



*Our Mission: To support leaders, congregations, and ministries
in growing followers of Jesus Christ who joyfully live out God's mission in the world.*

Called Special Meeting • Thursday, November 13, 2025

Zoom

Section II – Agenda and Reports

Agenda

POJ Called Presbytery Meeting November 13, 2025, 7:00pm

Call to Order & Opening Prayer	Josh Andrzejewski
Adoption of Agenda	Josh Andrzejewski
Nominations	
Committee on Nominations (pp. 7-8)	Clay Macauley
Mission Council (p. 8)	Joel Morgan
Presentation: Recommendations of the Budget Committee (pp. 9-21)	Joel Morgan
Presentation: Recommendations of the Personnel Committee (pp. 22-25)	Jen Rowe
Adjournment and Closing Prayer	Josh Andrzejewski

Note: Motions to alter the proposed budget must comply with the [Resource Management Policy](#) adopted at the June 2025 Presbytery meeting. Motions to alter the proposed budget must accomplish a net zero change in the budget, stating line items to be increased as well as line items to be decreased. While motions are always allowed from the floor, it is extremely helpful for them to be received by the stated clerk in advance so that language may be shared on screen.

Meet Today's Leadership

Rev. Josh Andrzejewski: POJ Moderator, 2025; Associate Pastor, First, Richmond

Rev. Annie Arvin: Zoom Host; Director of Admissions, Union Presbyterian Seminary

Rev. Kerry Foster: Bridge Stated Clerk/Temporary General Presbyter, POJ

Peggy Fox: POJ Vice-Moderator, 2025; CRE, Woodville

Rev. Shannon Hendricks: Zoom Host; Covenant Pastor, Tappahannock

Rev. Clay Macaulay: Member of CON; Interim Pastor, River Road

Rev. Joel Morgan: Moderator of Mission Council; Pastor, Campbell Memorial

Jen Rowe: Vice-Moderator of Mission Council, Moderator of Personnel Committee; Ruling Elder, Fredericksburg

Action Items

Report	Page	Item
Mission Council	1	Adoption of the Agenda
CON	7-8	Slate of Nominees
Mission Council	8	Slate of Nominees for CON and COR
Mission Council	9-21	Recommendations of the Budget Committee
Mission Council	22-25	Recommendations of the Personnel Committee

Presbytery of the James

Commonly Used Acronyms

Denomination-wide

PC(USA)	Presbyterian Church (U.S.A.)
BOC	<i>The Book of Confessions</i>
BOO	<i>Book of Order</i>
BOP	Board of Pensions
CLC	Church Leadership Connection
FDN	Presbyterian Foundation
OGA	Office of the General Assembly
PDA	Presbyterian Disaster Assistance
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

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. 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.

Seeking to Be Faithful Together

from the Presbyterian Peacemaking Program

In a spirit of trust and love, we promise we will...

***Give them a hearing...
listen before we answer***
(John 7:51 and Proverbs 18:13)

1. **Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ.**
 - we will keep our conversations and communications open for candid and forthright exchange,
 - we will not ask questions or make statements in a way that will intimidate or judge others.
 2. **Learn about various positions on the topic of disagreement.**
 3. **State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other**
-

Speak the truth in love
(Ephesians 4:15)

4. **Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings.**
 5. **Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity.**
 - we will not engage in name-calling or labeling of others prior to, during or following the discussion.
 6. **Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.**
-

***Maintain the unity of the
spirit in the bond of peace***
(Ephesians 4:3)

7. **Indicate where we agree with those of other viewpoints as well as where we disagree.**
 8. **Seek to stay in community with each other though the discussion may be vigorous and full of tension.**
 - we will be ready to forgive and be forgiven.
 9. **Follow these additional guidelines when we meet in decision-making bodies:**
 - urge people of various points of view to speak and promise to listen to these positions seriously;
 - seek conclusions informed by our points of agreement;
 - be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;
 - abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways that are consistent with these Guidelines.
 10. **Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly and to remain open to the vision God holds for us all.**
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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?
Main Motions					
1	Main (Principal) - to present a recommendation for consideration by the body	No – if coming from a committee Yes – if coming from the floor	Yes	Yes	Majority
Subsidiary Motions In order of precedence					
2	Postpone indefinitely	Yes	Yes	No	Majority
3	Amend - substituting, inserting, striking out, or striking out and replacing	Yes	Yes	Yes, but only one at a time	Majority
4	Refer / Commit to a Committee	Yes	Yes	Yes	Majority
5	Postpone - to a subsequent meeting	Yes	Yes	Yes	Majority
6	Limit or Extend Debate	Yes	No	No	2/3 vote
7	Call for the Previous Question - to end debate	Yes	No	No	2/3 vote
8	Lay on the table until later in the meeting - to take up more urgent business	Yes	No	No	Majority
Privileged Motions					
9	Order of the Day	No	No	No	Chair decides
10	Question of Privilege	No	No	No	Chair decides
11	To Recess	Yes	No	Yes	Majority
12	To Adjourn	Yes	No	No	Majority
13	To Fix a Time to adjourn	Yes	No	Yes	Majority
Incidental Motions					
	Point of order	No	No	No	Chair decides
	Request for Information	No			
	Parliamentary Inquiry	No	No	No	No vote taken
	Question a Voice Vote	No	No	No	No vote taken
Other Motions					
	Reconsider - can only be made by a person on the prevailing side and for a decision of the same day	Yes	Yes - if the motion being reconsidered is debatable)	No	Majority

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

Report of the Committee on Nominations

Presbytery of the James

November 13, 2025

I. The Committee reports the following openings:

The following openings exist on Committees, Commissions, and positions that are filled by the Committee on Nominations (**highlighted names** will be nominated at the November POJ meeting):

Positions Filled by <i>Committee on Nominations</i>							
Team/ Comm	Class	First Name	Last Name	Church	Role	Region	Term
Mission Council	2028	Webb	Moore	Second, Richmond	RE	E	2
Mission Council	2028	Jason	Leonard	Blackstone	TE	F	2
Mission Council	2028	Jen	Rowe	Fredericksburg	RE	MAL VM	2
COM	2027				RE	B	1
COM	2026				RE	MAL	1
COM	2028				RE	E	1
COM	2028				TE	E	1
COM	2028				TE	F	1
COM	2028				RE	F	1
COM	2028	Cobus	Greyling		TE	MAL	1
COM	2028	Jerry	Zekert	Fredericksburg	RE	MAL	1
COM	2028	Shelly	Barrick Parsons		TE	MAL	2
COM	2028	Kelly-Ann	Rayle		TE	MAL/Co-Mod	2
CPM	2027				RE	B	1
CPM	2026				RE	C	1
CPM	2028				TE	E	1
CPM	2028				RE	E	1
CPM	2028				TE	F	1
CPM	2028				RE	F	1
CPM	2028				TE	MAL	1
CPM	2028					MAL-Mod	1
PJC	2029	Denise	Hall	HR	TE	MAL	1

PJC	2029				RE	MAL	1
PJC	2031				RE	MAL	1
PJC	2031				RE	MAL	1
PJC	2031				TE	MAL	1
General Assembly	2026				TE		
General Assembly	2026				RE, Alt.		
Synod-Jubilee	2028	Rebekah	Tucker-Motley	Bon Air	TE	N/A	1
Synod-Nominations	2027						1
Synod-Representation	2027						1
Synod-SPJC	2031						

** indicates a name that was added after the report was submitted for the packet.

An updated list** of vacancies and nominees can be found at <https://tinyurl.com/CoNNov25>.

This list will be updated leading up to the presbytery meeting.

If you are interested in any of these opportunities for service, please contact Rev. Kate Fiedler, Moderator, Committee on Nominations at katef@2presrichmond.org.

Report of the Mission Council

The Mission Council makes the following recommendations:

1. That Presbytery approve the agenda for the November 13, 2025 Called Special Meeting.
2. That Presbytery elect the following to serve:
 - a. RE Barbara Parks, New Hanover, on COR, class of 2027, term 1
 - b. Those presented in their oral report.
3. That Presbytery approve the proposed 2026 budget.
4. That Presbytery approve the position description for Transitional General Presbyter/Stated Clerk.
5. That Presbytery direct the Committee on Nominations to form a search committee of 5 people to fill the Transitional General Presbyter/Stated Clerk position.

Presbytery of the James Mission Council's 2025 Budget Sub-Committee

The Presbytery of the James (POJ) Mission Council's 2025 Budget Sub-Committee (MCBSC) was formed by the Mission Council (MC) in June 2025 and was tasked to create the proposed Presbytery of the James (POJ) budget for 2026. The late start of the 2025 MCBSC's formation was driven by the need to wait until adoption of the revised and restated Resource Management Policy (RMP) by the Presbytery. The revised RMP was adopted at the 120th Stated Meeting of the POJ, held on June 10, 2025.

The members of the 2025 MCBSC are:

Rev. Josh Andrzejewski

Associate Pastor for Spiritual Development, First Presbyterian Church, Richmond
Moderator – 2025, Presbytery of the James
Member, Mission Council

Rev. Kerry Foster

Temporary Presbyter, Presbytery of the James
Staff Contact, Mission Council

John Howe

Financial Secretary, The Presbyterian Church, Fredericksburg

Rev. Joel Morgan

Pastor, Campbell Memorial Presbyterian Church, Weems
Moderator, Mission Council

Gary Selmeczi

Ruling Elder, First Presbyterian Church, Charlottesville

Barbara Young

Clerk of Session, Hebron Presbyterian Church, Manakin Sabot

At the beginning of the process to develop a POJ budget for 2026, the MCBSC discussed and agreed that the sub-committee was not the typical budget committee of a regular business, but a workgroup tasked with developing a budget reflecting the mission of the POJ: *“To support leaders, congregations, and ministries in growing followers of Jesus Christ who joyfully live out God’s mission in the world.”* The MCBSC prayerfully worked on the 2026 POJ budget through the lens of Christians committed to being good and faithful stewards of the generous yet limited resources needed by the Presbytery to carry on God’s work.

As stated in the revised Resource Management Policy in 1. Introduction; Part B:

“Scripture consistently calls for generosity, integrity, and justice in financial matters (Genesis 41:25-57; Proverbs 3:9-10; Amos 8:4-7; and Corinthians 9:6-9).”

“Stewardship, in the reformed tradition, is a sacred trust that strives to align budgeting, planning, and resource allocation with God’s mission.”

“The Book of Order further affirms that councils of the church are to prepare and adopt budgets that support the church’s witness to “God’s new creation in Jesus Christ,” recognizing that shared stewardship is vital to the church’s unity and mission (G-3.0106; G-3.0113). Faithful financial policies [and budgets], then, are essential instruments for the ministry of the gospel of Jesus Christ.”

The MCBSC met as a full committee multiple times. Additionally, a great deal of work was conducted by individual team members and by smaller groups of the full team between meetings. At each of the meetings, the team examined the latest version of the proposed budget. The MCBSC’s work considered proposed staffing in different configurations – having a full-time Presbyterian and a full-time Clerk, having a full-time Presbyterian and a part-time Clerk, and having one employee who would be both the Presbyterian and the Clerk. Additionally, the subcommittee drafted a projected FY27 budget based on the FY26 draft.

To prepare the final proposed 2026 budget, the MCBSC considered and was guided by various resources, including:

- The revised Resource Management Policy (RMP), adopted by Presbytery on June 10, 2025.
- Detailed Committee Budget Requests: The team solicited detailed budget requests from each Presbytery committee, ministry, and team. The MCBSC asked that each Presbytery group be diligent in prioritizing their financial commitments to ensure the continued support of our mission. All groups returned their budget requests in a timely manner, which was very helpful for the MCBSC’s work.
- The Statement of Investment Objectives, Policies, and Guidelines (which is part of the revised RMP.)
- Information gleaned about the life cycles and upgrade schedules for the IT equipment used by Presbytery (computers, printers, etc.)
- The 2024 and 2025 adopted budgets, 2024 actual spending, 2025 YTD spending, and 2026 requested budgets.
- The MCBSC wholeheartedly supports the revised RMP and honored it to the extent practicable. The guidelines created the need to look very closely at line

items in the 2026 budget. This required making difficult decisions to produce a balanced budget.

- The MCBSC followed the revised RMP guidelines for the percentage draws from investments for both administrative income (1%) and for mission income (4%).
- The MCBSC was unable to follow the requirement to set aside 10% of annual operating revenue for capital expenses (RMP, VI.D.1). This requirement predates the revised RMP and has not been met for the past several years.
- The request to have a full-time Presbyterian and a full-time Clerk was not financially achievable. This request, including permutations of full and part-time support, will be reconsidered during the FY27 budget development process.

The 2026 Proposed Budget is essentially split into two parts in the line-item view (beginning on page 9 of this document):

- **Admin/Operations** – Property/Office expenses, personnel, and denominational expenses.
- **Mission** – a full listing of these is on page 6 of this document.

The MCBSC took this approach to be faithful to the RMP guidelines for percentage draws from investments, as well as to highlight that mission giving cannot be reduced in order to offset operations costs.

Once a final 2026 Proposed Budget is shared with the Presbytery by the Mission Council, the MCBSC will:

- Conduct two Listening Sessions via ZOOM:
 - Wednesday, October 29, 2025, at 6:30-7:45 PM
 - Monday, November 3, 2025, at 6:30-7:45 PM
- Present the proposed 2026 budget at a Called Presbytery Meeting for a vote via ZOOM:
 - Thursday, November 13, 2025, at 7:00 PM

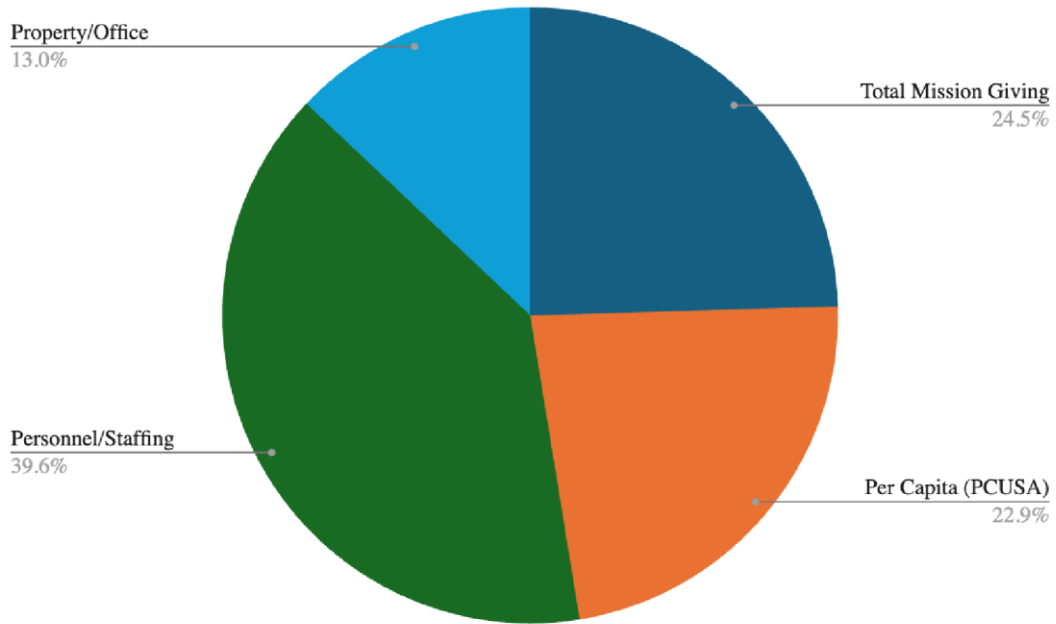
Executive Summary – 2026 Proposed Budget

Revenue and Support	
Undesignated Support	500,535.62
Designated POJ Only	20,000.00
Designated Per Capita	18,000.00
Other	8,000.00
Total	546,535.62
Operating and Mission Expenses	
Staffing	310,661.50
Property/Office	101,548.00
Commissions/Committees	12,800.00
GA & Synod Per Capita	179,470.00
Mission Giving	179,622.00
Total	784,101.50
Income (Loss)	(237,565.88)
Investment Income*	
Investment Draw (Operating – 1%)	47,513.18
Investment Draw (Mission – 4%)	190,052.70
Total	237,565.88
Net Income (Loss)	0.00

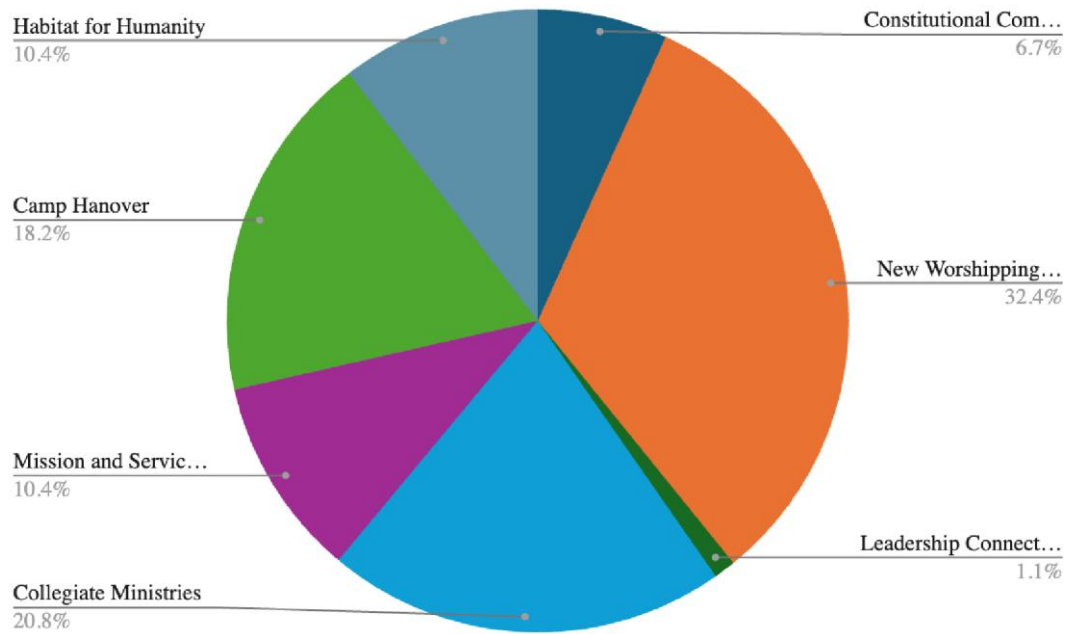
Note: Previous budgets have included “GA Shared Mission Support” – these are passthrough funds that the presbytery receives and forwards on to the appropriate body. We have chosen not to include those in this budget as they have a net zero impact on presbytery finances.

*The revised Resource Management Policy (RMP) adopted in June 2025 directs the Investment Subcommittee to recommend to the trustees the annual draw percentage – no less than 4% and no more than 5% of a rolling 12-quarter average. The Mission Council has the discretion to allocate up to 1% of the rolling 12-quarter average for administrative or operational support (see RMP Section V.C.3-4). This action was approved at the September 2025 meeting of Mission Council.

Overall 2026 Proposed Budget Breakdown



Mission Giving Breakdown



Mission Giving Descriptions

Constitutional Committees

- Commission on Ministry
- Committee on Preparation for Ministry
- Committee on Representation
- Committee on Nominations
- Permanent Judicial Commission

New Worshipping Communities

- Voices of Jubilee – a ministry that accompanies incarcerated youth and their families
- Every Table – a worshipping community focused on embodied reconciliation
- Holy Trinity – an immigrant worshipping community
- All Nations Fellowship – an immigrant worshipping community

Leadership Connections Team

- Black Caucus
- Older Adult Ministries
- The Resource Center
- Small Church Ministries

Collegiate Ministries (part of Leadership Connections Team)

- University of Mary Washington (Fredericksburg)
- University of Virginia (Charlottesville)
- Virginia Commonwealth University (Richmond)

Mission and Service Team

- Disaster Relief
- Self-Development of People
- World Mission
- Justice and Advocacy

Camp Hanover

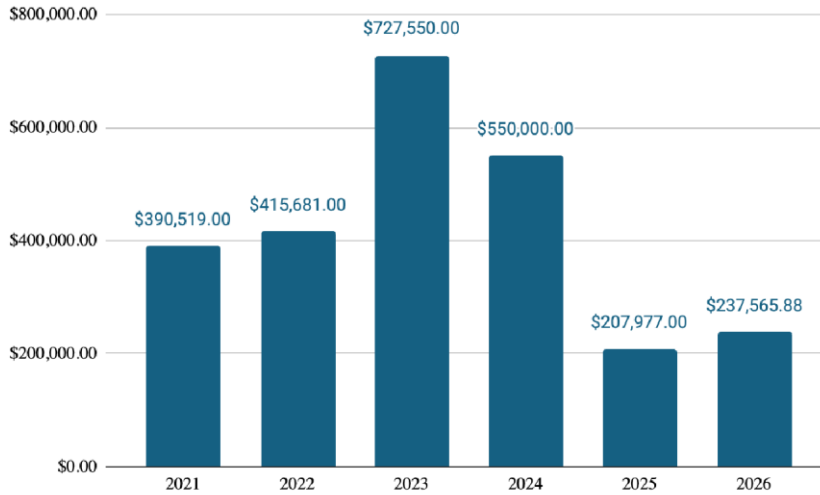
- A welcoming and inclusive camp and retreat center with historical ties to the Presbytery of the James

Habitat for Humanity of Greater Charlottesville

- Presbytery of the James has a multi-year financial commitment

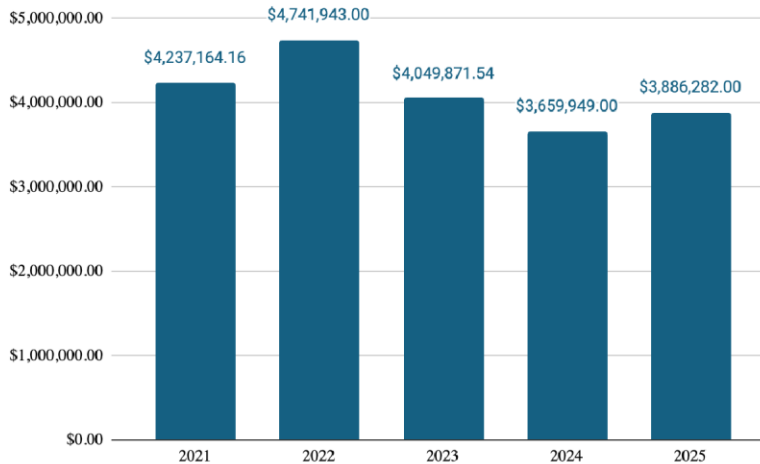
Investment Information

Draw on Investments



In this chart, the total draws were sourced from year-end statements included in the February POJ meeting packets going back to 2021. The draw amount for 2025 is estimated. The draw amount for 2026 has been approved by the investment subcommittee per the revised RMP.

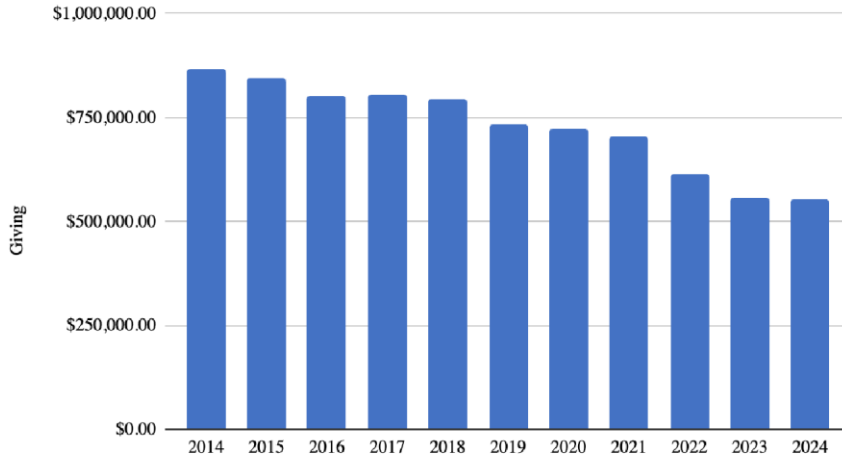
Investment Balance – End-of-Year



The balances represented here are drawn from year-end statements and include funds from both the Church and Ministries Development and the Genesis and Generation funds. These are the totals as of Dec. 31 for the listed year (except for 2025, which is based on the balance as of June 30, 2025).

Undesignated Giving Information

Undesignated Giving 2014-2024



Over the past decade, undesignated giving to the presbytery has declined at a rate of 4.7% each year. If this trend continues (and nothing else changes), we project a **deficit of \$36,600** for 2027.

Staffing Models

At its September 26, 2024 meeting, the presbytery voted to endorse a motion from the Strategic Plan Review Task Force to adopt a staffing model that included both a fulltime General Presbyter and a full-time Stated Clerk. At its June 10, 2025 meeting, the presbytery adopted the revised RMP recommended by the Special Finance Group.

Guided by both of these actions – and in consultation with the personnel committee – the budget recommended here contains funding for a **single full-time position** that would combine the roles of presbyter and stated clerk. This results in a balanced budget for 2026.

A budget that adds a part-time stated clerk at 15-20 hours per week would result in a **deficit of \$27,000** for 2026. A budget that incorporates a full-time stated clerk would result in a **deficit of \$90,000** for 2026. If undesignated giving to the presbytery continues to decline, these deficits could grow in 2027 and beyond.

Presbytery of the James – Called Special Meeting – November 13, 2025 – Zoom Virtual Format – Section II

Surplus		2024	2025	2026	2026	2027
Deficit		Actual	Adopted	Requested	Proposed	Projected
Difference in Requested/Proposed			Budget	Budget	Budget	Budget
Admin/Operations						
PROJECTED INCOME						
	Undesignated Support	\$ 553,084.25	\$ 450,000.00	\$ 500,536.00	\$ 500,535.62	\$ 475,000.00
	Designated POJ Only	\$ 24,338.63	\$ 17,217.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	Per Capita	\$ 19,475.62	\$ 13,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
	Draw on Investments (Operating)	\$ 538,164.73	\$ 325,000.00	\$ 47,513.18	\$ 47,513.18	\$ 47,513.18
	Other	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
	Total Projected Income	\$ 1,143,063.23	\$ 813,217.00	\$ 594,049.18	\$ 594,048.80	\$ 568,513.18
Property/Office Administration						
	Utilities	\$ 10,405.51	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
	Insurance	\$ 27,885.10	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00
	Office Supplies	\$ 5,380.58	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
	Postage	\$ 983.43	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
	Telephone/Internet	\$ 9,130.69	\$ 10,023.00	\$ 10,023.00	\$ 10,023.00	\$ 10,023.00
	Ground Maintenance	\$ 11,153.36	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
	Remote Bank Fees	\$ 188.95	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	Financial Review	\$ 17,272.50	\$ 17,275.00	\$ 17,275.00	\$ 17,275.00	\$ 17,275.00
	Payroll Expense	\$ 2,843.23	\$ 2,905.00	\$ -	\$ -	\$ -
	Communication & IT Support	\$ 5,081.97	\$ 15,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
	Presbytery Meetings	\$ 3,498.96	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Administration	\$ 23,489.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
	Conference/Retreats Travel	\$ 12,073.86	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Capital Replacement Build-up	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	Building Maintenance Reserves	\$ -	\$ -	\$ 80,000.00	\$ -	\$ -
<i>These items have been moved</i>	Presbyter's Office Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
<i>into the "staffing costs" section</i>	Presbyter's Discretionary Funds	\$ -	\$ -	\$ -	\$ -	\$ -
<i>for the Presbyter role.</i>	Presbyter's Coaching Allowance	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 133,387.14	\$ 106,453.00	\$ 181,548.00	\$ 101,548.00	\$ 101,548.00

Surplus		2024	2025	2026	2026	2027
Deficit		Actual	Adopted	Requested	Proposed	Projected
Difference in Requested/Proposed			Budget	Budget	Budget	Budget
Staffing Costs						
Total Staff Expenses		\$ 497,229.83	\$ 306,941.50	\$ 441,017.00	\$ 310,661.50	\$ 321,534.65
Denominational Expenses						
	Synod Per Capita	\$ 19,000.00	\$ 16,600.00	\$ 21,098.00	\$ 21,098.00	\$ 21,098.00
	GA Per Capita	\$ 159,000.00	\$ 156,475.00	\$ 158,372.00	\$ 158,372.00	\$ 158,372.00
		\$ 178,000.00	\$ 173,075.00	\$ 179,470.00	\$ 179,470.00	\$ 179,470.00
Total Admin/Operations		\$ 808,616.97	\$ 586,469.50	\$ 802,035.00	\$ 591,679.50	\$ 602,552.65
Admin/Operations Balance		\$ 334,446.26	\$ 226,747.50	\$ (207,985.82)	\$ 2,369.30	\$ (34,039.48)
Mission						
PROJECTED INCOME						
	Draw on Investments (Mission)			\$ 190,052.70	\$ 190,052.70	\$ 190,052.70
Total Projected Income				\$ 190,052.70	\$ 190,052.70	\$ 190,052.70
Commissions/Committees						
COM						
	Administration	\$ 673.39	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	First Call Ministry Support	\$ 900.00	\$ 7,000.00	\$ 7,000.00	\$ 1,800.00	\$ 2,000.00
	Psych Evaluations	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
	Pastor's Retreat	\$ -	\$ -	\$ -	\$ -	\$ -
	Training Ruling Elders	\$ -	\$ 500.00	\$ 300.00	\$ 300.00	\$ 300.00
	New Professional Orientation	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	Conflict Resolution Team Training	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
		\$ 1,573.39	\$ 11,200.00	\$ 9,500.00	\$ 4,300.00	\$ 4,500.00

Presbytery of the James – Called Special Meeting – November 13, 2025 – Zoom Virtual Format – Section II

Surplus		2024	2025	2026	2026	2027
Deficit		Actual	Adopted	Requested	Proposed	Projected
Difference in Requested/Proposed			Budget	Budget	Budget	Budget
CPM						
	Financial Aid	\$ 5,058.00	\$ 7,800.00	\$ 10,500.00	\$ 6,500.00	\$ 6,500.00
	Psychological Evaluations	\$ 1,380.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Administration	\$ 29.00	\$ 500.00	\$ -	\$ -	\$ -
	Travel	\$ -	\$ 700.00	\$ -	\$ -	\$ -
	Recruiting	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
		\$ 6,467.00	\$ 12,500.00	\$ 12,500.00	\$ 8,500.00	\$ 8,500.00
BOO Mandated Items						
	Committee on Representation COR	\$ -	\$ -	\$ -	\$ -	\$ -
	Committee on Nominations CON	\$ -	\$ -	\$ -	\$ -	\$ -
	Permanent Judicial Commission PJC	\$ 16.79	\$ -	\$ -	\$ -	\$ -
		\$ 16.79	\$ -	\$ -	\$ -	\$ -
New Worshiping Communities						
	NWC Administration Costs	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	NWC Voices of Jubilee	\$ 34,900.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	NWC BOP Voices of Jubilee	\$ 8,649.06	\$ 30,100.00	\$ 9,447.00	\$ 9,447.00	\$ 9,447.00
	NWC Holy Trinity	\$ 31,900.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	NWC All Nations	\$ 6,552.64	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	NWC All Nations BOP	\$ 683.16	\$ -	\$ -	\$ -	\$ -
	NWC Every Table	\$ 30,300.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	NWC Coaching	\$ 700.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	NWC Liability Insurance	\$ 375.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
		\$ 114,059.86	\$ 93,100.00	\$ 62,447.00	\$ 62,447.00	\$ 62,447.00

Presbytery of the James – Called Special Meeting – November 13, 2025 – Zoom Virtual Format – Section II

Surplus		2024	2025	2026	2026	2027
Deficit		Actual	Adopted	Requested	Proposed	Projected
Difference in Requested/Proposed			Budget	Budget	Budget	Budget
Leadership Connections Team						
LCT	Univ. Mary Washington	\$ 23,450.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
LCT	Ukirk University of Virginia	\$ 16,784.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
LCT	Virginia Commonwealth Univ.	\$ 16,742.00	\$ 12,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	LCT Administration	\$ -	\$ -	\$ -	\$ -	\$ -
	LCT Black Caucus/ASC	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
	LCT Older Adult	\$ 1,208.97	\$ 905.00	\$ 425.00	\$ 425.00	\$ 425.00
	LCT Resource Center	\$ 1,000.00	\$ 1,000.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
	LCT Small Church	\$ 5,000.00	\$ 4,500.00	\$ -	\$ -	\$ -
	LCT Nurture	\$ 2,673.38	\$ 3,500.00	\$ -	\$ -	\$ -
	LCT Youth Ministry	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 66,858.35	\$ 49,405.00	\$ 42,175.00	\$ 42,175.00	\$ 42,175.00
Mission and Service Team						
	MAST Administration	\$ -	\$ -	\$ -	\$ -	\$ -
	MAST Disaster Relief	\$ 6,236.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
	MAST Self-Development of People	\$ 300.00	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	MAST World Mission	\$ 6,521.02	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 5,000.00
	MAST Justice and Advocacy	\$ 6,750.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00
		\$ 19,807.02	\$ 12,900.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Camp Hanover						
	Camp Hanover	\$ 102,000.00	\$ 102,000.00	\$ 94,000.00	\$ 35,000.00	\$ 35,000.00
		\$ 102,000.00	\$ 102,000.00	\$ 94,000.00	\$ 35,000.00	\$ 35,000.00

Report of the Personnel Committee

As the Presbytery of the James endeavors to live into the financial realities of this time and place, the Personnel Committee recommends the attached job description for the combined position of Transitional General Presbyter/Stated Clerk (TGP/SC).

Background:

- At the September 26, 2024 called meeting, the Presbytery of the James approved a motion of the Strategic Plan Review Task Force that the POJ replace the 3 presbyters and a part-time stated clerk staffing model with a 2-position model: one full-time General Presbyter and one full-time Stated Clerk.
- At their September 2025 meeting, Mission Council received the draft budget for 2026 from the Budget Sub-committee. In light of the recommendations outlined in the recommended 2026 budget, Mission Council directed the Personnel Committee to prepare a position description for a combined Transitional General Presbyter/Stated Clerk.

Members of the Personnel Committee met with POJ leadership and staff, as well as reaching out to GP/SCs from other presbyteries in our work to discern the priorities and responsibilities highlighted in the job description we developed.

The emphasis of the work of the Transitional GP/SC is to be the “face of the POJ” and the primary connectional leader for the congregations and ministries of the POJ. The proposed work week for this position is Sunday-Thursday, stressing the importance of this person’s presence throughout the POJ. The expectation is that the TGP/SC will be out and about in the POJ, but obviously will NOT be able to annually visit every congregation/ministry due to the size of the Presbytery of the James.

The proposed budget for 2026 does not include funding for professional staffing for POJ commissions, committees, and teams. The Transitional GP/SC will work in close partnership with the moderators and chairs of COM, CPM, CON, COR, Mission Council, and other groups as necessary, but it is imperative that the TGP/SC not be expected to staff all of these entities or be present at every meeting. Mission Council and Personnel will work closely with the TGP/SC to ensure they are keeping healthy work life/personal life boundaries as well as discerning together where the priorities of focus and energy need to be throughout the POJ.

The Transitional GP/SC is a 2-year position supporting the good work of this year’s Budget Sub-committee. The POJ is committing to a balanced budget which will mean many changes for our leadership and our ministries. In two years, we may be in a totally different place. The Personnel Committee acknowledges that hope of financial improvement by naming this a “transitional” position. We look forward to your questions, ideas, and concerns in the coming listening sessions on Oct. 29 and Nov. 3.

Personnel Committee members: TE Tom Coye, RE Wendel Gouldman, RE Lamar Lockhart, TE Noah Morgan, RE Jen Rowe

Position Description

Transitional General Presbyter/Stated Clerk (GP/SC)

Purpose

To provide visionary leadership and spiritual guidance for the Presbytery of the James (POJ) while also serving as ecclesiastical administrator, ensuring that all constitutional, procedural, and ministerial functions are conducted effectively and support the mission of the POJ and the PCUSA.

Key Duties & Responsibilities

As General Presbyter(GP): the GP is the primary connectional leader for the congregations and ministries of the POJ, as well as serving as the head of staff.

- Visit, resource, and provide guidance to congregations, ministries, and their leadership.
- Provide pastoral supervision, support, coaching, and care to congregations, teaching elders, and sessions, especially during times of transition, conflict, or strategic discernment.
- Vision-cast with POJ leadership to develop long-term strategies and goals aligning with the presbytery's mission and vision statements.
- Support the work of chairs and moderators of POJ commissions/committees/teams.
- Oversee the daily administration of the POJ: staff supervision, budgeting, technology, and logistics.
- Oversee communications: newsletters, website, social media, email, reports, etc., fostering transparency, connection, and coordination across congregations and ministries.
- Monitor and direct continuous improvement in presbytery systems (e.g. record systems, financial systems, technology platforms).

As Stated Clerk(SC): the SC is the chief ecclesiastical officer of the POJ, responsible for constitutional and procedural matters as described in the *Book of Order*.

- Ensure accurate recordkeeping of presbytery minutes, membership rolls, correspondence, and official documents.
- Collaborate with Mission Council to set the agenda for presbytery meetings.
- Serve in presbytery meetings, ensuring rules of order and POJ standing rules are followed.
- Receive overtures, deliver them to appropriate committees/teams, record actions and track their progress.
- Handle commissioning and dismissal of congregations, the receipt or dismissal of teaching elders, and other constitutional actions as required by the *Book of Order*.
- Serve as custodian for historical and archival materials, ensuring legal preservation and proper transfer of records.
- Work with Trustees/legal counsel concerning property, incorporation, and legal compliance as required.
- Recruit, train, and orient members of investigative committees and the Permanent Judicial Commission, providing guidance on polity and procedure.
- Serve as a resource for POJ commissions and committees, providing guidance on polity and procedure.
- Interpret the Constitution (*Book of Order/Book of Confessions*) in consultation with commissions and committees, providing guidance where needed.

Administrative, Financial, and Operational duties:

- Oversee the annual budget, financial reporting, and audits under direction from the Budget Committee.
- Act as treasurer of the POJ, administering the budget and monitoring all receipts and disbursements, and communicating regularly with the accounting firm retained by the POJ.
- Ensure internal controls, compliance with fiduciary responsibilities, and oversight of staff/contractors.
- Negotiate and manage contracts (e.g. for services, insurance, office space, technology).
- Supervise professional and support staff, collaborating with the Personnel Committee of the Mission Council in hiring, evaluation, oversight, and development.
- Oversee logistics of presbytery meetings (in-person/hybrid/virtual) in coordination with Mission Council and support staff, including site arrangements, technology, registration.
- Align administrative systems (database, membership tracking, communication tools) for efficiency and integration.

Accountability, Terms, and Relationship

The Transitional GP/SC is elected by the Presbytery of the James for a term of two years, with the possibility of renewal or being elected into a “permanent” position. The GP/SC is accountable to the POJ through the Mission Council and the Personnel Committee. This is a full-time, salaried position.

The Transitional GP/SC is the “face of the POJ” and the primary connectional leader for the congregations and ministries of the POJ. Therefore, the expectation of this position is a Sunday-Thursday work week, with regular travel throughout the POJ, engaging congregations and ministries in their contexts by being present with them. Evening and weekend hours are required, with the full understanding that due to the size of the POJ, not every congregation or ministry will be visited during the Transitional GP/SC’s 2-year term. **In the past, the GP has been thought of as “the pastor to the pastors” – in this transitional time, the hope for the GP/SC is to spend more time connecting and resourcing the congregations of the POJ.**

The Transitional GP/SC will work in close partnership with the chairs and moderators of constitutional commissions/committees/teams of the POJ (COM, CPM, CON, COR, Mission Council), in an ex officio capacity, to provide guidance and training. The Transitional GP/SC will focus on encouraging and empowering teaching and ruling elders in taking greater ownership in these roles. Under the proposed budget, there are no funds for professional staffing devoted to the commissions and committees. **It is imperative that the Transitional GP/SC not be expected to staff all of these entities and be present at every meeting.**

If and when judicial and disciplinary matters arise, funds will be made available for support staff to assist the Transitional GP/SC.

Hybrid or remote work may be possible; equipment and support will be provided.

Continuing education opportunities, as well as attendance at retreats and denominational gatherings will be supported and funded.

Annual performance reviews based on POJ mission and vision statements, Transitional GP/SC position description, and feedback from POJ teaching and ruling elder members will be conducted by the Personnel Committee. Written evaluations will be shared with the Transitional GP/SC and the Mission Council.

Qualifications

- Visionary leader, engaging and thoughtful in manner, clear and articulate in expression, faithful to the gospel witness of Jesus Christ, and filled with a great hope and love for the Church.
- Attributes: Christian discipleship, integrity, humility, pastoral sensitivity, emotional maturity, adaptability, commitment to diversity.
- Education: Master's degree at a minimum; strong knowledge of Presbyterian polity and Reformed tradition.
- Experience: Significant leadership/administrative background (minimum 5 years preferred); recordkeeping; governance; pastoral care/conflict mediation.
- Skills: Written/oral communication, organizational ability, interpersonal skills, strategic thinking, technological competence.