk-In ministries, Swansboro Elementary and Community High School beautification projects, and the Fonticello Food Forest. The group also took a historical tour of the North Bank Trail with Richmond Story House. You can learn more and hear reflections from the group by following this link: <https://www.bradleyhillchurch.org/sermon/sunday-june-23/>

We have begun a new open and affirming weeknight worship service on-campus led by students.

*How can your church get involved?* Here are a few ways to plug into the life of Pace:

1. Connect/refer PC(USA) students to Rev. Russ Kerr ([community@thepacecenter.com](mailto:community@thepacecenter.com))
2. Provide a meal for Stories & Lunch. This ministry gives local churches the opportunity to connect with college students over a shared meal. Our current P.C. (USA) partners for this meal ministry are Second (Richmond), Union Presbyterian Seminary, Genito, and Gayton Kirk.
3. Donate food! Learn more here, <https://www.thepacecenter.com/food-opportunities>
4. Youth Group at Pace. Encourage your youth to attend our once/semester youth group at Pace.

For more information, please visit our website ([www.thepacecenter.com](http://www.thepacecenter.com)) where you can sign up for our mailing list and view our past newsletters. Thank you for taking time to read through this report.

Respectfully submitted,

Rev. Russ Kerr, [russell.kerr.3@live.com](mailto:russell.kerr.3@live.com)

Student Engagement & Development Coordinator

The Pace Center for Campus Ministry at VCU



## Report of the Committee on Nominations

Presbytery of the James  
October 2024

### Recommendation

We recommend that the presbytery elect the slate of nominees nominated as nominations for service on presbytery committees within the presbytery.

### Nominations for Service

The full slate of nominations will be put forward by the CON after our October 8 meeting. It's going to be wonderful.

### Opportunities for Service

Look, you're reading these words right now, which means that you are probably one or more of the following:

- a ruling elder who has been elected to serve as a commissioner from your congregation
- a teaching elder who has been called to serve a congregation in the Presbytery of the James
- a ruling elder who is serving on a POJ committee
- an esteemed guest of the presbytery who is killing time by scanning these reports
- a curious individual who came across our website and can't quite climb out of the rabbit hole

If any of those bullet points describe you and you have a desire to serve Christ's church in a way that expands beyond the boundaries of your congregation, we on the committee on nominations would love to meet with you and talk about the different opportunities we have available for you to serve.

Please contact Walter Canter, [canterjw@gmail.com](mailto:canterjw@gmail.com), the moderator of CON, to indicate your interest in serving in a presbytery role. Note that any gurgle of interest deep within your insides might be the work of the Holy Spirit calling you into a leadership role in the presbytery (it may also be indigestion, but act like it's the Spirit and email Walter about your willingness to serve either way). We can discern the gurgling of call together.

\*\*\*

Walter Canter,  
Committee on Nominations Moderator  
[canterjw@gmail.com](mailto:canterjw@gmail.com)

Policy provided for a first reading. Please email Barry Parks at [statedclerk@presbyteryofthejames.org](mailto:statedclerk@presbyteryofthejames.org) with any questions.

## **Presbytery of the James Child, Youth, and Vulnerable Adults Protection Policy**

It is the policy of the Presbytery of the James that all employees, ministers, educators, nonmember employees and/or contractors, and volunteers of congregations, councils, and entities of the church are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults. This policy applies to all Presbytery of the James sponsored activities and/or affiliated activities that involve children, youth, and vulnerable adults.

### **DEFINITIONS**

The following is a comprehensive list of definitions of terms and their intended use in this policy. For purposes of this policy:

**Child:** A child is a person between the ages of 0–11.

**Youth:** A youth is a person between the ages of 12–17.

**Minor:** A minor is any child or youth.

**Child/youth/vulnerable adult/Vulnerable Adult Worker:** Any person, volunteer or paid staff or contractor, who participates at any level at Presbytery sponsored events or activities involving children, youth and/or vulnerable adults.

**Vulnerable Adult:** Any person eighteen-years-old or older without the developmental or cognitive capacity to consent.

**Vulnerable Adult Abuse:** Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult.

**Child/youth/vulnerable adult Abuse:** Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth.

**Sexual Abuse:** As defined in the Book of Order, D-7.0901, Sexual abuse is any offense involving sexual conduct in relation to any person under the age of eighteen years or anyone without the capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position. Sexual abuse is contrary to the Scriptures and the Constitution of the Presbyterian Church (U.S.A.) and is therefore always an offense for the purpose of discipline.

**Misuse of technology:** The use of technology that results in the harassing or abuse of a child/youth/vulnerable adult. This includes using technology to send or share suggestive messages and images to a child, youth, or vulnerable adult. Please see POJ Social Media Policy Appendix 1

## **Healthy Boundaries Training:**

Healthy Boundaries training is mandatory in the Presbyterian Church (USA). The workshops or training equip all clergy, presbytery leaders and presbytery volunteers to recognize healthy boundaries in ministry relationships. Leaders must understand the role of power and vulnerability to create and maintain healthy boundaries and choose healthy self-care strategies. In compliance with BoO G-3.0106, the Presbytery of the James adopted this policy to address the requirement for boundary training for all its members. This policy outlines the mechanisms for training and accountability with respect to boundary violations.

## **Mandated Reporters**

In the state of VA, Mandated reporters are mentioned as belonging to 20 different categories. Two of them apply directly to the Presbytery of the James. They are:

1. —Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children.
2. —Any minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church, unless the information supporting the suspicion of child abuse or neglect is required by the doctrine of the religious organization or denomination to be kept in a confidential manner or would be if offered as evidence in court.

These two categories cover all the leaders, advisors, staff, and volunteers that may be engaged in a Presbytery of the James event making them all mandated reporters who could be charged with a misdemeanor and a \$500 fine should they not report suspected abuse.

### **On-call Attorney:**

An attorney designated by the Trustees to answer or handle emergency legal questions.

## **SCREENING, TRAINING, AND BACKGROUND CHECKS**

The following is required for every child/youth/vulnerable adult/vulnerable adult worker, whether a paid staff, contractor, or volunteer:

1. The POJ Stated Clerk must receive, via email or mail, completed, signed, and approved application and background check authorization forms, including a signed form verifying the policy has been read. The application should include a minimum of two references.
2. All child/youth/vulnerable adult workers must be at least eighteen years old and four years older than the oldest youth whom they are serving.
3. The applicant must consent to a criminal background check prior to the event and be compliant with the presbytery's insurance company and if needed, paid for by the event committee. These checks may be copies of checks run by their congregations or workplace and should be within three years for standard background checks and within five years for fingerprint background checks.
4. All child/youth/vulnerable adult workers, paid, contracted, or volunteer, must read and sign this Protection Policy prior to the POJ event. These signed documents will be scanned and kept on file at the presbytery office.

5. No person may serve as a child/youth/vulnerable adult worker who has a conviction on his/her/their/their record of certain felonies or misdemeanors, including, but not limited to, any of the following:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use, or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault;
- Injury to a youth;
- Incest;
- Indecency with a youth;
- Inducing sexual conduct or sexual performance of a youth;
- Possession or promotion of child pornography;
- The sale, distribution, or display of pornographic materials to a minor;
- Abandonment or endangerment of a youth;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure; and enticement of a youth;
- Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a minor;
- Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography);
- Any crime that involves the use of force, such as assault or endangerment;
- Any crime that involves abduction or kidnapping;
- Any crime that involves drinking and driving, such as driving while intoxicated.

In addition, if the presbytery or a local congregation is or becomes aware that a child/youth/vulnerable adult worker has a conviction or pending charge for one of the aforementioned crimes or any related crime, the child/youth/vulnerable adult worker shall automatically be ineligible to attend/participate in a child/youth/vulnerable adult event in any capacity.

6. Whenever the presbytery organizes an event for minors that invites minors from local congregations who will be supervised by child/youth/vulnerable adult workers, the sponsoring entity of the presbytery shall:

- a. Provide guidance to the congregations that are sending child/youth/vulnerable adult workers about best practices for securing child/youth/vulnerable adult workers and eligibility requirements.
- b. Provide guidance to the congregations that are sending child/youth/vulnerable adult workers concerning the requirement that the congregation perform and pay for background checks for potential child/youth/vulnerable adult workers and how to evaluate the background check for offenses that would disqualify a person from being a child/youth/vulnerable adult worker with minors.
- c. Provide guidance to congregations on when to perform the background checks and with what background check provider.
- d. The Stated Clerk will be the designated recipient of copies of these background checks and be trained to:
  - i. To review every background check received.
  - ii. To identify criminal convictions on background checks that should disqualify a person from being a child/youth/vulnerable adult worker;
  - iii. To notify the event sponsor if the Stated Clerk believes the council/committee has erred in selecting a child/youth/vulnerable adult worker whose background check indicates that the person should not act as a child/youth/vulnerable adult worker;
  - iv. Report to the sponsor of the event of each potentially disqualifying background check and any other related concerns so that a decision can be made to inform the council/committee that the person whose background check is in question is not eligible to attend the event as a child/youth/vulnerable adult worker.

## **CONFIDENTIALITY OF RECORDS**

The presbytery shall maintain all child/youth/vulnerable adult worker applications, results of background checks, and related information in confidential, secured files.

## **REPORTING**

The sponsoring entity of the presbytery will publicize the procedure for reporting any prohibited actions and have copies available at all times in a public place at the event. Anyone suspecting or having knowledge of a violation of abuse may report such violation to any leader of the presbytery sponsored event. Any child, youth, or vulnerable adult who suspects or has knowledge of any type of abuse is invited to share the knowledge with any adult leader of the presbytery sponsored event. Anyone who has knowledge of, or suspicion of child/youth/vulnerable adult abuse should be made aware that state law requires the immediate reporting of such abuse to the civil authorities. Any adult leader should report such violation to the Stated Clerk. All leaders, advisors, staff, and volunteers that may be engaged in a Presbytery of the James event are mandated reporters

## **REPORTING PROCESS**

1. Make sure the alleged victim is in a safe place with two unrelated adults to supervise.
2. Report possible criminal activity to civil authorities. It is now a police matter, and all investigations will be their responsibility.
3. Report to the event leader that an incident has been reported. The event leader will immediately notify the parents/guardians of the alleged victim.
4. Remove individual accused from contact with other event participants.
5. Fill out the Presbytery of the James incident reports.
6. Report to the Stated Clerk and or Lead Presbyter and give them the filled-out Incident Reports.

## **MANDATORY EVENT RULES FOR WORKING WITH CHILDREN AND YOUTH**

The sponsoring entity of the presbytery shall ensure that the following measures are in place and that the following actions are taken for each event or activity involving children and youth:

1. Two-adult rule: Two non-related adults must always be present in groups of children and youth. The only exception is if an emergency situation deems this not immediately possible. All child and youth workers and volunteers must be a minimum of 18 years of age and four years older than the age group they lead or supervise.
2. Ratios: The adult to child ratio for all child-related events/activities is 2:10. The adult to youth ratio for all youth-related events/activities is 2:17. There shall also be one adult of each gender when there are one or more minors of each gender in a group. Only in emergency situations may the ratios or gender diversity be compromised.
3. View Windows and Open Doors: When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.
4. Adult workers/caregivers should respect the privacy of the children to whom they provide care. (See POJ Social Media Policy Appendix 1)
5. Age-appropriate training to children and youth should be provided regarding behavior that should be reported to the caregiver or leader of the event.
6. Transportation: All adult drivers at child/youth/vulnerable adult events must have proper license and insurance on file with the organizing council. All vehicles used must have seat belts for the driver and each passenger. No minor under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in point 2 in this section. Lastly, no minor may be a driver at any event or activity (this includes golf carts at events).

7. Forms: The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for legal guardians and the medical form must include a copy of the minor's health insurance card. Further consent forms must be signed by legal guardians for any off-campus events. Any photos at the event that are used in social media or published material by the organizing council must be released by a signed consent form from a participant's legal guardian as well as the minor. All such forms must be stored at the event site, in a secure place with restricted access. (Appendix 2)

8. Each event/activity must ensure that rules are gone over with all participants at each event/activity. These rules shall include but are not limited to a code of conduct (Appendix 3) specific to the event/activity, as well as a list prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.

9. All volunteers and employees at any presbytery entity sponsored events must also abide by a code of conduct (Appendix 4) that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:

- a. Display of sexual affection toward a child.
- b. Use of profanity or off-color jokes.
- c. Discussion of sexual encounters with or around children or in any way involving children in personal problems or issues.
- d. Dating or becoming "romantically" involved with children (under the age of eighteen).
- e. Using or being under the influence of alcohol or illegal drugs in the presence of children.
- f. Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.
- g. Having secrets with youth/children.
- h. Staring at or commenting on children's bodies.
- i. Engaging in prohibited electronic communication with children.
- j. Working one-on-one with children in a private setting.
- k. Abusing youth/children in anyway, including (but not limited to) the following:
  - Physical abuse: hit, spank, shake, slap, unnecessarily restrain.
  - Verbal abuse: degrade, threaten, or curse.
  - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
  - Mental abuse: shame, humiliate, act cruelly.
  - Neglect: withhold food, water, shelter.
  - Permit children or youth to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.



## **SOCIAL MEDIA – ELECTRONIC COMMUNICATIONS**

General Social Media Policy - No minister, employee, contractor, or volunteer of the presbytery and its entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent the Presbytery of the James without the explicit written permission of the sponsoring council, presbytery, or event leadership.

### **Social Media Communications**

Persons who shall create public pages on behalf of Presbytery of the James entity programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children and youth. Persons having social media privileges on behalf of the Presbytery entity shall treat unsolicited communication or “friending” from children or youth underage as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by underage children is a violation of the code of conduct.

If a child or youth reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse.”

When using social media to communicate with children or youth, the authorized administrator shall inform parents/guardians of each child or youth that the latter is communicating with the person via social media, providing the parent/guardian the opportunity to disapprove or to participate in a group.

### **Social Networking Code of Conduct**

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children or youth.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide children, youth, and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children’s and youth interactions with employees and volunteers.
- Continuously remind children and youth how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.

At the institution of the use of social media, the authorized administrator shall present this Social Networking Code of Conduct to children or youth and parents/guardians.

## **SIGNING OF POLICY AND APPLICATION TO SERVE**

Each adult engaged in the leadership of a Presbytery of the James entity event shall acknowledge receipt of the Presbytery of the James Child/youth/vulnerable adult Protection Policy and Its Procedures by signing an application to be employed, volunteer, or supervise. (Appendix 5) In addition, each person engaged in the leadership of a Presbytery of the James entity event shall consent to all comprehensive background checks required and shall comply with any consequences of a reported violation of this policy.

## **PCUSA CHILD, YOUTH AND VULNERABLE ADULTS PROTECTION**

The Presbytery of the James will follow, to the extent possible, the Presbyterian Church (U.S.A.) Child/youth/vulnerable adult/Vulnerable Adult Protection Policy and Its Procedures (Revisions Approved by the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation May 20, 2021)

## **POLICY RATIONALE**

The implementation and documentation of a Child/youth/vulnerable adult/Vulnerable Protection Policy strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, “Let the little children come to me.” The Church is to be, at all levels of council and in all entities, a place of safety and nurture reflective of the arms of Christ.
- Any type of abuse involving children, youth, or vulnerable adults has lasting and devastating effects on the life of the victim/survivor. It is the call of the Church to be a life-giving entity of Christ’s healing and hope for community and individuals, not an entity that brings harm and hurt.
- The larger Church suffers with the victim/survivor and his or her family when abuse and neglect occurs. The Church is unable to do the full work of Christ, due to the hurt, pain, and distrust that accompanies abuse. Not only does the Church lose its credibility at all levels, it also suffers considerable financial loss and loss of integrity. More importantly, in instances of child, youth, or vulnerable adult abuse within the Church, there is immeasurable spiritual, psychological, emotional, and physical harm that can be perpetrated that woefully hinders God’s call on the Church.
- The Book of Order states, “The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life,” and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church’s care, including children, youth, and vulnerable adults (Book of Order W-2.3013).
- Children, youth, and vulnerable adults are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also the Church, as the body of Christ, is to be the presence of Christ’s love, in the same way taking up all children, youth, and vulnerable adults into its arms and blessing them; providing for them a safe, thriving, and nurturing environments in which to grow in every way.

## Presbytery of the James Background Check Requests

Please mail to 3218 Chamberlayne Ave., Richmond, VA 23227

OR email to [statedclerk@presbyteryofthejames.org](mailto:statedclerk@presbyteryofthejames.org)

Questions – call 804-262-2074

Background Screening Consent and Information Form Applicant must complete all information and sign and date form. Only those over 18 years old may submit a request – legal restrictions for minors stops all requests below this age.

Full Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Background check requested for (select all that apply):

Pulpit Supply (in person)                      Local Church (staff or volunteer)                      Conference Activity

Other names used including maiden names: \_\_\_\_\_

Social security number: \_\_\_\_\_ Date of birth \_\_\_\_\_

Current Address: Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Include any other addresses for the past 10 years and how long at each address:

Former address \_\_\_\_\_

Former address \_\_\_\_\_

Please list all states of residence since turning age 18:

\_\_\_\_\_

Reference: (Someone who knows you and has observed you working with young people.)

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

I am a member of the following church: \_\_\_\_\_

I have been a member of this church since: \_\_\_\_\_

I have never been convicted of nor pled guilty or no contest to a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed and minor traffic offenses)    True    Not True

If not true, on a separate sheet, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

I have never terminated my employment, professional credentials or service in a volunteer position nor had my employment, professional credentials, or authorization to hold a volunteer position terminated or reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation or misconduct; physical abuse; child abuse; or financial misconduct.    True              Not True

If not true, on a separate sheet, give a short explanation. (Please indicate the date of termination; name, address, phone number of employer or volunteer supervisor; nature of the incident(s) leading to your termination.)

I have a valid drivers' license.    True    Not True

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance. True Not True

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying? Yes No

If yes, please provide a brief explanation:

The covenants between persons seeking employment or authorized volunteer positions in the Presbytery of the James require honesty, integrity and truthfulness for the health of the presbytery. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate. Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees and volunteers and the organization they seek to serve. To that end, I authorize the Presbytery of the James and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments and statements.

The Presbytery of the James employment and authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize the POJ and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that the Presbytery of the James will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the Presbytery of the James Child, Youth and Vulnerable Adults Protection Policy. I understand my signature below is legally binding and will be kept on file. I grant permission to the Presbytery of the James staff to complete a Sex Offender Registry check, basic criminal background check, contact a designated reference and interview me so I may serve in the role for which I have applied.

I authorize (THE PRINCIPAL) and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my service with them.

I release the Presbytery of the James and THE PRINCIPAL and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRESBYTERY OF THE JAMES INCIDENT REPORT FORM**

Date and time of incident: \_\_\_\_\_

Name of Reporter: \_\_\_\_\_

Primary phone #: \_\_\_\_\_ Work # \_\_\_\_\_

Name(s) of persons involved incident:

Name \_\_\_\_\_ Age: \_\_\_\_\_

Name \_\_\_\_\_ Age: \_\_\_\_\_

Name \_\_\_\_\_ Age: \_\_\_\_\_

Name \_\_\_\_\_ Age: \_\_\_\_\_

Location of Incident (including City, State and Country):

\_\_\_\_\_

Quote the first words verbatim of the child, youth or vulnerable adult making the

accusation: \_\_\_\_\_

\_\_\_\_\_

Describe the behavior and appearance of the person making the accusation:

\_\_\_\_\_

\_\_\_\_\_

Describe the behavior and appearance of anyone else making the accusation or involved in the incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what exactly happened as reported to you:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? Yes: No:

1<sup>st</sup> Name: \_\_\_\_\_ Age: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Name: \_\_\_\_\_ Age: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

3<sup>rd</sup> Name: \_\_\_\_\_ Age: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

4<sup>th</sup> Name: \_\_\_\_\_ Age: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

What actions did you take?

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Has the incident been resolved? \_\_\_\_\_

How so? \_\_\_\_\_

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Person(s) this report was given to:

1<sup>st</sup> Name: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Name: \_\_\_\_\_ Date: \_\_\_\_\_

3<sup>rd</sup> Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person submitting report: \_\_\_\_\_ Date: --- \_\_\_\_\_

Appendix 1

## **SOCIAL MEDIA—ELECTRONIC COMMUNICATIONS**

### **General Social Media Policy**

No minister, employee, contractor, or volunteer of the General Assembly and its Entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent the Presbytery of the James without the explicit written permission of the Presbytery of the James (POJ), or event leadership. When clergy or staff, acting in their capacity as a representative of the Presbytery of the James, lead or coordinate a group activity using social media, each may use only official Presbytery of the James Entity sites/channels when they have been made available by the Entity of the POJ. These may include Web pages, Facebook, e-mail, and similar means.

### **Social Media Communications**

Persons who create public pages on behalf of POJ programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with Minors and Vulnerable Adults.

Persons having Facebook privileges on behalf of the POJ Entity shall treat unsolicited communication or “friending” from Minors and Vulnerable Adults as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by Minors and Vulnerable Adults is a violation of the code of conduct.

If a Minors and Vulnerable Adults reveal abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse.”

When using Facebook to communicate with Minors and Vulnerable Adults, the authorized minister shall inform parents/guardians of each Minor and Vulnerable Adult that the latter is communicating with the person via Facebook, providing the parent/guardian the opportunity to disapprove or to participate in a group.

### **Social Networking Code of Conduct**

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and Minors and Vulnerable Adults.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide Minors and Vulnerable Adults, and their parents and guardians with this Social Networking Code of Conduct.



- Encourage parents and guardians to play a role in monitoring their minor's and Vulnerable Adult's interactions with employees and volunteers.
- Continuously remind Minors and Vulnerable Adults how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.
- At the institution of the use of social media, the authorized minister shall present this Social Networking Code of Conduct to Minors and Vulnerable Adults and parents/guardians.

## **Misuse of Technology**

No minister, employee, contractor, or volunteer of the POJ and its Entities shall misuse technology in the following ways:

- Using technology to send suggestive messages and/or images to a Minor or Vulnerable Adult.
- Having contacts by Misuse of Technology to contact a Minor or Vulnerable Adult that is not pre-approved by the Minor's or Vulnerable Adult's legal guardian with a signed waiver, unless the contact is on an open public medium, such as a church or Entity website or church or Entity social media program.
- To view pornography or sites (ex. dating websites) which include pornography or naked bodies on the premises of a POJ Entity event, activity or meeting, no matter where it is held or by which Entity it is organized.

## **Virtual Meeting Code of Conduct**

Child/Youth workers, ministers, employees, contractors, or volunteers ("Adults") of the POJ or its Entities must follow any virtual meeting policies or protocols of the POJ and these protocols when planning and conducting a virtual meeting on virtual meeting platforms (ex. Zoom, Skype) with one or more Minors:

- Adults should seek permission of the parent or guardian who has legal custody of a minor before inviting the Minor to participate in a virtual meeting. Such permission can be sought in any hard copy or electronic registration forms but must be a separate and clear section seeking permission of the parent or guardian. The option to observe the virtual meeting (without visual or verbal participation) should be made available upon request to parent or guardian. The permission section of the registration form shall provide the parent or guardian with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of inappropriate conduct or sexual misconduct or abuse by an Adult or any participant that occurs before, during or after a virtual meeting.
- Adults and meeting organizers should advise a parent or guardian who has legal custody of a Minor of the following so that the parent or guardian is aware of it when giving permission for the Minor to participate in the meeting: (1) that a meeting will be recorded; and (2) that images, video or audio may be used from the recording in media reports or on POJ or other websites.
- No Adult is permitted to meet one-on-one or one Adult with a group of Minors either in a virtual meeting space or a breakout room. There must be at least two (2) Adults in any virtual meetings or breakout room or other virtual meeting space.

- All Adults, Minors, and other participants in virtual meetings shall dress appropriately for the meeting. No meeting participants shall wear inappropriate (that is, sexually suggestive, exploitive, or voyeuristic - “Inappropriate”) clothing or clothing that displays Inappropriate or offensive (that is, sexually demeaning or suggestive, pornographic, voyeuristic, discriminatory, harassing, bullying, intimidating, threatening, profane or abusive – “Offensive”) messages.
- No Adults, Minors, and other participants in virtual meetings are permitted to make displays of Inappropriate or Offensive messages by putting a sign or note in front of the camera in some form or fashion.
- Adults, Minors, and other participants in virtual meetings should be considerate and not carry the phone or device they are using to participate in the meeting into private areas of their meeting space, such as bathrooms, with any camera or microphone on and the meeting is in progress.
- No Adults or Minors are permitted to use the chat function, the name section, or any other feature of a virtual platform for Inappropriate or Offensive purposes during a virtual meeting, including, but not limited to:
  - o Displaying Inappropriate photographs or images, such as pornography or photographs of anyone who is naked or inappropriately attired.
  - o Displaying Offensive or Inappropriate messages.
  - o Providing links to Offensive and Inappropriate websites or platforms.
  - o Bullying, discriminating against or harassing anyone based upon their race/ethnicity, color, national origin, gender, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, or religious affiliation.
- No Adult is permitted to use the private chat function of a virtual meeting platform to communicate privately with one or more Minors except when the privacy or dignity of the Minor requires it. If a private chat is necessary, it must be recorded and must copy another Adult. Otherwise, all chat communications must be done openly so that all participants, including the other Adults, parents or guardians in the virtual meeting can see the chat communications. This should be announced at the start of every virtual meeting. (Exceptions: if the Adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse).
- If a Minor attempts to contact an Adult using the private chat function, the Adult should not respond. If an Adult attempts to contact a Minor using the private chat function, the Minor should not respond. (Exception: unless the Minor is contacting the Adult designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse or that Adult is contacting a Minor who made a report.)
- No Adult is permitted to use other means of communication (such as texting or email) to communicate privately with one or more Minors before, during or after a virtual meeting. No Minor is permitted to use other means of communication (such as texting or email) to communicate privately with one or more Adults before, during or after a virtual meeting. (Exception: if the Minor made a report to the Adult and

the Adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse).

- Adults and meeting organizers shall provide Minors with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of Inappropriate conduct or sexual misconduct or abuse by an Adult or any participant that occurs before, during or after a virtual meeting. Adults and meeting organizers are responsible to make mandatory reports of sexual misconduct or abuse as required by the Book of Order (G-4.0302) and under local, state, and federal law.

## Appendix 2

### **Event Release Form**

#### **Presbytery of the James**

From time to time, photographs, videos, direct quotes, and/or audio clips may be taken of youth and adults attending Presbytery of the James events or participating in Presbytery-sponsored programs and activities. The Presbytery of the James requests the right to use all such photos, videos, print material and/or audio clips taken from youth and adults involved in these programs and activities. They may be used for a variety of purposes, including, but not limited to, publications, promotional brochures, promotions or showcase of programs on our web sites, showcase of activities in local and/or national newspapers or programming, and other similar lawful purposes.

By signing this form, I consent and give permission to allow the Presbytery of the James the unlimited right to use photos, videos, direct quotes, and/or audio clips that they have of me participating in Presbytery programs or events. I agree to give up my rights with regards to Presbytery of the James photos, videos, direct quotes, and/or audio clips of me. Further, by signing this consent and release form, I acknowledge that I understand and agree to the above request and conditions. I sign this form freely and without inducement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH AND MEDICAL INFORMATION**

Name of participant \_\_\_\_\_

Birthday: \_\_\_\_\_ Age \_\_\_\_\_

Name/Address of Parent/Guardian

\_\_\_\_\_  
\_\_\_\_\_

Telephone number and emergency contact numbers:

\_\_\_\_\_  
\_\_\_\_\_

Please give any medical/physical information which might limit or prevent the participant's full involvement in these events and/or would help us to work more effectively with your youth:

\_\_\_\_\_  
\_\_\_\_\_

**POLICY STATEMENTS:**

Prescriptions: Is this participant taking any prescribed medication? Yes No

If so, what and what is it for? Please be specific in drug name and dosages.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the policy of these events that all prescribed medications must be kept and dispensed by the adult leaders of the event.

I agree to have the adult leaders keep and dispense my child's medication while at these events.

Emergency treatment: If there should be an emergency which requires medical attention and I am unable to be reached, I hereby authorize the physician chosen by the Adult Youth leader to hospitalize, secure treatment and other injection, anesthesia, x-ray, or surgery for my child named above.

**Signature of Parent/Guardian:** \_\_\_\_\_

Relationship to participant \_\_\_\_\_ Date \_\_\_\_\_

Medical Insurance of Participant \_\_\_\_\_

Group Number/ ID Number \_\_\_\_\_

(If possible, please attach a photocopy of the front and back of your insurance card.)

Appendix 3

**PRESBYTERIAN YOUTH EVENT COVENANT**

For Youth, Adult

Advisors, and parents or participants this covenant is for both the **YOUTH and ADULTS** who attend presbytery youth events such as retreats, rally days, mission trips, youth conferences, as representatives of the Presbytery of the James, etc. **Seeking the guide of the Holy Spirit, while at a Presbytery of the James youth event, I covenant to . . .**

**R:** Refrain from consuming alcohol, using illegal drugs or smoking, and refrain from driving any vehicle for the duration of the event.

**E:** Enjoy the time of rest and renewal.

**S:** Seek to hear God’s claim on my life through the opportunities provided.

**P:** Participate to the best of my ability in all planned activities.

**E:** Expect to encounter God.

**C:** Care for others by being a good steward of the resources provided over the course of the event including, but not limited to the food prepared, supplies provided, and persons leading the event.

**T:** Treat the facilities with reverence.

**F:** Friendship - Take time to meet one new friend.

**U:** Understanding, be considerate of one another, seek to hear others.

**L:** Lights out. Abide by the lights out policy of the event and be in my room or cabin by that time.

Participant’s Name (Please Print) Participant’s Signature

\_\_\_\_\_

Parent/Guardian’s Name (Please Print) \_\_\_\_\_

Parent/ Guardian’s Signature \_\_\_\_\_

Church Date:\_\_\_\_\_

**POLICIES VANDALISM AND PROPERTY DAMAGE**

Any person who damages or destroys property will be responsible for the cost of replacement and repair.

**SMOKING** All POJ events are SMOKE-FREE

**DISRUPTING EVENT ACTIVITIES** A great deal of time, effort, prayer, and money go into preparing a youth event. Disruptive behavior during assemblies, workshops or worship times, or other planned activities makes it hard for everyone to get the most out of the time that we have together. Participants can expect 2 warnings about this from any adult leader. Anyone who continues to disrupt will not be invited to the next event and may be dismissed from the current event in addition to having the opportunity to explain their actions to their parents, guardians, and / or pastor.

**PERSONAL BELONGINGS** You are responsible for your own belongings. Do not bring any items that are of great value to you.

**ALCOHOL AND ILLEGAL DRUGS** Any youth or adult found in possession of illegal substances will be dismissed from the event and may be subject to arrest.

**DRIVING** Vehicles driven to the event should be parked and locked. They should neither be driven nor visited during the event, except in an emergency. Upon leaving the event, drivers must obey all speed limits and must carry passengers only inside vehicles.

Appendix 4

## Presbytery of the James

### Supervisory Adult Code of Conduct Form

The Presbytery of the James is committed to providing a safe environment for minors and vulnerable adults within all activities and ministries of the presbytery. All the faithful cooperate in taking every reasonable action to ensure the safety of anyone under their care. The following policies are in effect whenever adults are acting as employees and/or volunteers of presbytery (“Church representatives”).

#### I WILL:

- I will treat everyone with respect, courtesy, and consideration, performing my work in a manner consistent with the mission of the PCUSA and the Presbytery of the James.
- I will remember that any minors or vulnerable adults are entrusted into my care; I am not their peer or buddy. Recognizing that Church representatives must always be aware of their own vulnerability, as well as the vulnerability of any minor or vulnerable adult with whom they may be working, I will always use a team approach to activities.
- I will avoid situations where I am alone with a minor or vulnerable adult. I understand that at least two supervising adults should be present when there is only one minor or vulnerable adult, and at least two participants should be present when there is only one supervisory adult.
- I will ensure that any one-on-one meetings with a minor or vulnerable adult are held in a public area or in a visible area such as in an office with an interior window or an open door so that another person can be present outside the room as a witness.

- I will use positive reinforcement rather than criticism and condemnation when working with minors or vulnerable adults.
- I will maintain appropriate physical and emotional boundaries with the individuals with whom I work. I understand that any touch must be age-appropriate and based on the need of the minor or vulnerable adult, not the supervisory adult.
- I will always report any suspected abuse according to Virginia law. I understand that the failure to report suspected abuse to civil authorities is punishable by law.
- I will cooperate fully in any investigation of abuse.
- I will be available and visible during the entire event(s), take part in enforcing the rules, and take control of any situation those in my care are unable to handle.
- I will treat property with care. If someone from the group breaks something, I will tell the program director/event leader/presbyter. Each church will take full responsibility for any damage done by their members at a program site.
- I will keep cell phones/pagers off or in silent/vibrate mode to keep from disrupting or distracting from activities, especially during worship and prayer.
- I will behave in a way that respects the rights of all. I will be cooperative and do those things that promote a good reputation for the program, school, parish, and/or diocese.
- If I become aware of anyone violating this Supervisory Adult Code of Conduct, I will take responsibility to report that violation to the appropriate level of supervisor or to the presbytery so the issue can be addressed and minors can be kept safe.

**I WILL NOT:**

- I will not maintain inappropriate relationships/friendships with a minor or vulnerable adult. I will not have exclusive relationships with a minor or vulnerable adult. If I become aware of a minor/vulnerable adult desiring such a relationship, I will ask for assistance from the supervisor or pastor and exercise extra caution.
- I will not use, possess, or be under the influence of, any alcoholic beverage or any illegal drugs when working with minors or vulnerable adults. In addition, I will not inappropriately use any legal drug or mood-altering substance in this setting.
- I will not have a weapon in my possession while acting as a Church representative. (Exception: Active law enforcement officers who are required by law to carry a weapon. —Those individuals must guarantee that weapon is secured at all times from access by any other person.)
- I will not provide, or allow any minor to use, any alcoholic beverage, tobacco, or illegal drugs. Neither will I provide anything prohibited by law to anyone in my care. Medications of any kind may be administered to minors only with written parental/guardian permission.



- I will not have any sexually explicit or morally inappropriate materials on Church property or in the presence of minors or vulnerable adults. Such materials include, but are not limited to: magazines, videos, films, recordings, computer software, computer games, or printed material. I will not engage with minors or vulnerable adults in topics of conversation or discussion, vocabulary or any other form of personal interaction or entertainment that could not reasonably be used in the presence of parents or a responsible adult. I will not engage in sexually oriented conversations with anyone except in the context of sharing the Church's teaching on human sexuality.
- I will not accept expensive gifts from Minors or their parent/guardian without prior written approval from the pastor or administrator. Neither will I give expensive gifts to minors without prior written approval from the parent/guardian and the pastor or administrator. Small gifts or privileges are not to be given to minors without the presumed knowledge and permission of a parent/guardian.
- I will never speak to minors or vulnerable adults in a way that is or could be construed by an observer as derogatory, demeaning, or humiliating.
- I will never touch anyone in my care in a sexual or other inappropriate manner.
- I will not use physical discipline for the behavior management of minors or vulnerable adults. No form of physical discipline is acceptable, including physical force as retaliation or correction for inappropriate behavior, except as may be needed to restrain them from inflicting harm on themselves or others.
- I will avoid posing any health risk to others (e.g., fevers or other contagious situations).
- I will not, as a Church representative, provide shared or private overnight accommodations for individual minors with the exception of blood relatives. This includes, but is not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

As a(n) employee/volunteer of the Church, I promise to strictly follow the rules in this Code of Conduct as a condition of my providing services to the minors and/or vulnerable adults of our presbytery. I understand that any illegal behavior may involve legal authorities. I understand that any serious violation of this Code of Conduct may result in my termination of employment, removal as a volunteer, and/or dismissal from a program, and/or financial and physical responsibility for transportation home (in the case of an off-site event).

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby consent to the use of a photograph of me for the purpose of publication. \_\_\_\_Yes \_\_\_\_No

## Volunteer Agreement and Release from Liability

### Presbytery of the James

Volunteer Name: \_\_\_\_\_

In signing this form, I understand and agree to the following terms and conditions related to my volunteer service with the Presbytery of the James:

I recognize that, as a volunteer, I represent the above organization to the public. I accept responsibility for this status and will conduct myself accordingly.

I understand that the “Healthy Boundaries Policy” of the Presbytery of the James applies to me and I certify that I have completed the required training as of this date: \_\_\_\_\_

I understand that in the course of my service, I may learn certain facts about volunteers, participants, and donors which are of a highly personal and confidential nature. Examples of such information are medical diagnosis and treatment, phone numbers and addresses, finances, personal relationships, etc. I understand that all such information, including the identity of the individual, must be treated with total confidentiality (including on social media postings) and must remain confidential even after my service ends. Please initial here: \_\_\_\_\_

I agree to abide by the child/youth/vulnerable adult protection policies of the Presbytery of the James. I understand that the limits of confidentiality, however, include that I must immediately report to the appropriate leadership any knowledge or involvement in regard to child/youth/vulnerable adult abuse and the intentions to do harm to another person or to one’s self. Please initial here: \_\_\_\_\_

I am aware that as a volunteer, I expose myself to potential hazards which include but are not limited to: kitchen accidents, cuts, burns, back injury from lifting, car accidents, property damage or injury to others in car accidents, falls, etc. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury. Please initial here: \_\_\_\_\_

I agree that my assignees, heirs, distributees, guardians, and other legal representatives will not make a claim against, or sue for injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent, or volunteer contractor of the organization as a result of my participation as a volunteer. I hereby release the Presbytery of the James from all actions, claims, or demands that I, my assignees, heirs, guardians and legal representatives now have or may hereafter have for injury resulting from my participation as a volunteer. Please initial here: \_\_\_\_\_

If my volunteer service includes driving an automobile, I acknowledge that I have both a valid driver’s license and automobile liability insurance policy as required by state law. I agree to maintain my license and insurance in good standing for my tenure as a volunteer for the organization. I am knowledgeable of and agree to abide by local and state traffic laws. I agree not to drive while under the influence of alcohol and/or other intoxicating substances. Please initial here: \_\_\_\_\_

I agree to bring any problems or conflicts that are beyond the scope of my volunteer service or ability, to the immediate attention of the appropriate leadership. Please initial here: \_\_\_\_\_

As a volunteer, I understand that my services can be discontinued at any time for any reason.

This understanding will remain in effect throughout my continuous service as a volunteer. Should I not serve as a volunteer for more than one year, a new agreement will need to be completed. Please initial here \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Camp Hanover Report to Presbytery – September 19, 2024

### Linked By Love at Summer Camp

Over seven weeks of day camp and overnight camp this summer we explored what it means to be “Linked by God’s Love.” Sometimes we experience it directly. Often God’s love is manifest in relationships and connections we build and nurture in our everyday lives. We feel God’s love when we are with close friends and family. We see God in quiet moments where we are present with each other and in acts of grace when we have been far apart. We hear God in life changing words of truth from those who know and love us. Through it all we remember love flows from God, links us all together, and we give thanks. And with another successful summer in the books, we rejoice even louder. The feedback we heard from parents of campers this summer says it all:

*“My fav thing is that my daughter gets to experience the love of Christ... and extra fun!”*

*“Camp Hanover is a wonderful experience that I hope everyone can attend. Whether going with a group or on your own, Camp Hanover is a beautiful place to disconnect and tune in to God. I am forever grateful for the staff.”*

*“It’s a great place for fellowship, growth, and fun. A place that sticks with you for the rest of your life. I am so happy I had the chance to attend, and I am grateful it exists today still so that my children can attend.”*

*“My daughter, who is quite shy and quiet, could not stop talking for the entire 2-hour ride home. She felt accepted and welcomed from the beginning. She mentioned that right away, she was made comfortable with the leaders and other kids. She loved meeting others from all over the globe. The enthusiasm is contagious!”*

*“You do a great job fostering community within the camping groups. Thanks for offering my kids such a great outdoors and spiritual experience.”*

### Board Business

The Camp Hanover Inc. Board of Directors met twice for regular stated meetings in June and August. Highlights from those meetings include commissioning the 2024 summer camp staff for their work ahead and recognizing the outgoing class of Mission, Vocation, and Practice Interns (MVPs) who were concluding their year of service. Two Youth Directors were elected to serve one-year terms on the board: Courtney Fabian and Mai Owens. The board elected five Directors to the class of 2027: Robin Callahan, Amelia Adair, John Richardson-Lauve, Leroy Jefferson, and Angie Meadows. The board elected officers for the 2024-2025 term: John Richardson-Lauve, President; Erin Davidson, President-Elect; Will Kirk, Vice President; Amelia Adair, Secretary, and Jeff McDonald, Treasurer. The Board also recognized and expressed gratitude for those members concluding their time of service with the Board: Jenny Burke, Jennifer Gwyn, Kate Fiedler, Noah Richardson-Lauve and Marcy Mortimer.

Over the weekend of September 13 and 14, board members gathered at Camp Hanover for its annual retreat. We are grateful to the **Rev. Crystal Varner Parker** for leading the Board in meaningful worship over the course of the weekend. The retreat was a time of fellowship, worship, visioning and service as the Board evaluated strategic plan progress, looked at latest trends in camp ministry and discussed the possible impacts on facilities and programming, brainstormed tactics for

building on blossoming partnerships, and worked with a consultant on developing planned giving initiatives and sources of financial support to further secure Camp Hanover's legacy and future through its Centennial and beyond. At the conclusion of the retreat, board members got their hands dirty, removing mountains of debris and other items to be discarded from under the Pole Barn in preparation for replacement of the roof and the construction of a secure storage area in that location.

## Strategically Speaking

In August, Camp Hanover welcomed the next class of MVP Interns into the Mission, Vocation and Practice program. For the next ten months, Susan Pilc (Richmond, VA), Grayson Raschke (Short Pump, VA) and Naomi Fritz (Arvada, CO), will reside at Camp Hanover, serve as instructors in the Camp Hanover After School Explorers (CHASE) program leading elementary school students in environmental education and stewardship activities, provide hospitality to guests on retreat, and build an intentional community focused on discipleship, personal growth, discernment.

Both **CHASE** and the **MVP program** are ongoing initiatives born out of Camp Hanover's current strategic plan. One key component of the plan is to *“develop a deeper engagement with the secular community through robust educational opportunities.”* The CHASE program is an example of how Camp is seeking to expand outreach and engagement with area schools, and elevate Creation care through environmental stewardship programming. The MVP program is an example of how Camp Hanover is working to *“create a year-round invitation to camp by expanding faith-based programming”* by making training, equipping, and leadership opportunities available for young adults.

Another key component of the strategic plan is to *“offer transformational ‘power of camp’ experiences to more people”* by deepening outreach and support for campers who may face barriers to attendance, expand accessibility in core camp experiences, and enhance those experiences so radical hospitality, welcome and inclusion is extended to all. Pursuing this aspect of the plan has brought forth a growing partnership with the **Autism Society of Central Virginia**. It was a delight to work with the ASCV and Beyond Boundaries this September to provide a weekend “Camp Hanover Experience” including swimming, boating, archery, the climbing wall, campfires and cookouts for adults with autism. We are looking forward to our next event with the Autism Society in early October – a family camping weekend.

## Sadness and Celebration

It is with sadness we share the news that **Jim Marston**, a long-time, year-round staff member, passed away in early September. As a skilled carpenter and fantastic pancake chef, Jim put his passion for mission and camp ministry to work around the site -- repairing roofs, renovating the Kirkwood lodges, installing new windows in every longhouse, and making sure campers were well fed at breakfast on Wednesday mornings during summer camp. Jim will be deeply missed.

Labor Day Weekend was filled with joy as friends, family, and alumni with connections to Camp spanning every decade back to 1957 converged for **Homecoming** to rekindle relationships, relive summer memories, and celebrate Camp Hanover's 67-year history. In addition to campfire building challenges, swimming and boating, and a very competitive adults-vs-kids kickball game (spoiler alert: the kids won!), we honored the incredible 41-years of service of Bobby James during a dedication and naming service of the recently renovated “Bobby James Cabin.”

At the time of writing this report, the **#GreatCampGive** is two weeks away. On October 1<sup>st</sup> we'll be celebrating Camp Hanover's shining legacy and looking ahead to a future so bright, we gotta wear

shades! The #GreatCampGive has become the biggest generosity day of the year for friends and fans of Camp Hanover. Starting with the first give day in 2020, over \$100,000 has been given each year by generous individuals and congregations who want to strengthen your Camp now, and chart tomorrow's course for this beloved ministry. Over the past 4 years, the donations received during the #GreatCampGive have totaled \$457,000. The goal this year is to break through the half-million-dollar milestone by raising \$43,000 (or more!) in 18 hours. We look forward to sharing the results of the #GreatCampGive with you at the stated meeting of Presbytery in October and hope you will join us in supporting your Camp by making a gift. You can give anytime by visiting [www.camphanover.org/give](http://www.camphanover.org/give).

Lastly, we continue to work closely with Presbytery leadership on the renewal of the **Covenant Agreement** between the Presbytery and Camp Hanover Inc. We value the longstanding relationship and support from the Presbytery and look forward to continuing in this strong partnership.

### How YOU Can Support Your Camp:

- Hanover Christmas is Friday, December 13<sup>th</sup> and Saturday, December 14<sup>th</sup> from 6pm-9pm. Bring your friends and family to Camp and celebrate the birth of Christ while walking a candlelit trail through the woods. If you'd like to help with this event, become a volunteer. Learn more at: <https://www.camphanover.org/hanover-christmas-2/>.
- Tell friends, family, and your church community about Camp Hanover's summer camp and year-round after school programming. We rely on you, our camp community and supporters, to get the word out about this ministry.
- If you would like to join us on the board or on one of our committees, we welcome you to reach out to Doug ([doug@camphanover.org](mailto:doug@camphanover.org)) or John ([boardpresident@camphanover.org](mailto:boardpresident@camphanover.org)), or fill out the interest form at <https://www.camphanover.org/volunteer-committee-board-interest/>.

Respectfully submitted,  
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