

## **Minutes of the Stated Meeting of the Presbytery of Transylvania**

### **First Presbyterian Church, Prestonsburg, KY**

**August 11, 2018**

The stated meeting of the Presbytery of Transylvania met at First Presbyterian Church, Prestonsburg, KY, on Saturday, August 11, 2018. A quorum was present.

Summary attendance: teaching elders present: 28; teaching elders excused: 21; teaching elders absent: 22; ruling elders present: 17; ruling elders excused: 1; churches with ruling elders absent: 58; commissioned ruling elders present: 4; commissioned ruling elders absent: 6; coordinating commission members present: 1; presbytery staff: 2; visitors present: 9. (See Appendix A.)

### **Opening Business**

Moderator David Hoskins called the meeting to order at 10:02 AM and opened with prayer. The Stated Clerk moved the docket. Second, and motion passed. Teaching elder and host church pastor Stephen Sanders welcomed the members of the Presbytery to Prestonsburg. The Moderator called for introductions and warmly welcomed first-time commissioners and guests. The Moderator called on General Presbyter Philip Lotspeich to recognize comings and goings (teaching elders either new to the Presbytery or those who have ended their calls).

The Stated Clerk moved the consent agenda, which included the Stated Clerk's report (recommending approval of: requests for excused absences; minutes of March 13, 2018, stated meeting; minutes of May 1, 2018, called meeting; minutes of March 18, 2018, Crawford Installation Commission); Christian Formation Ministry report; Presbyterian Women report; Commission on Preparation for Ministry report. Motion passed.

The Moderator recognized the General Presbyter, who introduced ruling elder Ginny Shanda, First Presbyterian Church, Lexington, who led a presentation on Hospitality and facilitated small group discussions. The Moderator called a short recess to prepare for worship. The Presbytery reassembled at 11:15 AM for a Service of Word and Sacrament. After worship, the Moderator declared a lunch recess and prayers were offered for the meal.

### **Decision Agenda**

The Moderator called the Presbytery to order at 1:00 PM. The Moderator announced that the offering collected at worship, to support the "Blessing Box" ministry at First Presbyterian Church, Prestonsburg, raised \$528.

## General Assembly Commissioner Report

Teaching elder Wanda Olive and ruling elder Tom Burns presented a panel discussion of their experiences at the 223<sup>rd</sup> General Assembly, held in St. Louis, MO, in June, 2018. Following a question-and-answer session, the General Presbyter closed the report with prayer.

## General Presbyter Report

Teaching elder Philip Lotspeich reported. Philip thanked everyone for attending the meeting and reinforced the importance of these gathering times for fellowship and renewal. Philip encouraged teaching elders to complete the recent survey sent by Pastoral Transitions commission, asking for willingness to help in various situations. Philip passed out brochures for the next stated meeting, to be held November 2-3, 2018, at the Presbyterian Church, Danville, KY. The meeting will be a joint meeting of the three Kentucky Presbyteries. Philip ended his report with words of encouragement and challenge that the Presbytery might focus more on God's abundance and less on scarcity, fear and anxiety.

## Coordinating Commission Report

Chair Linda Maconochie reported. The Coordinating Commission recommends moving the Lexington Korean Presbyterian Church into the former Chapel Hill facility. Motion passed.

## Pastoral Transitions Commission

Chair Lisa Eye reported. Lisa reported on the work of the commission as it strives to fill pastoral vacancies and offer resources to churches in transition.

## Burnamwood Commission

Camp Director Robby Lear reported. Robby presented a video clip updating the Presbytery on the state of the camp, including renovations and improvements completed and planned for the near future. Robby spoke on major issues at the camp and the decline in the number of campers over the last ten years. Robby shared the work of the Burnamwood Commission and how they have addressed the issue of declining census. From a low of under 200 campers in 2008, the 2018 estimate is 263 summer campers. Robby spoke on other programs available at the camp, including BAM (Burnamwood Appalachian Ministry), Presbyterian Women gatherings each year, individual church and member usage like family days, reunions, etc., weddings, and sports leagues. Robby thanked the Presbytery for its continued support and asked commissioners to support the 60<sup>th</sup> anniversary campaign and other camp fundraising efforts.

## Administration Commission

Chair Curtis Christian reported. The Administration Commission recommends that the Presbytery continue the call to Philip Lotspeich and that the “Designated Transitional General Presbyter” title be changed to “General Presbyter” with terms of call remaining the same as budgeted for 2018. Terms are: Salary \$54,106; Housing Allowance \$22,279; SECA \$5,843; Board of Pensions \$28,162; Continuing Education \$2,000; Professional Expenses \$14,000; and that the current job description be changed to eliminate the defined periods of time relating to the three-year contract. Motion passed.

Curtis noted the other items included as part of the report (actions taken, Treasurer’s notes) and encouraged churches to review their per capita payments and unified giving and make additional donations if possible. Curtis also reminded the Presbytery of the “donate” button on the Presbytery’s web page.

## Leadership Development Ministry

Chair Melissa Sevier reported. Melissa spoke on the formation of a new training for CRE/CLPs and informed the Presbytery that the first training session would consist of strengthening preaching skills and would take place in late October/early November as schedules allowed.

## Commission on Representation

Chair Janet Prewitt reported.

Janet moved that the Presbytery elect the following as commissioners to the annual meeting of the Kentucky Council of Churches, October 25-26, Louisville, KY: teaching elders Mike Ward and Susan Warren; ruling elders Elizabeth Underwood, First Presbyterian Church, Richmond; Hank Graddy, Pisgah Presbyterian Church, Versailles; and Larry Monroe, First Presbyterian Church, Hazard. There were no nominations from the floor, and those named were elected by acclamation.

Janet moved that the Presbytery elect the following: Teaching elder Erin Rouse to Pastoral Transitions Commission; ruling elder Juanita Spangler, Graham Memorial, Whitesburg, to Pastoral Transitions Commission; Teaching elder Greg Kupar to Burnamwood Commission. There were no nominations from the floor, and those named were elected by acclamation.

## Church Redevelopment and Revitalization Ministry

General Presbyter Lotspeich reported. The ministry continues to review possible ministry opportunities and ways to redevelop and revitalize our congregations. The ministry hopes to have a fall gathering to explore new ministry opportunities. The

ministry hopes to engage the consulting services of the Phila group and will bring a proposal to an upcoming meeting.

There being no further business to come before the Presbytery, the Stated Clerk moved that the Presbytery be adjourned until its next stated meeting on November 2-3, 2018, at the Presbyterian Church, Danville, KY. Second, and motion passed. The Moderator spoke a prayer and blessing and ended the meeting at 2:20 PM.

Submitted: The Rev. Jerry L. Utt, II, Stated Clerk

**ROLL:**

The roll was formed as follows:

**MINISTER ATTENDANCE**

P = present; EX = absent;

A w/o EX = absent without excuse;

HR = honorably retired

Minis. g.-In Sheets

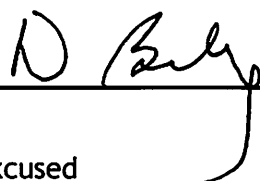
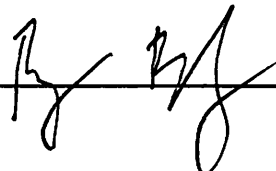
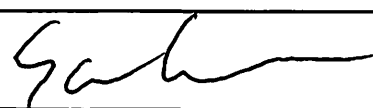

Called Meeting

August 11, 2018

First Presbyterian Church

Prestonsburg

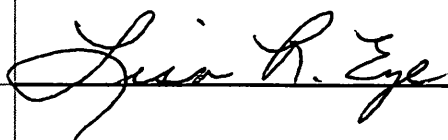
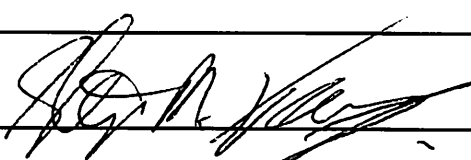
114

Anderson, The Rev. Rachel		
*Baker, The Rev. Darryl		
Beachy, The Rev. Duane		
Benedetti, The Rev. Sara		Excused
Benze, The Rev. Keith		
Blankenbaker, The Rev. James		Excused
Bradney, The Rev. Ryan		
*Bright, The Rev. Peggy		
*Brooks, The Rev. Dr. Gary		
Brothers, The Rev. Michael		
*Bunger, The Rev. Ron		
*Butler, The Rev. Angie		
Cervas, The Rev. Scott		
*Chamberlain, The Rev. Pat		
Christian, The Rev. Curtis T.		
*Chumney, The Rev. David		
Clark, The Rev. E.G.		Excused

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Minister Sign-in Sheets  
 Called Meeting  
 August 11, 2018  
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Clark, The Rev. Patterson		
Conlee, The Rev. Kerry		
Crawford, The Rev. David		
*Daniel, The Rev. Dr. E. Randolph		
Davis, The Rev. Mark		
Denney, The Rev. Michael		Excused
Dermody Jr., The Rev. Roger		Excused
*Deutsch, The Rev. William L		
*Divas, The Rev. Dr. L. Armando		
Ehlert, The Rev. Kristy		
*Ensminger, The Rev. Douglas		
*Erwin, The Rev. James		
Eye, The Rev. Lisa		
*Eyster, The Rev. Bert		
Falco, The Rev. Matt		
Fearing, The Rev. Stephen		
Foehse, The Rev. Caitlin		

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 First Presbyterian Church  
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Hood, The Rev. Dr. Fred		
*Howard, The Rev. Scott		
Howie-Kippbut, The Rev. Lorilyn		<i>Lorilyn Howie-Kippbut</i>
*Huffman, The Rev. Gary		
*Iversen, The Rev. Eric		
Johnson, The Rev. Jennifer		
*Jones, The Rev. Jon F.		
Kilpatrick, The Rev. Kara		
Kim, The Rev. Yongwha		
Kupar, The Rev. Greg		<i>Greg Kupar</i>
Lattimore, The Rev. John		
Lee, The Rev. Hyeon Gu		<i>Hyeon Gu Lee</i>
*Lindberg, The Rev. Jackie		
Lotspeich, The Rev. Philip		<i>Philip Lotspeich</i>
Love, The Rev. Jane Ann		Excused
Maconochie, The Rev. Linda		<i>Linda W Maconochie</i>
*Malott, The Rev. Fred		

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## Minister Sign-In Sheets

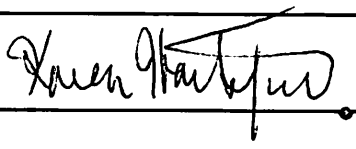
Called Meeting

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First Presbyterian Church

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*Furrow, The Rev. F. Dewitt Jr		
*Gailey, The Rev. Carol		
Garrod-Logsdon, The Rev. Beth		
Gilbert, The Rev. Anthony		
*Gilbert, The Rev. James		
*Gnatuk, The Rev. Wayne A		
*Gordon, The Rev. Graham		
*Griffie, The Rev. Dr. L. Fred		
Groome, The Rev. Thomas		Excused
*Guerrant, The Rev. Richard		
*Haga, The Rev. R. Jackson		
Hans, The Rev. Dr. Daniel		
Harris, The Rev. Cindy		
Hartsfield, The Rev. Karen		
*Henery, The Rev. Dr. James		
*Hibbard, The Rev. Maurice		
*Hicks, The Rev. Roy		



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Minister Sign-In Sheets  
 Called Meeting  
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*Matthews, The Rev. Griffith		
*McAtee, The Rev. Dr. William M.		
*McGlawn, The Rev. Burt		
*McGowan, The Rev. Bryce L.		
McIntyre, The Rev. Hannah		<i>Hannah E. McIntyre</i>
McKnight, The Rev. Laurie		<i>Laurie McKnight</i>
*Mesta, The Rev. Edward Hugh		
*Moffett, The Rev. Howard W.		<i>Howard W. Moffett</i>
*Mount, The Rev. Dr. C. Eric Jr		
Mumper, The Rev. Jay		Excused
*Murray, The Rev. Charles M.		
Noel, The Rev. Tim		<i>Tim Noel</i>
Olive, The Rev. Wanda B.		<i>Wanda B. Olive</i>
Olt, The Rev. Julie		Excused
Olt, The Rev. Schuyler		
Pace, The Rev. Steve		<i>Steven T. Pace</i>
Pachau, The Rev. Kima		

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## Minister Sign-In Sheets

Called Meeting

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First Presbyterian Church

Prestonsburg

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*Palmer, The Rev. Stephen		
*Pettijohn, The Rev. Bonnie		•
Phillips, The Rev. Griffin		
*Pogue, The Rev. Philip		
*Prewitt, The Rev. Janet		<i>Janet Prewitt</i>
*Rasmussen, The Rev. Dr. Kenneth		
*Redmond, The Rev. Katherine		Excused
*Reed, The Rev. Mary		<i>Mary Reed</i>
*Rhodes, The Rev. Dr. Steve		•
Riley, The Rev. Kathy		Excused
*Roberts, The Rev. F. Morgan		
*Robinson, The Rev. Dr. Jack H		Excused
Rouse, The Rev. Erin		
*Rucker, The Rev. Dr. Jim Sr.		
Rucker, The Rev. Pamela C.		Excused
Sanders, The Rev. Dr. Stephen A.		<i>Stephen A. Sanders</i>
Schmidt, The Rev. Tammy		<i>excused</i>

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Min.

Called

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First Presbyterian Church

Prestonsburg

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*Scott, The Rev. Dr. Geary Neal		
*Sevier, The Rev. Dr. Melissa		mb5
*Shaffer, The Rev. Robert		
Shrauner, The Rev. Ryan		
Silence, The Rev. Jay T.		J. T. Silence
*Smith, The Rev. Joanne		
*Spickler, The Rev. Harry		
Stamper, The Rev. Janice		Excused
*Stanley, The Rev. Donald		Excused
*Steiner, The Rev. Betsy		
*Stricklin, The Rev. Dr. Ernest		
*Tarter, The Rev. Dr. Rollin		
Thompson, The Rev. Gene		
Thro, The Rev. Julie Urback		
Utt, The Rev. Jerry L. II		J. L. Utt
*Vanzant, The Rev. William		
Ward, The Rev. Michael		M. Ward

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*Warren, The Rev. Susan		
Weese, The Rev. Mary Seeger		Mary Weese
*Weis, The Rev. Richard		Excused
White, The Rev. John C.		John White
*Wilhelm, The Rev. Jack		
Williams, The Rev. Susan		Excused
*Woodring, The Rev. James		
Warren, The Rev. Robert		Robt M Warren

**Commissioned Ruling Elders**  
**August 11, 2018**  
**First Presbyterian Church, Prestonsburg**

Bainum, Barry

\_\_\_\_\_

Brown, Richard

\_\_\_\_\_

Burns, Gayle

*Gayle Burns*

Burns, Tom

*Tom Burns*

Dougans, James

*James Dougans*

Estes, Dewayne

\_\_\_\_\_

Grooms, Leslie

\_\_\_\_\_

Lee, Arlie

\_\_\_\_\_

McIntyre, Pat

\_\_\_\_\_

Reed, Bill

*William M Reed*

**Non-Presbyterian Supply**

Hampton, Mikkle

\_\_\_\_\_

House, Brian

\_\_\_\_\_

Schneider, Stewart

\_\_\_\_\_

Steele, Brian

\_\_\_\_\_

# Elder Commissioners

123

Called Meeting

August 11, 2018

First Presbyterian Church, Winchester

Ashland, First

Ashland, Normal

Augusta

Augusta, Sharon

Bellefonte, Community

Beattyville, McGuire Mem.

Berea, Whites Memorial

Blackey, Doermann Mem.

Booneville, First

Buckhorn, Buckhorn Lake

Canada, Highland

Carlisle

Cawood

Corbin

Cow Creek

Cynthiana

Danville

*Peggy T. Judor*

*Peggy T. Judor*  
*Don S. Harkley*  
*Rita Bloom*

# Elder Commissioners

124

Called Meeting

August 11, 2018

First Presbyterian Church, Winchester

Darfork, Hull Memorial

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Dry Hill, Anna C. Brush Mem.

---

Ezel, United

---

Flemingsburg, First

---

Frenchburg, United

---

Georgetown, First

*Ruthie Adams*

---

Grayson, Bayless Memorial

---

Greenup

---

Harlan, First

---

Harrodsburg, United

---

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Hazard, First

*Tom Mon*

*Jerry Younts*

Indian Creek

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Isom

---

Jackson, Guerrant Memorial

---

Lancaster, First

---

Lawrenceburg, First

---

Lexington, Beaumont

*Augusta Dren*

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# Elder Commissioners

125

Called Meeting

August 11, 2018

First Presbyterian Church, Winchester

Lexington, Bethel

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Lexington, Eastminster

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Lexington, First

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Lexington, Hunter

*Athenne A. Martin*

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Lexington, Lex. Korean

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Lexington, Maxwell Street

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Lexington, Meadowthorpe

*Oranwa Parker*

Lexington, Mt. Horeb

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Lexington, Second

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Lexington, Walnut Hill

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London, First

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Manchester

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# Elder Commissioners

## Called Meeting August 11, 2018

### First Presbyterian Church, Winchester

Mays Lick \_\_\_\_\_

Maysville, First \_\_\_\_\_  
\_\_\_\_\_

McAfee, New Providence \_\_\_\_\_

Middlesboro, First \_\_\_\_\_

Excused

Midway \_\_\_\_\_

Millersburg, First \_\_\_\_\_

Morehead, Faith \_\_\_\_\_

Mt. Sterling, First \_\_\_\_\_  
\_\_\_\_\_

Paint Lick, Old Paint Lick \_\_\_\_\_

Paris, First \_\_\_\_\_

Paris, Hopewell \_\_\_\_\_

Perryville \_\_\_\_\_

Pikeville, First \_\_\_\_\_

Pineville, First \_\_\_\_\_

Prestonsburg, First \_\_\_\_\_

Richmond, First \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Somerset, First \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Sam Cotten*

*Dick Ackerman*

*Rogers R. Bards*

*Candace P. Purdom*

*Wendell Blount*  
*Paul Hager*

# Elder Commissioners

127

Called Meeting

August 11, 2018

First Presbyterian Church, Winchester

Somerset, Pisgah

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Stanford

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Versailles

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Versailles, Pisgah

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Versailles, Troy

*Helena Miller*

Washington

---

Whitesburg, Graham Memorial

---

Wilmore

---

Winchester, First

---

---

Winchester, Salem

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**Coordinating Commission  
Ruling Elders  
August 11, 2018  
First Presbyterian Church, Prestonsburg**

Busroe, Katie

Hoskins, David; Moderator

A handwritten signature in dark ink, appearing to read "David Hoskins", is written over two horizontal lines.

Line, Nell; PW

Woodford, Catesby; Treasurer

**Presbytery of Transylvania**  
**Visitors**  
**August 11, 2018**  
**First Presbyterian Church, Prestonsburg**

Print Your Name

Claire Sanders

Emily Carroll

Ginny Shanda

Brandi Dragoo

Caroline Dragoo

Rev. & Mrs. Brad Symp

Scot Robinson

Robyn Justus

Rev. Rose Faul

Staff

Wabash Valley Presbytery

**Docket**  
**Stated Meeting, Presbytery of Transylvania**  
**August 11, 2018**  
**First Presbyterian Church, Prestonsburg, KY**

9:00-10:00 General Registration

10:00 Call to Order and Opening Prayer

*David Hoskins, Moderator*

1. Declaration of a Quorum *Jerry L. Utt, II, Stated Clerk*
2. Presentation of the Docket  
(all new business must be introduced at this time) *Stated Clerk*
3. Welcome from First Presbyterian Church *Stephen Sanders*
4. Introduction of First-time Commissioners, Guests, and Seating of Corresponding Members;  
Recognitions of Comings and Goings

Arrivals: Mikkle Hampton, Pisgah-Somerset  
Stephen Fearing, Beaumont-Lexington  
Kara Kilpatrick from Mid South Presbytery

Departures: Joel Kelly to Middle Tennessee Presbytery  
Woody Berry to Missouri Union Presbytery

5. Consent Agenda *Stated Clerk*
  - a. Stated Clerk's Report
  - b. Christian Formation Ministry Report
  - c. Presbyterian Women Report
  - d. Commission on Preparation for Ministry Report

10:15 Presentation and Small Group Discussion on Hospitality

11:15 Order of the Day

Service of Word and Sacrament –Rev. Mary Weese, Preaching

12:00 Lunch

1:00 Continued Business

6. Decision Agenda
  - a. General Assembly Commissioner Panel *Tom Burns, Nathan Dent, Wanda Olive*
  - b. General Presbyter Report *Philip Lotspeich*
  - c. Coordinating Commission *Linda Maconochie, Chair*
  - d. Pastoral Transitions Commission *Lisa Eye, Chair*
  - e. Burnamwood *Robby Lear, Camp Director*
  - f. Administration/Treasurer's Report *Curtis Christian, Chair*  
*Catesby Woodford, Treasurer*
  - g. Leadership Development Ministry *Melissa Sevier, Chair*
  - h. Commission on Representation *Janet Prewitt, Chair*
  - i. Church Redevelopment & Reviatlization *Jay Mumper, Chair*

3:00 New Business

Closing Prayer and Adjournment

**Stated Clerk's Report  
Presbytery of Transylvania  
August 11, 2018**

Recommendations for Presbytery Approval:

Approve requests for excused absences

Approve the minutes of the March 13, 2018, stated meeting

Approve the minutes of the May 1, 2018, called meeting

Approve the minutes of the March 18, 2018, Crawford Installation commission

For Information:

A minutes review task group has been working on a new process to review session minutes.

I've updated an older version of Standards for Session Records that previous stated clerks had prepared. The task group has compiled a Peer Review Form that we will ask every local clerk of session to complete before their minutes are reviewed. The documents are included here.

Check your email for more information and a schedule for review. If you have any questions at all, please call or email: [statedclerk@transypby.org](mailto:statedclerk@transypby.org).

## COMMISSION TO INSTALL

The Commission of the Presbytery of Transylvania to install Dave Crawford as  
Pastor of First Presbyterian Church, Lawrenceburg, KY,  
 met at 2:30 p.m. on March 18, 2018, (location) Lawrenceburg, Kentucky.

The following individuals were present:

Ruling Elders:

William M. Reed  
Cindy Shyrock, Lawrenceburg  
David S. Hoskins, Carbin

Teaching Elders:

Philip Lotspeich, General Presbyter  
Steven Pace  
Keith Benze, Versailles

Guests:

Rev. James Rogers

The meeting was convened with prayer by Philip Lotspeich. The  
 chairperson of the commission, David S. Hoskins, declared that a quorum  
 was present and appointed William M. Reed to serve as clerk.

The order and content of the service were reviewed and approved, being in keeping with the  
 Constitution of the Presbyterian Church (USA). The minutes were read and approved. The  
 Commission moved to the sanctuary for the service upon an approved motion that its meeting  
 would be adjourned with the pronouncement of the benediction at the close of the service by  
Dave Crawford.

Respectfully submitted,

William M. Reed, Clerk  
 Date: April 6, 2018

## STANDARDS FOR SESSION RECORDS

Prepared in 1983 by Stated Clerk David E. Rule (Updated by Rule in 1986)

Updated by Stated Clerk William M. Reed in 1999

Updated by Stated Clerk Jerry L. Utt, II in 2018

**Note that these standards are not intended to be a recitation of the duties of the clerk. It is the clerk's duty to record what happens, not necessarily the clerk's duty to ensure that everything happens. Obviously, the clerk should make appropriate suggestions to the Moderator on how to proceed with the Session's business such that these standards are followed to the greatest degree possible.**

The permanent records of a Session are basically of two kinds, Rolls and Minutes. The Rolls should be kept together in the same volume, which is generally called the Church Register. The Minutes and the Rolls may or may not be contained in the same volume, according to a Session's discretion. These records are subject to review by the Presbytery (F-3.0206). In the review of records, five things are to be noted (G-3.0108):

- (1) The proceedings have been correctly recorded;
- (2) The proceedings have been regular and in accordance with the *Constitution*;
- (3) The proceedings have been prudent and equitable;
- (4) The proceedings have been faithful to the mission of the whole church;
- (5) The lawful injunctions of a higher governing body have been obeyed.

The following standards are provided for the guidance and the direction of the Clerks and Moderators of Sessions within Transylvania Presbytery. If you have specific questions or concerns, please contact the Stated Clerk at [statedclerk@transypby.org](mailto:statedclerk@transypby.org).

### I. CHURCH REGISTERS

The name of the church should appear in a prominent place on the outside of the Church Register. The following up-to-date, accurate and complete membership rolls shall be a part of the Register (G-1.04; G-3.0204a):

All active members

All baptized members

All affiliate members

In addition, there shall be an up-to-date, accurate and complete register in the same volume of the following (G-3.0204b):

All baptisms, infant and adult, authorized by the Session

All teaching elders (including temporary supply and interim pastors), ruling elders, and deacons, with dates of active service

Although not required, registers of trustees, marriages, funerals, and deaths may be kept, if the Session deems it necessary and desirable.



## II. MINUTE BOOKS

### A. GENERAL

1. The name of the church shall appear prominently on the outside of the minute book.
2. The pages shall be numbered consecutively.
3. The Session shall meet at least quarterly. (G-3.0203)
4. The Session shall develop a manual of administrative operations that will specify the form and guide the work of mission. (G-3.0106)
5. The Session shall adopt and implement a sexual misconduct policy and a child and youth protection policy. (G-3.0106)
6. The Session shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers. (G-3.0112)
7. The Session shall prepare and adopt an annual budget. (G-3.0113)
8. The Session shall conduct an annual full financial review of all financial books and records and a report of this audit should be copied into the minutes. (G-3.0113)

### B. FOR EACH MEETING OF THE SESSION

9. Record the date, time and place of the meeting.
10. Specify the type of meeting (stated, special/called). If it is a special/called meeting, indicate how it was called, for what purpose, and that reasonable notice was given. (G-3.0203)
11. Record that the meeting was opened and closed with prayer. (G-3.0105)
12. Record the full name of the Moderator and of ruling elders present, excused or absent.
13. Record the reading and approval of the minutes at the close of the current meeting or the next stated meeting.
14. Record whether or not a quorum is present. Note that no business - except to fix the time to adjourn, to adjourn, to recess, or to take measures to obtain a quorum - may be transacted in the absence of a quorum.
15. The minutes are to be signed by the Moderator of the meeting or the Clerk of Session.
16. Care should be taken to ensure that the minutes are neat and present a professional appearance. Reports and other communications should be copied into the minutes and not inserted between pages.
17. All meetings shall be constitutionally moderated. (G-3.0201)

### C. ANNUALLY

18. The minutes of the Session shall be submitted at least once every year to the Presbytery for review at the time and place indicated for such submission. (G-3.0108a)
19. The minutes shall reflect that there has been during the year at least one joint meeting with the Board of Deacons, when there is such a board. (G-2.0202)
20. The minutes will show that the records of the Board of Deacons, of the Board of Trustees, and of the organizations of the Church have been reviewed at least annually or, in the case of other organizations, that an annual report was received. (G-3.0201c)

21. Once each year, the Session shall cause all books and records relating to finances to be audited in accordance with the provisions of the *Book of Order*, and there shall be copied or noted in the minutes the report concerning this audit. (G-3.0113; G-3.0205)
22. The minutes shall show that the annual statistical report has been approved and forwarded to the Stated Clerk of Presbytery, and the report shall be copied into the minutes of the meeting at which it is approved. (G-3.0202f)
23. The minutes shall show that the Session has reviewed at least annually the roll of members. (G-3.0201c)
24. The minutes shall state the composition of the session and how this corresponds to the composition of the congregation. (G-3.0103)
25. When there is a pastor, the minutes shall indicate that the Session reviewed the pastor's terms of call prior to the adoption of the budget for the ensuing year, and that the terms meet or exceed Presbytery minimums. (G-2.0804)

#### D. THE SACRAMENTS

26. Include the full names of all persons to whom baptism is administered and for children, the names of both parents. This record shall be made at the time of the baptism or at the next stated meeting. Such entry should be made in both the minutes and the Church Register. (G-3.0201b; W-3.04)
27. The minutes should record that the Lord's Supper is celebrated at least quarterly and that services are held in accordance with the Directory for Worship. The minutes should also record that certain persons were authorized to help the pastor (or other person authorized to administer the sacrament) serve communion to the sick or others isolated from public worship. Note: it would be appropriate for the Session to authorize all church members to assist in the service of communion. (G-3.0201b; W-3.0414)

#### E. CHANGES IN MEMBERSHIP

28. Record the full name of persons received into church membership. This information should appear in both the Minutes and the Church Register. (G-3.0204a)
29. Record method of the reception of each member.
  - a. By profession of faith,
  - b. By certificate of transfer,
  - c. By reaffirmation of faith. (G-1.0303)
30. Record the full name of persons being dismissed, the name of the church to which such persons are dismissed, and the effective date of the dismissal if different from the date of the meeting at which the action was taken. For deceased members, the date of death should be recorded. (G-3.0204a)

#### F. OTHER OCCASIONS

31. The minutes shall clearly state the purpose for which meetings of the congregation are called, and the time and place of such meetings. (G-3.0203)
32. If the Session appoints an administrative commission, it shall show in its minutes the names of those appointed, the purpose(s) for which appointed, and a written record of its work after completion. (G-3.0109)

33. Record the election of a commissioner (or commissioners) to attend meetings of the Presbytery, indicating the exact period of time for which elected. Also record a report on the meeting(s) attended or a statement of reason for non-attendance. (G-3.0202a)
34. The session should nominate to Presbytery ruling elders from the congregation who may be considered for election to higher councils of the church and serve on commissions or committees. (G-3.0202b)
35. When the congregation has elected persons to the office of ruling elder or deacon, the record in the minutes shall show that the Session conferred with them concerning their willingness to serve and that they were prepared for office and examined by the Session in those areas specified by the Book of Order. Record shall also be made of the day appointed for their ordination and/or installation. (G-2.0402)
36. Record changes in pastors in the appropriate Session register. (G-3.0204b)
37. When the Session of a church finds it necessary to exercise discipline, the Form of Government and the Rules of Discipline should be carefully studied. If discipline is administered, the minutes of the Session must contain a full record of the proceedings.

#### G. CONGREGATIONAL MEETINGS

38. The minutes shall show evidence of an annual meeting of the congregation. (G-1.0501)
39. The minutes of all meetings of the congregation shall be entered in the minute book of the Session. (G-1.0505)
40. The minutes of the meeting shall record that adequate notice of the meeting was given. (G-1.0502)
41. The minutes shall state whether a quorum was present. In the absence of a quorum, no business may be conducted except to: fix a time to adjourn, to adjourn, to recess, or to take measures to obtain a quorum. (G-3.0203)
42. The minutes of special meetings shall show the purpose(s) for which they were called. No business other than that specified in the call may be transacted. (G-3.0203)
43. The congregation shall annually elect church officers. (G-2.0401; G-2.0403; G-2.0404)
44. The minutes of all meetings of the congregation shall indicate that the meeting was opened and closed with prayer. (Note: If the meeting follows a worship service, an opening prayer is assumed, and the minutes should reflect that the meeting followed worship.) (G-3.0105)
45. The minutes of all meetings of the congregation should reflect constitutional moderating thereof. (G-1.0504)

**PEER REVIEW OF SESSION MINUTES****PRESBYTERY OF TRANSYLVANIA****CHURCH:** \_\_\_\_\_**CLERK OF SESSION:** \_\_\_\_\_**DATE MINUTES WERE LAST REVIEWED BY PRESBYTERY:** \_\_\_\_\_**FINDINGS:**

The following EXCEPTIONS were noted (state reason with corresponding check sheet item number):

The following COMMENTS are offered (including items that might qualify as exceptions and should be considered for addition to the check sheet):

**REVIEWED BY** \_\_\_\_\_**DATE** \_\_\_\_\_

*Please forward a copy of this report to the Presbytery stated clerk. A report of this review should be made to the next session meeting and this form and check sheet copied into the minutes.*

**PRESBYTERY OF TRANSYLVANIA  
CHECK SHEET FOR REVIEWING CHURCH MINUTES**

► **Clerk of Session:** Please list the pages of your minutes on which the indicated information is recorded. If you do not have an item in your minutes, write “Not Recorded” on the Page Numbers line.

**1. General Matters**

- a. The date, hour and place of each meeting and whether it is “Stated” or “Called/Special.”  
(Note: The Book of Order requires at least quarterly Stated meetings.)

Page numbers \_\_\_\_\_

- b. For a Called/Special meeting, the purpose for which the meeting was called should be stated.

Page numbers \_\_\_\_\_

- c. Each meeting must be opened and closed with prayer.

Page numbers \_\_\_\_\_

- d. A list of all teaching and ruling elders attending, absent and excused for each meeting.

Page numbers \_\_\_\_\_

- e. Were all meetings constitutionally moderated?

Page numbers \_\_\_\_\_

- f. Are minutes signed by clerk and/or moderator?

Page numbers \_\_\_\_\_

- g. Are reports and communications copied into the minutes?

Page numbers \_\_\_\_\_

- h. The declaration of a quorum at each meeting.

Page numbers \_\_\_\_\_

- i. Approval of minutes of previous meeting(s).

Page numbers \_\_\_\_\_

- j. Was the Sacrament of the Lord’s Supper recorded in the minutes and observed at least quarterly?

Page numbers \_\_\_\_\_

- k. Did the session conduct an annual review of the Pastor’s terms of call and ensure that the terms met the Presbytery’s minimums?

Page numbers \_\_\_\_\_

- l. Did the congregation approve any changes to the Pastor’s terms of call?

Page numbers \_\_\_\_\_

**2. Relations to Presbytery**

- a. Did the session elect an elder commissioner (or commissioners) to Presbytery?

Page numbers \_\_\_\_\_

- b. Was a report from each Presbytery meeting received by the session?

Page numbers \_\_\_\_\_

- c. Did the session prepare an annual statistical report and is the report copied into the minutes?

Page numbers \_\_\_\_\_

- d. Did the church sell, encumber or lease property? Y-N If so, did the church receive the written permission of the Presbytery's trustees? Y-N

Page numbers \_\_\_\_\_

### 3. Other Matters

- a. Does the church have a board of deacons? Y-N If so, did the session review at least annually the records of the board of deacons?

Page numbers \_\_\_\_\_

- b. Does the church have a board of trustees? Y-N If so, did the session review at least annually the records of the board of trustees?

Page numbers \_\_\_\_\_

- c. Is the church incorporated? Y-N If so, did the church file an annual report with the Secretary of State and is the report copied into the minutes? Y-N

Page numbers \_\_\_\_\_

- d. Did the session review the records or receive annual reports from all the organizations of the church?

Page numbers \_\_\_\_\_

- e. Did the session receive an annual full financial review of all financial books and records by a public accountant or a committee of members versed in accounting procedures, none related to the Treasurer? Y-N

Page Numbers \_\_\_\_\_

- f. Did the session prepare an annual budget? Y-N

Page numbers \_\_\_\_\_

- g. Does the session have a rule for creating a nominating committee (or other process for election) and did it receive a nominating committee report?

Page numbers \_\_\_\_\_

- h. Did the session elect a church treasurer?

Page numbers \_\_\_\_\_

- i. Did the session elect a clerk of session?

Page numbers \_\_\_\_\_

- j. Did the church have an annual meeting of the congregation and election of officers?

Page numbers \_\_\_\_\_

- k. Are the minutes of congregational meetings included in the session minutes book?

Page numbers \_\_\_\_\_

- l. Did the session provide study and preparation for new officers, an examination, and a worship service of ordination/installation?**

**Page numbers** \_\_\_\_\_

- m. Did the session create administrative commissions and receive reports of their work? Y-N**

**Page numbers** \_\_\_\_\_

- n. Did the session initiate judicial process? Y-N**

**Page numbers** \_\_\_\_\_

- o. List page numbers of all baptisms and membership changes (receptions, dismissals, transfers, deaths).**

**Page numbers** \_\_\_\_\_

- p. All pages are numbered consecutively. Y-N**

**4. Storage and Security**

**I hereby certify that these minutes are in final form, have been attested by the moderator or clerk of session, and will be bound in a manner acceptable for security and long-term storage.**

**Clerk of Session:** \_\_\_\_\_

## Christian Formation Ministry

“There are formational events happening in (and adjacent to) our churches all the time. We do not have a supply problem (we may have a distribution problem) but we seem to have an information problem. What are the formation events going on in your church or in your area that are high quality but low exposure? How would you prefer to be informed about formational events around the Presbytery and in our partner churches and organizations?

The Christian Formation Ministry is pivoting toward connection and promotion of the formation programs and events that are already happening within our churches and our bounds. What would you like us to know?"

Ryan Shrauner, Chair  
[ryanshrauner@gmail.com](mailto:ryanshrauner@gmail.com)



## PRESBYTERIAN WOMEN

Our Spring Gathering was held on Saturday, April 21, 2018 at the Cynthiana Presbyterian Church in Cynthiana, Kentucky. It was a beautiful day with over 100 in attendance from twenty churches. The Cynthiana PW did a superb job of hosting the event. A delicious lunch was provided in a beautifully decorated assembly room. The participants in the program were Carol Winkler, PW Churchwide Moderator, Nancy Bryson, PWS Moderator of the Synod of Living Waters, The Reverend Philip Lotspeich, Transylvania General Presbyter, The Reverend Julie Olt, Pastor of the Cynthiana Presbyterian Church, Nell Line, PWP Moderator, Mary Weber, PWP Search Committee, Kay Grooms, PWP Treasurer, and Karen May, Elder of Second Presbyterian Church, Lexington.

Carol Winkler, our guest speaker, challenged us to be bolder than we are. She stated that we need to be bold at the local level and share our message with our church family, neighbors, and invite visitors to our gatherings. Carol also shared the work of PW in a creative approach using a flower pot and adding flags to the flowers highlighting the work of PW. The PW Mission Pledge will now be also referred to as the Annual Fund which will encompass all that PW does.

Nancy Bryson, PWS Moderator, announced that the PW website is much easier to use. She also encouraged us to attend the AL/MS Women's Conference at Briarwood Presbyterian Church in Jackson, Mississippi, on June 13-15, 2018 as well as the PWS Triennial Gathering at First Presbyterian Church, in Tupelo, Mississippi, on June 13-15, 2019 featuring the theme of the Ten Commandments. Churchwide participants from Transylvania were commissioned by Nancy.

Philip Lotspeich, General Presbyter of Transylvania Presbytery, addressed the group saying that he was aware of the power of Presbyterian Women. He shared how his daughter, Abigail, had been surrounded by strong women who counseled her about doing what she wants to do in the future. He also highlighted the Cynthiana Presbyterian Church for their innovative coffee shop, The Main Cup.

Reverend Julie Olt gave an excellent homily which was an overview of Esther's story and emphasized how one small decision can make a huge difference. She mentioned the role that Vashti played in the events and how her decisions make it possible for Esther to act to save her people. Doing small things with great love can bring great consequences.

Karen May led the group in the Eternal Circle Litany and read the names of the women who have died in 2017. Georgia Bacquet, retiring Recording Secretary, was honored for her service since 1986. Mary Weber presented Nell Line with an Honorary Life Award pin and certificate thanking her for her wonderful service to the Transylvania PW's.

The Mission Pledge, PW's Annual Fund received \$336.50 and the Harrison County Food Pantry received \$336.50 from the offering collection.

**FALL GATHERING – SATURDAY, OCTOBER 13, 2018, AT CAMP BURNAMWOOD. SPEAKER IS STILL TO BE DETERMINED.**

## **Commission on Preparation for Ministry (CPM) Presbytery Meeting Report August 2018**

**CPM met on April 10, 2018** at First Presbyterian Church, Winchester. Commissioners heard from Inquirer Ryan Straw and his supervisor, Rev. Keith Benze. A thorough discussion followed with no action taken.

**CPM met on May 15, 2018** at First Presbyterian Church, Winchester to hear reports on 1 Inquirer and 2 Candidates for ordination, and 2 Certified Lay Pastor (CLP) Candidates.

Commissioners reviewed and made recommendations to new CLP guidelines being coordinated by representatives from CPM, Leadership Development Ministry (LDM), and Pastor Transition Commission (PTC).

Timothy Scot Robinson was interviewed and received as an Inquirer toward ordination. Scot is presently enrolled at Vanderbilt Divinity School in Nashville, TN. He is a member of First Presbyterian Church, Prestonsburg and comes with full endorsement of their Session.

CPM voted to accept Inquirer Ryan Straw's resignation from the Inquirer process.

**CPM met on June 12, 2018** at First Presbyterian Church, Winchester. Reports on Inquirers, Candidates, and CLP's were heard.

Commissioners reviewed and made recommendations to the proposed CLP Training Program Application. Commissioners voted unanimously to accept the application with noted changes.

**CPM met on July 10, 2018** but did not have a quorum. Inquirer, Candidate, and CLP reports were heard. No action was needed.

Mark Tibbles from The Presbyterian Church at Danville met with the Commission with questions about beginning the ordination process. He was not enrolled as an Inquirer at this time. He was referred to Louisville Presbyterian Theological Seminary Exploratory Weekend in October for further discernment.

Plans were finalized for the August 6-7 Annual Retreat with Inquirers, Candidates, and CLP's to be held at Cliffview Retreat Center.

## GA COMMISSIONER REPORT—TOM BURNS

Upon arriving, getting acquainted with the surroundings, and registering, I found myself having to adjust to the large number of people that I encountered. For me, coming from Buckhorn, a large crowd is around 200 people. So, getting use to about 2,500 enthusiastic Presbyterians proved a bit of a stretch for this country boy.

The first thing that I noticed and was greatly impressed by is the look of our church today. The diversity, the age difference among those gathered, and yes, there were plenty of young folks in attendance. Social justice issues were at the forefront for many Presbyterians. We shared in taking up an offering and delivered it to the courthouse in St. Louis to assist those who are in jail and are being treated unfairly because of an unjust bail bond system. I listened to Presbyterians from around the world sharing how they see God at work through the church in places like Africa, the Middle East and in Central America. I also was reminded of our ecumenical efforts to join with other faith communities to accomplish meaningful mission in some of the most troubled areas around the world.

Our time spent in worship, and in prayer helped me in the work that I participated in while serving on the General Assembly Procedures Committee. When praying the Lord's Prayer, I was reminded of the Church at Pentecost, where I heard those around me praying in their native languages while we all understood on another.

I also developed a deeper appreciation for Roberts Rules of Order and the role of the moderator during the time we spent in committee and in plenary work. Following the rules, I learned how to perfect a motion to an overture, (hopefully I'll never have to endure that again). During our time together in committee and in plenary the Advisory delegates proved, for me, to be very helpful. Whether to gain a better understanding of an overture or in helping formulate a change motion, their input was of a great benefit.

I came away from my experience at General Assembly hopeful for the future of the church. After engaging in discussion with folks from all across the spectrum of the PC (U.S.A.), I noticed the passion, intelligence, and commitment shared by each of us on matters of the church that concern us all. We shared many more positive moments than negative. Of course there were disagreements among us over some of the business that was acted upon. But, it only reminds us that there is still work for us to do as we become the church that Christ is calling us to be. Let us all be prayerful and let us all remain faithful.

One of the added benefits for me was to reconnect with old friends and to make new acquaintances and to recall that we are truly a connectional church. All in all it was a privilege to have represented the Presbytery of Transylvania as a commissioner to the 2018 PC (U.S.A.) General Assembly.

Nathan Dent

## GA Commissioner Report

My experience at the 2018 General Assembly was truly a memorable one. As a Young Adult Advisory Delegate (YAAD) I think it was a unique experience that I wish I would be able to have again. I met a lot of different people who came from so many different backgrounds but we all had one thing in common and that was our love of God. The best way I could describe the experience was that it was a week and 2 days long church service as we sang many hymns and worshiped daily but of course there was plenty of time for fellowship with my peers. However, the entire week was not just an extended vacation bible school, there was business to be done too; while some of it may have caused heated discussions, all of it was important to the church and our mission to God.

One such piece of business and most likely the one that caused the greatest discussion and took the most time on the plenary floor was the proposal to divest from fossil fuel companies. There were excellent points from both sides and many questions that were asked. It certainly felt that after much of the discussion that I was in a college level finance class. Eventually the vote was called to question and while it may have not turned out the way I wanted it to at the time, I believe that the correct decision for the church was made. There were many other things that went through that plenary floor but none lived up to the debate that was had over divestment.

Plenary wasn't the only place where debates were had, I was also assigned to committee 14 – Theological and Church Growth issues and Institutions. I admit that when I was assigned to this committee I had absolutely no idea what that meant or what I was about to get into. As my first committee meeting commenced I felt a little out of place as I felt like I hadn't known enough about theology to be in there as I was seated by many teaching elders who are of course professionals in theology. Then as the meeting commenced I began to feel more confident in myself and began to speak my mind to the others at my table and that's when I fully realized that I wasn't as out of place as I originally thought, and that my opinions I spoke were shared by the commissioners at the table. I really give a lot of credit to my moderator and vice-moderator of the committee. When committee meetings were over and plenary began I began to miss the committee and the discussions had in the committee.

I also learned a lot about Presbyterianism and it made me proud to be a Presbyterian. In my opinion, Christians have not had exactly the most positive media image recently in the way that some can be very hypocritical. They pretend to follow the words and actions of Jesus but if you were to analyze their actions, they don't seem to actually follow what they preach. Presbyterians are very different in that regard. We are very accepting of others with differences to us and I believe that if Jesus were to walk this world today as he did 2000 years ago he would consider himself Presbyterian. I honestly came out of general assembly more proud of being a Presbyterian and a Christian than I had been in a long time.

All in all this was truly a once in a lifetime experience that I wish I could relive again. It has actually even inspired me to possibly join my church's session and become ordained as a ruling elder so that I may return to another general assembly in the future.

General Assembly Report to Transylvania Presbytery  
Rev. Wanda B. Olive

I am so grateful to have represented Transylvania Presbytery at the 223rd General Assembly (GA). Former Stated Clerk Gradye Parsons, spoke to us at the Board of Pensions dinner about the connectional nature of the PC(USA). We gather as a response to God's grace and go out with gratitude to serve God in the world. Gatherings like the GA and Presbyterian Youth Triennium even our local Presbytery meetings remind me of the connectional nature of Presbyterians.

Indeed we began with Commissioner training by the Synod at the end of April in Tennessee. We also had an opportunity before GA to become familiar with those who would be serving on our committees. Zoom technology allowed us to meet and converse electronically with our Middle East Committee Moderators and other Commissioners.

Sunday worship was arranged with local churches. I opted to attend the Westminster Presbyterian Church. Westminster is located on what is known as the "Delmar Divide; a long-standing divide between races, classes, and socio-economic standing. Their 30,000 square foot church building now has a 56-member diverse congregation that includes people of different cultures, races, classes, and ages.

GA began with an opening reception by the Committee on Local Arrangements (COLA). They served us local food specialties like barbecue and custard. Opening worship at GA is on a scale that is larger than any worship I have ever experienced except for the Billy Graham crusades that I attended as a teenager. All of those voices singing praise to God!

Worship at GA follows the Reformed traditions of "freedom within order" just on a larger scale. Worship was held on five of the eight days. There was a variety of hymns from various traditions, a variety of preachers, as well as prayers and confessions. Communion was served by intinction. Bible Study was held on two mornings.

Another way in which I witnessed the connectional nature of the PC(USA) was choosing to have a roommate. GA matched me with Kris, a clerk of session from Iowa. We sat up late one night talking about many shared life experiences. Though I was concerned initially about rooming with someone I did not know, I am glad that I did it.

Presbyterians committed to action for the St. Louis community with its Hands & Feet initiative. We marched from the America's Center through the downtown streets to the City Justice Center with donations of \$47,200 from the opening worship offering and from Presbyteries around the country to bail out people incarcerated for minor offenses.

Committee meetings began on Saturday afternoon and continued through Tuesday afternoon. The Middle East Issues Committee that I served on had thirteen items of business for consideration. It was interesting to witness the collective nature of discernment with people from around the country and throughout the world. Of the thirteen items those with majority committee approval were placed on the Plenary Consent Agenda. Five other items were sent as recommendations to the Plenary floor for further discussion and debate.

One of the overwhelming memories of my experience on the Middle East Committee was a vote that went to the Plenary floor. We had agonized in Committee over the content of the Item and of our vote on the issue. When the Item came to the Plenary floor late on Friday evening, other Commissioners began the process of re-wording and changing the Committee's recommendation. It was so frustrating to have our recommendation, that we had spent so much time preparing, being parsed out word by word, line by line, changing the content and context of our recommendation. Listening to the passion of those who sought to make the changes knowing that they had not done the background studies that those of us on the committee had done.

A second, third, and fourth motion to change the wording of the resolution was the last straw for me. I rose and went to the person in charge of allowing speakers to speak to the resolutions. As I was giving my information, a person in the back of the Plenary called for the original motion and for all subsequent motions to be abolished. I was so grateful because the subsequent motions had taken us so far from the Committee's original motion. It was a welcome relief.

After the Plenary ended, I happened to walk into a group of friends which included a minister I had known at Louisville Presbyterian Theological Seminary. We greeted each other and then I recognized the guy's voice who had stopped the subsequent motions. I said to him, "Oh, you're the guy!" We all laughed and recognized a larger PC(USA) connectional moment.

I recognize that this may have been my only GA experience as a Commissioner. And I'm okay with that. I think that every Teaching and Ruling Elder should experience the way in which the General Assembly of the PC(USA) "reviews the work of Synods, resolves controversies, protects our church from errors in faith and practice, ensures that our theology remains true to the biblical standards in our historic confessions, presents a witness for truth and justice in our community and in the world community, and sets priorities for the church and establishes relationships with other churches or ecumenical bodies" (G-3.05). It is important work that unites us to one another through grace and gratitude.

**Coordinating Commission Report  
Presbytery of Transylvania  
August 11, 2018**

Since the March presbytery meeting, the Coordinating Commission has met four times: March 20, 2018; April 17, 2018; May 15, 2018; and July 17, 2018.

The Coordinating Commission has taken these actions:

Called a presbytery meeting on May 1, 2018, at 5:30 PM, at the First Presbyterian Church, Winchester, KY, to address two items of business: 1) to act on the request of dismissal of the First Presbyterian Church, Catlettsburg, KY, to the Evangelical Presbyterian Church; and 2) to act on the request of closure of the Chapel Hill Presbyterian Church, Lexington, KY.

Dismissed with thanks the administrative commission tasked with negotiating the dismissal of the First Presbyterian Church, Catlettsburg, KY, and assigned these duties to the Closing/Dismissals Commission of the Presbytery.

Engaged conversation around the questions of leading new ministries (Nicholasville/Jessamine County and Chapel Hill area) and how the Presbytery could accomplish these tasks.

Considered questions about renewing Philip's contract with the Presbytery. The Coordinating Commission wanted to include the chair and members of Administration Commission/Trustees in this discussion and proposed a joint gathering on April 17, 2018, at the First Presbyterian Church, Richmond, KY.

Reviewed Burnamwood financial information and costs sheets for the last several years and asked about estimated costs of forming a 501(c)3 corporation.

Evaluated the March 13, 2018, Presbytery meeting and offered feedback, compliments and suggestions.

In a joint meeting to discuss Philip's contract and job review with representatives from Administration Commission, agreed that a two-step process would serve the purpose, with Administration Commission to work on renewing contract, job description, budget considerations and job title. Coordinating Commission would work on vision process and setting priorities with consideration of the recent Long-Range Plan.

Accepted the resignations of teaching elder Joel Kelly from Pastoral Transitions, teaching elder Schuyler Olt from Preparation for Ministry, teaching elder Woody Berry from Closing/Dismissals and Administration, and ruling elder Susan Byars from Preparation for Ministry.

In a meeting at the Baptist Seminary of Kentucky (Georgetown), learned about the seminary's use of Zoom technology to connect remote sites and foster distance learning and considered this platform for the work of the presbytery.

Approved the request of Commission on Representation to elect teaching elder Keith Benze to the vacancy on Preparation for Ministry; to elect teaching elder Jay T. Silence to the vacancy on Pastoral Transitions, Class of 2020; to elect Stephen Sanders to the vacancy on Pastoral Transitions, Class of 2019; to elect ruling elder Penelope Lamb, Preparation For Ministry, Class of 2020; and to elect ruling elder Missie Wood, Preparation for Ministry, Class of 2019.

Heard a report from Leadership Development on suggested training events for CRE/CLP leaders and outline of new procedures for CRE/CLP training, approval and ministry service.

Accepted the invitation of First Presbyterian Church, Prestonsburg to host the August 11, 2018, presbytery meeting.

Approved the celebration of the Sacrament of Communion at the installation of teaching elder Stephen Michael Fearing, new pastor of Beaumont Presbyterian Church, on August 12, 2018.

Recommended Presbytery approve the relocation of the Lexington Korean Presbyterian Church from their current space (Redding Road) to the former Chapel Hill space (Tates Creek Road).

#### Recommendation for Presbytery Approval:

##### Proposal:

At the May called Presbytery meeting, the Presbytery voted to dissolve the Chapel Hill church and asked the Coordinating Commission to bring a recommendation for the use of the property to the August meeting.

*The Coordinating Commission recommends moving the Lexington Korean Presbyterian Church into the former Chapel Hill facility.*

##### Background:

Lexington Korean is a young, growing congregation that has come out of a season of conflict and is thriving under the leadership of Pastor Hyeon Gu Lee. While their worship space is adequate for their growth, the rest of the building is cramped and dated. Upon learning that the Chapel Hill Church desired to cease its public ministry, it made sense to approach the leadership of Lexington Korean to see if they had any interest in the possibility of relocating to the Tates Creek Rd. property which is a larger space with a more visible presence.

With the many changes in the state of immigration in America and the growing number of multi-ethnic marriages within the congregation, Hyeon Gu had started to formulate a plan to begin an English Ministry that would ensure their continued growth. This move would allow



him to reach out to former Chapel Hill members to gauge their interest in participating in that new ministry. This proposal will allow the Congolese church that currently worships at the Tates Creek Rd. property to continue and it is hoped that the Nepalese congregation that worships at the current Lexington Korean Church space will worship at the Tates Creek Rd. property as well. Current groups renting space at the Tates Creek Rd. property will be able to continue those relationships, under the guidance of the Korean Church's leadership. We can imagine a space where we have Korean, Congolese, Nepalese and English worship services occurring under the same roof. While all of these aren't Presbyterian services, it gives us opportunity to reach out to people of color, refugee populations and immigrant populations. Our hope as a Presbytery is that this space could become a multi-cultural, multi-generational, multi-ethnic space where we can explore new ministries and create a space of welcome and sanctuary.

The Tates Creek Rd. building carries a mortgage of a little over \$400,000 and there are some repairs and modifications that need to be made to the facilities. We believe these will be easily covered by the proceeds from the sale of the current Lexington Korean facility on Redding Rd. and funds left over from the closing of the Chapel Hill church. It is our desire to let the leadership of the Korean church determine, with counsel from the Presbytery in accordance with the "Trust Clause" (G-4.0203), the best use of the funds to cover the needs that are present. While there is currently an Administrative Commission for the church, they are diligently working toward a Session of their own and have been largely responsible for their ministry for the past couple of years.

This proposal assumes that the current Redding Rd. building will be sold when a suitable buyer is identified. There are currently two interested buyers and the hope is that one will work out soon. The Redding Rd. property is on the county tax role at \$450,000.

## COMMISSION ON PASTORAL TRANSITIONS

### Presbytery Report

August 11, 2018

The Commission is currently working with **24 churches in transition** – from those planning for the departure of a pastoral leader to those who have just installed a new leader:

#### **New pastoral leader is in place - continued follow-up during 1<sup>st</sup> year:**

- Hull Memorial – Arlie Lee, CLP (PT)
- Harrodsburg – Karen Hartsfield, Temporary Stated Supply Pastor (PT)
- Pisgah, Somerset – Mikkle Hampton, Non-Presbyterian Temporary Stated Supply (PT)
- Beaumont – Stephen Fearing – Pastor (FT) effective 6/15/18, installation 8/12/18

#### **New Pastoral Call Pending:**

- Mt. Sterling – Pastor (FT)
- First, Somerset – Pastor (FT)

#### **PNC elected, MIF (Ministry Information Form) active in the CLC (Church Leadership Connection) system:**

- Second, Lexington – Pastor/Head of Staff (FT)
- Maysville – Solo Pastor (FT)
- Troy – Solo Pastor (FT)
- Maxwell Street – Associate Pastor (FT)
- Danville – Pastor/Head of Staff (FT)

#### **PNC elected, trained, working on self-study and MIF:**

- London – Solo Pastor
- Pisgah, Versailles – Pastor (FT)

#### **Approved to form PNC:**

- Hunter

#### **Entered/anticipate entering transition process/determining transitional leadership needs:**

- First, Pikeville
- Whites Memorial
- First, Hazard
- Pisgah, Somerset
- Ezel
- Harrodsburg United
- First, Middlesboro
- Faith, Morehead
- First, Ashland
- Middlesboro

This list includes only those churches where a public announcement of transition has been made. We also work with pastoral leaders and churches before a transition has been announced, and in some instances, in partnership with the Congregational Issues Commission.

#### **The Commission has taken the following actions since the last meeting of Transylvania Presbytery on March 13, 2018:**

- 1) **Granted Honorable Retirement** to Darryl Baker, 7/1/18

- 2) **Reviewed and updated the Pulpit Supply List** (Current list is available on the presbytery website)
  - a) Added Phil Majors (recently retired as Non-Presbyterian Stated Supply, Middlesboro)
  - b) Added Kara Kilpatrick (TE-VM)
- 3) **Dissolved the pastoral relationship** between Joel Kelly (Pastor) and First Presbyterian Church, Ashland effective April 5, 2018.
- 4) **Received notice that the following Temporary/Stated Supply Covenants are ending/not being renewed:**
  - a) Phil Majors, Non-Presbyterian Stated Supply, Middlesboro, effective March 18, 2018
  - b) Bert Eyster, Temporary Stated Supply, Harrodsburg, effective April 29, 2018
  - c) Woody Berry, Temporary Stated Supply, Faith, Morehead
  - d) Kathy Riley, Interim Pastor, Beaumont, effective May 15, 2018 (permission given to provide pastoral care through June 14, 2018)
  - e) Darryl Baker, Interim Pastor, Pisgah, Versailles, effective June 30, 2018
- 5) **Dismissed the following Ministers/Teaching Elders:**
  - a) Joel Kelly, VM, to Middle Tennessee Presbytery (6/12/18)
  - b) Woody Berry, HR, to Missouri Union Presbytery (6/12/18)
- 6) **Received the following teaching elders/ministers into membership:**
  - a) Kara Kilpatrick from Mid-South Presbytery (6/12/18)
  - b) Rev. Stephen M. Fearing from Long Island Presbytery (6/12/18)
  - c) Referred the request from Rob Musick, Chaplain at University of Pikeville, to Commission on Preparation for Ministry
- 7) **Appointed the following Moderators at the respective churches:**
  - a) Philip Lotspeich (TE) – Ashland, First (temporary)
  - b) Jack Robinson (TE) – Faith, Morehead
  - c) Jackie Lindberg (HR) – Harrodsburg (5/21/18 meeting)
  - d) Karen Hartsfield (TE) – Harrodsburg
  - e) Lisa Eye (TE) – Middlesboro
  - f) Katherine Redmond (HR) - Pisgah, Versailles
  - g) Doug Ensminger (HR) – Community, Bellefonte (temporary)
  - h) Laurie McKnight (TE) – Sharon, Augusta (7/22/18 meeting)
- 8) **Approved the election of a PNC/APNC by the following churches:**
  - a) Hunter
  - b) Troy
  - c) Maxwell Street
  - d) Pisgah, Versailles
  - e) Danville
- 9) **Conducted training for the following PNCs:**
  - a) Danville
  - b) Pisgah, Versailles
- 10) **Approved the MIF for the following churches:**
  - a) Troy
  - b) Maxwell Street

c) Danville

**11) Approved the following new/renewed calls/covenants**

- a) New - The Rev. Stephen M. Fearing as Pastor (FT) of Beaumont Presbyterian Church, Lexington, effective June 15, 2018, pending the vote of the congregation on April 22, 2018:

Cash salary and housing	\$52,500
Social Security Reimbursement	\$ 4,016
(Calculated at .0765 x cash income from the church)	
Pension and medical	\$19,425
(full participation in Board of Pensions; pension, medical coverage, and disability 37% of cash income from the church)	
Dental coverage	up to \$1,000
Continuing Education reimbursement	up to \$2,000)
(Includes books, other resources and professional expenses)	
Total	\$78,941

Travel expenses for church business - (reimbursed at the current IRS business mileage rate)

Vacation – 4 weeks, including 4 Sundays

Continuing Ed Leave – 14 days including 2 Sundays (will roll over for up to 3 years)

Paternity Leave – 3 weeks with full pay and benefits

Moving Expenses – full & reasonable (multiple quotes)

Laptop - \$1,000 one-time allowance towards personal laptop which will be used for church business, but owned by pastor

Cell phone - \$50/month towards personal cell phone being used for church business

- b) New - Mikkle Hampton (Certified Lay Preacher by SE KY District UMC) as Non-Presbyterian Temporary Supply (12-15 hrs) of Pisgah Presbyterian Church, Somerset, May 28, 2018 – May 28, 2019:

Compensation of \$250 per week

SE tax paid monthly at .65% of salary

Mileage reimbursement at IRS rate

Vacation – 2 weeks

Continuing education – 1 week

Participation in Transylvania Presbytery CRE/CLP program

Jack Wilhelm will continue as Moderator and serve as supervisor/mentor)

- c) New - Katherine Swope Redmond (TE, HR) as Interim Pastor (30 hrs.) of Pisgah Presbyterian Church, Versailles, July 1, 2018-June 31, 2019

Cash Salary \$36,750.00

Housing 12,000.00

SECA 3,730.00

Board of Pensions Pension & Death/Disability

Vacation – 4 weeks

Continuing education – 2 weeks

Mileage reimbursement at IRS rate

Continuing ed reimbursement 1,500.00

- d) New - Karen Hartsfield (TE) as Temporary Stated Supply of United Presbyterian Church, Harrodsburg (24 hrs), June 3, 2018-December 31, 2018

Base salary	\$10,000.00
Housing	14,000.00
Mileage reimbursement up to	5,565.00
BOP	Pension, Death & Disability

Vacation – 4 weeks

Study Leave – 2 weeks

- e) New – Sarah J. Wilson (CRE/CLP Candidate) as Temporary Stated Supply (15 hrs) of Wilmore Presbyterian Church, May 7, 2018-August 5, 2019 (during pastor's sabbatical). Mary Reed (TE) appointed mentor/supervisor.
- f) Renewal/extension – Kathy Riley (TE) as Interim Pastor of Beaumont Presbyterian Church, Lexington from May 1, 2018 – May 15, 2018 (all other terms remain the same).
- g) Renewal – James Dougans (CRE/CLP) as Interim of First Presbyterian Church, Maysville, KY, June 7, 2018-December 6, 2018 (all other terms remain the same).
- h) Renewal – Tom Groome (TE) as Interim Pastor of Second Presbyterian Church, Lexington from June 14, 2018-December 31, 2018

Pro-rated based on annual compensation:

Base salary	\$82,100.00
Housing	25,000.00
SECA	8,193.15
Board of Pensions (full participation)	39,627.00
Total:	\$154,920.15
Business Expense allowance	\$1,500.00
Continuing Ed reimbursement	\$1,500.00
Mileage reimbursement	\$1,200.00

Vacation – 4 weeks (30 days including 4 Sundays) (Vacation time is a vested benefit and shall be compensated to the Interim Pastor prorated upon length of service.)

Study Leave – 2 weeks (14 days including 2 Sundays)

## **12) Approved as a Validated Ministry**

- a) Griffin Phillips (TE), Associate Minister to Youth and Young Families, First Christian Church, Danville, KY, effective May 8, 2018
- b) Kara Kirkpatrick (TE), Psychiatry Resident, University of Kentucky Medical Center (participating in worship and service at Hunter Presbyterian Church, Lexington)
- c) Tammy Schmidt (TE), Chaplain, VA Nursing Home, Hazard

## **13) Appointed an Administrative Commission to Install The Rev. Stephen M. Fearing as Pastor of Beaumont Presbyterian Church on Sunday, August 12, 2018 at 5:00 pm.**

Ruling Elders: David Hoskins, Corbin – Moderator; Beth Alexander, Beaumont; Bill Reed, Lexington First

Teaching Elders: Mark Davis; Kathy Riley

Corresponding Member: Michael Garrett (TE), Coastal Carolina Presbytery

## Burnamwood Report

It has been a great summer at Burnamwood. A big thanks is in order to all of the volunteers, medical personnel, chaplains, event directors, etc. for giving their time and gifts into putting together meaningful weeks for the youth. The staff has performed exceptionally and have done everything that has been asked of them and more. Without their constant hard work, energy and enthusiasm, none of this would possible.

One very bright spot from this summer is that attendance has increased. Last year we finished with 122 youth coming to camp. This summer we will end having over 140. For Burnamwood to thrive, we will need this number to continue to grow each year.

We were recently visited by the health inspector and I can report that he is extremely pleased with the shape camp is currently in. The repainting of the swimming pool, along with updates and remodels to several of our facilities impressed the health inspector. We passed all inspections with flying colors.

By the end of the summer we will have had one 3 churches participate in our BAM program which is one more group than we did last year. We are moving in the right direction with BAM but I would like to see seven to eight groups per summer, something we had when we first started the program eight years ago.

The Burnamwood Commission has decided that they will strongly consider selective logging again. I am meeting with a company next week and walking the property to discuss what that would entail, what kind of return we will get by allowing that to happen, the environmental impact, and many more relevant matters. I wanted to use this as a last resort but, at seeing that we desperately need an influx of money currently, it appears it is one of our only options. I will report all of my findings at the next CC meeting.

We are in the process of applying for grants both through the state, through national organizations, and through the Presbytery. Hopefully these will help alleviate some of our funding issues.

With the help of members from MSPC and other interested parties, we are still looking seriously into what it would look like for Burnamwood to become a 501©3 per the request by the CC. We hope to be able to present a detailed look at that in the near future.

Our Burnamwood Continued Giving Campaign is ongoing. I urge each of you to sign up or to tell others to sign up. We will be making a big push for people to sign up at Burnamwood's 60<sup>th</sup> Anniversary Party in November. We will be releasing all the details in August but would love for as many of you to come as possible.

**Report to Presbytery**  
**Treasurer's Report/Administration Commission/Trustees**  
**August 11, 2018**

Recommendation to Presbytery:

Philip Lotspeich's contract with the Presbytery was set to end on July 31, 2018.

Representatives from the Administration Commission met with the Coordinating Commission and reviewed the terms of call, job description and job performance with Philip.

Recommend to presbytery that Philip's call with the Presbytery continue and that the "Designated Transitional General Presbyter" title be changed to General Presbyter with terms of call remaining the same as budgeted in 2018. Terms are: Salary \$54,106, Housing Allowance \$22,279, SECA \$5,843, BOP \$28,262, CE \$2,000, Prof Exp \$14,000 that the current job description be changed to eliminate the defined periods of time relating to the three-year contract. **(Job Description Appendix A)**

Information to Presbytery:

- The Treasurer's Report as of June 30, 2018 is attached.
- A per capita and unified giving spreadsheet by church as requested by Presbytery is attached.

Notes from Treasurer's Report

Operating Budget

1. Total Revenue as of 6/30/18 is \$160,210 as compared to \$168,852 at 6/30/17. This is a decrease in revenue of \$8,642.
2. Total Expense as of 6/30/18 is \$188,355 as compared to \$223,031 at 6/30/17. This is a decrease of expense of \$34,676.
3. Total Net for the operating budget as of 6/30/18 is (\$28,145) as compared to (\$54,179) at 6/30/17.

Burnamwood Budget

1. Total Burnamwood revenue as of 6/30/18 is \$99,252 as compared to \$104,818 at 6/30/17. This is a decrease of revenue of \$5,566.
2. Total Burnamwood expense as of 6/30/18 is \$129,204 as compared to \$104,128 at 6/30/17. This is an increase in expense of \$25,076.
3. Total Net for Burnamwood as of 6/30/18 is (\$29,952) as compared to \$690 at 6/30/17.

Chapel Hill Budget

1. The Presbytery took over the Chapel Hill property financials at the beginning of June. As of June 30, 2018, \$54,561 remained in the Chapel Hill designated account.
2. As of June 30, 2018, an outstanding loan on the property of \$404,347 remains.
3. Chapel Hill revenue in June was \$2,280. Chapel Hill expense was \$8,472.

**Actions Taken by Administration Commission since March presbytery meeting:**

1. Year-to-date financial reports as of June 30, 2018 were reviewed and approved including reserves, foundation accounts, unified mission and per capita contributions.
2. Approved the dismissal of the Administrative Commission for Pineville and referred it to the Closing Commission.
3. Approved adding a subsidiary budget to presbytery's financial records for the Chapel Hill Church property.
4. Approved a facility use request of a small office space at Chapel Hill from Ray Mendenhall for \$200 a month.
5. Approved a facility use request at Chapel Hill from 333 Church of Lexington to use the sanctuary of Chapel Hill for July and August on Sunday mornings and Wednesday evenings for the sum of \$1,800.

**PURPOSE:** The General Presbyter shall work to provide leadership in the implementation of our Long Range Plan and to further the mission of Jesus Christ in the world.

**RESPONSIBILITIES:**

Provide proactive leadership:

- Implementation of our Long Range Plan
  - Develop and implement at least one goal from each of the seven strategies
    - Form, nurture, and communicate “neighborhoods” of shared passion and mission
    - Encourage the strengthening of small congregations
    - Restructure Presbytery meetings for increased effectiveness
    - Delegate establishment and maintenance of Technology Stations throughout the Presbytery for the purpose of enabling relationships and broadening participation
    - Endorse and support Camp Burnamwood’s Mission
    - Continuously communicate the Presbytery’s mission and successes with its members and beyond
    - Reshape staff roles and responsibilities to align with recommendations and strategies.
  - Refine and develop additional goals within each strategy and implement them
  - Assess how well the Presbytery functions within the seven strategies and recommend needed adjustments
- Participate in Presbytery-wide events as they fulfill Manual of Operations or Long Range Plan goals. Serve as Presbytery Head of Staff:
  - Perform annual review and training of support staff
  - Support and supervise Camp Burnamwood director
- Participate in Synod, GA and ecumenical events
  - Participate in Living Waters (Synod) events, training workshops, and forums in conflict management training, commissioner training, shared futures, Executive forums, annual Synod meeting, Fall Polity conference, Association of Mid Council Leader events, Board of Pensions as they fulfill Manual of Operations, Book of Order, or Long Range Plan goals
  - Participate in General Assembly events as they fulfill Manual of Operations, Book of Order, or Long Range Plan goals
  - Transylvania Presbytery is a member judicatory of the Kentucky Council of Churches. Participation is advised.



Connect our members, churches and neighbors with others of similar missional affinity within Transylvania Presbytery and beyond<sup>158</sup>

- Form, nurture and communicate neighborhoods of missional affinity
- Hold staff meetings in multiple regions of Presbytery, to fulfill aspects of the Long Range Plan or operational goals
- Represent Presbytery at congregational events as needed to fulfill aspects of the Long Range Plan or operational goals
- Maintain open communication with the Commission on Ministry about congregational issues, for operational or long range purposes.
- Be available to individuals, churches, neighborhoods and others for leadership and operational purposes.
- When requested by Pastor Nominating Committees, perform executive reference checks of candidates.
- Work with the Commission on Preparation for Ministry, the Pastoral Transitions Commission, the PCUSA's Church Leadership Connection, secular and ecumenical partners, in order to connect the Presbytery's candidates, at-large members, transitioning clergy and commissioned lay pastors with open positions and start-up possibilities within and beyond the Presbytery.

Communicate our Mission and Goals

- Develop a comprehensive communications strategy in accordance with stipulations in the Long Range Plan and ensure its implementation Presbytery-wide
- Implement Presbytery decisions
- Present and interpret decisions of the Synod and the General Assembly to the Presbytery and beyond in clear and engaging ways
- Be the voice of our Presbytery locally, nationally, and worldwide

**REVIEW:** An annual review will be conducted by the Administration Commission (Staff Services) of the Presbytery. The Synod of Living Waters will be invited to participate in these reviews.

**ACCOUNTABILITY:** The General Presbyter is accountable to the Presbytery through the Coordinating Commission (for Manual of Operations) and Administration Commission (Staff Services) for annual and comprehensive reviews.

**QUALIFICATIONS:** Must be 1) an ordained elder (ruling or teaching) in the Presbyterian Church (USA), or 2) ordained clergy of a denomination in communion with the PCUSA, or 3) a committed Christian who has a) demonstrated effective leadership of an organization whose mission is compatible with the mission of Jesus Christ in the world and b) who has been elected by the Presbytery of Transylvania.

## TREASURER'S REPORT

<b>Presbytery of Transylvania</b>					
<b>Treasurer's Report</b>					
<b>June 30, 2018</b>					
	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>TOTAL</b>	<b>2018 ACTUAL</b>
	<b>ANNUAL</b>	<b>REVENUE</b>	<b>REVENUE</b>	<b>REVENUE</b>	<b>COMPARED TO</b>
	<b>BUDGET</b>	<b>6.30.18</b>	<b>6.30.17</b>	<b>2017</b>	<b>2017 ACTUAL</b>
<b>INCOME</b>					(decrease in revenue)
<b>UNIFIED GIVING - Presbytery Share</b>	<b>176,722</b>	<b>56,609</b>	<b>52,594</b>	<b>119,529</b>	<b>4,015</b>
<b>PER CAPITA</b>	<b>181,861</b>	<b>58,329</b>	<b>74,370</b>	<b>159,277</b>	<b>(16,041)</b>
<b>OTHER RECEIPTS</b>					
TRUST FUNDS	22,000	9,497	8,725	22,000	772
OTHER RECEIPTS/DESIGNATED ACCTS	77,417	35,775	33,164	84,891	2,612
<b>TOTAL OTHER RECEIPTS</b>	<b>99,417</b>	<b>45,273</b>	<b>41,889</b>	<b>113,158</b>	<b>3,384</b>
<b>TOTAL INCOME</b>	<b>458,000</b>	<b>160,210</b>	<b>168,852</b>	<b>391,964</b>	<b>(8,642)</b>

<b>Presbytery of Transylvania</b>					
<b>Treasurer's Report</b>					
<b>June 30, 2018</b>					
	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>TOTAL</b>	<b>2018 ACTUAL</b>
	<b>ANNUAL</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>COMPARED TO</b>
	<b>BUDGET</b>	<b>6.30.18</b>	<b>6.30.17</b>	<b>2017</b>	<b>2017 ACTUAL</b>
<b>EXPENSES</b>					<b>(decrease in expenses)</b>
<b>COMMISSIONS AND MINISTRIES</b>					
ADMINISTRATION	1,300	22	13	13	9
BURNAMWOOD	70,000	35,000	37,500	75,000	(2,500)
CHRISTIAN FORMATION	13,000	4,937	6,160	6,508	(1,224)
CHURCH DEVELOPMENT/REDEVELOPMENT	18,000	3,449	400	12,000	3,049
CONGREGATIONAL ISSUES	2,000	0	772	1,151	(772)
COORDINATING COMMISSION	11,000	2,682	4,361	4,450	(1,679)
LEADERSHIP DEVELOPMENT	10,000	0	380	380	(380)
MISSION MINISTRY	10,000	0	742	10,225	(742)
PASTORAL TRANSITIONS COMMISSION	20,000	9,952	4,542	23,193	5,410
PREPARATION FOR MINISTRY	7,000	0	1,386	4,156	(1,386)
REPRESENTATION	200	0	0	0	0
<b>TOTAL COMMITTEES</b>	<b>162,500</b>	<b>56,042</b>	<b>56,256</b>	<b>137,076</b>	<b>(215)</b>
<b>SUPPORT FUNCTIONS</b>					
PERSONNEL	244,500	118,212	148,694	263,450	(30,481)
OFFICE OPERATIONS	34,700	8,188	8,759	17,025	(570)
COMMUNICATIONS	4,000	1,136	2,885	3,496	(1,748)
PRESBYTERY OFFICES	6,300	1,322	3,227	3,199	(1,906)
<b>TOTAL SUPPORT FUNCTIONS</b>	<b>289,500</b>	<b>128,859</b>	<b>163,565</b>	<b>287,170</b>	<b>(34,706)</b>
<b>OTHER</b>					
KY COUNCIL OF CHURCHES	4,000	1,500	1,403	3,318	98
PRESBYTERY MEETINGS	7,000	455	307	6,576	147
PRESBYTERIAN WOMEN	3,000	1,500	1,500	3,000	0
<b>TOTAL OTHER</b>	<b>14,000</b>	<b>3,455</b>	<b>3,210</b>	<b>12,894</b>	<b>245</b>
<b>TOTAL EXPENSES</b>	<b>466,000</b>	<b>188,355</b>	<b>223,031</b>	<b>437,140</b>	<b>(34,676)</b>
INCOME YEAR-TO-DATE	458,000	160,210	168,852	391,964	
EXPENSES YEAR-TO-DATE	466,000	188,355	223,031	437,140	
<b>DIFFERENCE</b>	<b>(8,000)</b>	<b>(28,145)</b>	<b>(54,178)</b>	<b>(45,176)</b>	

<b>Camp Burnamwood Subsidiary Budget</b>					
<b>June 30, 2018</b>					
	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>2017</b>	<b>2018 ACTUAL</b>
	<b>ANNUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>TOTAL</b>	<b>COMPARED TO</b>
	<b>BUDGET</b>	<b>6.30.18</b>	<b>6.30.17</b>	<b>REVENUE</b>	<b>2017 ACTUAL</b>
<b>INCOME</b>					<b>(decrease in revenue)</b>
Unified for Burnamwood	70,000	35,000	37,500	75,000	(2,500)
Burnamwood Gifts	55,000	26,055	39,889	52,394	(13,834)
Burnamwood SummerCampFees	35,000	17,472	21,076	31,388	(3,604)
Burnamwood YouthRetreatFees	11,000	3,428	2,554	7,267	874
Burnamwood Presby Rentals	16,000	0	650	15,501	(650)
Burnamwood Other Rentals	25,000	12,848	749	11,729	12,098
Burnamwood Appalachian Ministry	20,000	4,450	2,400	4,140	2,050
<b>TOTAL INCOME</b>	<b>232,000</b>	<b>99,252</b>	<b>104,818</b>	<b>197,420</b>	<b>(5,566)</b>
<b>EXPENSES</b>					<b>(decrease in expense)</b>
ADMINISTRATIVE	10,957	4,365	6,727	12,216	(2,362)
PERSONNEL	117,180	55,634	46,160	97,499	9,475
FOOD SERVICE	34,350	16,473	10,216	29,653	6,257
FACILITIES	61,050	47,342	35,812	60,585	11,530
SUMMER PROGRAM	4,500	301	2,557	6,329	(2,256)
RETREATS	500	455	42	316	413
FUNDRAISING EXPENSES	3,080	1,559	999	999	560
BAM EXPENSE	20,383	3,074	1,615	2,691	1,460
<b>TOTAL EXPENSES</b>	<b>252,000</b>	<b>129,204</b>	<b>104,128</b>	<b>210,289</b>	<b>25,076</b>
INCOME YEAR-TO-DATE	232,000	99,252	104,818	197,420	
EXPENSES YEAR-TO-DATE	252,000	129,204	104,128	210,289	
<b>DIFFERENCE</b>	<b>(20,000)</b>	<b>(29,952)</b>	<b>690</b>	<b>(12,870)</b>	

<b>Chapel Hill Subsidiary Budget</b>					
<b>June 30, 2018</b>					
	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>2017</b>	<b>2018 ACTUAL</b>
	<b>ANNUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>TOTAL</b>	<b>COMPARED TO</b>
	<b>BUDGET</b>	<b>6.30.18</b>	<b>6.30.17</b>	<b>REVENUE</b>	<b>2017 ACTUAL</b>
<b>INCOME</b>					<b>(decrease in revenue)</b>
Chapel Hill Property Revenue	0	2,280	0	0	2,280
<b>TOTAL INCOME</b>	<b>0</b>	<b>2,280</b>	<b>0</b>	<b>0</b>	<b>2,280</b>
<b>EXPENSES</b>					<b>(decrease in expense)</b>
Chapel Hill Utilities		2,194	0	0	2,194
Chapel Hill Loan Expense		2,881	0	0	2,881
Chapel Hill Maintenance Expense		3,397	0	0	3,397
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>8,472</b>	<b>0</b>	<b>0</b>	<b>8,472</b>
INCOME YEAR-TO-DATE	0	2,280	0	0	
EXPENSES YEAR-TO-DATE	0	8,472	0	0	
<b>DIFFERENCE</b>	<b>0</b>	<b>(6,193)</b>	<b>0</b>	<b>0</b>	

## Reserves as of 6/30/18

### Designated Accounts for Specific Purposes

Caldwell Campbell for First Presbyterian of Richmond	30,409
Chapel Hill Presbyterian Church	54,561
Church Development/Redevelopment	138,498
Greenway funds interest to be used for Eastern Ky	1,045,667
Harmony Cemetery	6,551
John F White fund to be used for Whites Memorial and indigent ministers	639,027
Mec Lona Davis to be used for Guerrant Memorial	211,991
Nicholasville Redevelopment fund	237,524
Campus Ministry funds held by Foundation	165,309
<b>Total Designated Accounts for Specific Purposes</b>	<b>2,529,537</b>

### Undesignated Accounts

General Fund	213,042
412 Rose Street (Proceeds from Sale of Rose Street Property)	302,191
Chase Operating Account	5,850
<b>Total Accounts Available for Operating and Reserves</b>	<b>521,083</b>

Designated Funds that are in General Accounts	174,419
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<b>Total Undesignated Presbytery Reserves</b>	<b>346,664</b>
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Estimate of Needed Operating Reserves (4 Months of Expenses)	155,333
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**Presbytery of Transylvania  
Treasurer's Report**

**SPECIAL OFFERINGS  
June 30, 2018**

	<b>Amount Received from Churches</b>
<b>GENERAL ASSEMBLY CAUSES</b>	
GA Disaster Assistance	3,126
GA Hunger	3,365
GA Joy Gift	5,179
GA Missionaries/Extra Commitment Opportunities	14,116
GA One Great Hour	20,089
GA Peace & Global Witness	67
GA Pentecost	3,858
GA Theological Education	150
<b>TOTAL GA CAUSES</b>	<b>49,951</b>
<b>SYNOD CAUSES</b>	
SLW Living World Offering	900
SLW Louisville Seminary	2,070
SLW Peace & Global Witness	17
<b>TOTAL SYNOD CAUSES</b>	<b>2,987</b>
<b>PRESBYTERY CAUSES</b>	
Buckhorn Children's Center	4,449
CWS Blankets	1,670
Uspiritus	1,954
Westminster Village	2,625
<b>TOTAL PRESBYTERY CAUSES</b>	<b>10,698</b>
<b>TOTAL SPECIAL OFFERINGS</b>	<b>63,636</b>

### Unified/Per Capita Spreadsheet by Church

CHURCH	LOCATION	# of members for y/e 2016 used to calculate 2018 per capita	2018 Per Capita	Per Capita Received as of 6/30/18	2018 Projected Unified	Unified Received as of 6/30/18
Community Presbyterian Church of Bellefonte	Ashland	36	1,327			
First Presbyterian Church	Ashland	133	4,902			
Normal Presbyterian Church	Ashland	31	1,143	265		
Augusta Presbyterian Church	Augusta	53	1,954			
Sharon Presbyterian Church	Augusta	12	442			
McGuire Mem'l Presbyterian Church	Beattyville	20	737			
White's Mem'l Presbyterian Church	Berea	20	737	806	4,000	4,000
Doermann Mem'l Presbyterian Church	Blackey	29	1,069			
Cow Creek Presbyterian Church	Booneville	37	1,364			
First Presbyterian Church	Booneville	77	2,838			
Buckhorn Lake Area Church	Buckhorn	58	2,138		2,400	800
Highland Presbyterian Church	Canada	21	774			
Carlisle Presbyterian Church	Carlisle	57	2,101		1,050	



### Unified/Per Capita Spreadsheet by Church

CHURCH	LOCATION	# of members for y/e 2016 used to calculate 2018 per capita	2018 Per Capita	Per Capita Received as of 6/30/18	2018 Projected Unified	Unified Received as of 6/30/18
First Presbyterian Church	Catlettsburg	32	1,180			
Cawood Presbyterian Church	Cawood	17	627			
Corbin Presbyterian Church	Corbin	85	3,133	1,832		
Cynthiana Presbyterian Church	Cynthiana	143	5,271			
The Presbyterian Church	Danville	392	14,449	10,836	12,000	10,000
United Presbyterian Church	Ezel	28	1,032			
First Presbyterian Church	Flemingsburg	20	737			
United Presbyterian Church	Frenchburg	18	663			
First Presbyterian Church	Georgetown	152	5,603	2,866		
Bayless Memorial Presbyterian Church	Grayson	28	1,032			
Greenup Presbyterian Church	Greenup	32	1,180			
First Presbyterian Church	Harlan	29	1,069	1,069		
United Presbyterian Church	Harrodsburg	103	3,797	925		

### Unified/Per Capita Spreadsheet by Church

CHURCH	LOCATION	# of members for y/e 2016 used to calculate 2018 per capita	2018 Per Capita	Per Capita Received as of 6/30/18	2018 Projected Unified	Unified Received as of 6/30/18
First Presbyterian Church	Hazard	125	4,608	4,084		
Hull Memorial Presbyterian Church	Hazard	23	848	300		
Anna C. Brush Mem'l Presbyterian Church	Hyden	18	663			
Isom Presbyterian Church	Isom	28	1,032			
Guerrant Memorial Presbyterian Church	Jackson	30	1,106			
First Presbyterian Church	Lancaster	48	1,769	1,769		
First Presbyterian Church	Lawrenceburg	26	958			
Beaumont Presbyterian Church	Lexington	135	4,976	1,233	1,000	850
Bethel Presbyterian Church	Lexington	15	553			
Chapel Hill Presbyterian Church	Lexington	41	1,511	1,526		
Eastminster Presbyterian Church	Lexington	38	1,401	701		
First Presbyterian Church	Lexington	600	22,116	11,058		
Hunter Presbyterian Church	Lexington	187	6,893	2,854	10,000	4,167

### Unified/Per Capita Spreadsheet by Church

CHURCH	LOCATION	# of members for y/e 2016 used to calculate 2018 per capita	2018 Per Capita	Per Capita Received as of 6/30/18	2018 Projected Unified	Unified Received as of 6/30/18
Korean Presbyterian Church	Lexington	63	2,322			
Maxwell Street Presbyterian Church	Lexington	504	18,577	9,750		
Meadowthorpe Presbyterian Church	Lexington	109	4,018	500	5,000	1,250
Mt. Horeb Presbyterian Church	Lexington	70	2,580	900	200	200
Second Presbyterian Church	Lexington	774	28,530	14,265	64,650	32,325
Walnut Hill Presbyterian Church	Lexington	144	5,308			
First Presbyterian Church	London	76	2,801	1,401		
Manchester Presbyterian Church	Manchester	10	369			
Mays Lick Presbyterian Church	Mayslick	4	147			
First Presbyterian Church	Maysville	108	3,981	2,012	2,250	1,500
First Presbyterian Church	Middlesboro	33	1,216			
Midway Presbyterian Church	Midway	62	2,285		6,000	

### Unified/Per Capita Spreadsheet by Church

CHURCH	LOCATION	# of members for y/e 2016 used to calculate 2018 per capita	2018 Per Capita	Per Capita Received as of 6/30/18	2018 Projected Unified	Unified Received as of 6/30/18
First Presbyterian Church	Millersburg	25	922			
Faith Presbyterian Church	Morehead	32	1,180			
First Presbyterian Church	Mt. Sterling	113	4,165	2,083	1,882	796
Nicholasville Presbyterian Church	Nicholasville	35	1,290	211		
Old Paint Lick Presbyterian Church	Paint Lick	17	627			
First Presbyterian Church	Paris	49	1,806	3,619		
Hopewell Presbyterian Church	Paris	5	184			
Perryville Presbyterian Church	Perryville	10	369		200	
First Presbyterian Church	Pikeville	66	2,433			
First Presbyterian Church	Pineville	25	922			
First Presbyterian Church	Prestonsburg	91	3,354	730		
Indian Creek Presbyterian Church	Ricetown	60	2,212			

### Unified/Per Capita Spreadsheet by Church

CHURCH	LOCATION	# of members for y/e 2016 used to calculate 2018 per capita	2018 Per Capita	Per Capita Received as of 6/30/18	2018 Projected Unified	Unified Received as of 6/30/18
First Presbyterian Church	Richmond	274	10,100	4,947	22,500	11,250
New Providence Presbyterian Church	Salvisa	20	737			
Old Springfield Presbyterian Church	Sharpsburg	28	1,032			
First Presbyterian Church	Somerset	176	6,487	4,836		
Pisgah Presbyterian Church	Somerset	26	958			
Stanford Presbyterian Church	Stanford	106	3,907	1,886	500	
First Presbyterian Church	Stanton	99	3,649			
Pisgah Presbyterian Church	Versailles	248	9,141			
Troy Presbyterian Church	Versailles	72	2,654	678	4,892	1,194
Versailles Presbyterian Church	Versailles	262	9,657	4,829		
Washington Presbyterian Church	Washington	5	184			
Graham Memorial Presbyterian Church	Whitesburg	92	3,391	1,695	1,200	600

### Unified/Per Capita Spreadsheet by Church

CHURCH	LOCATION	# of members for y/e 2016 used to calculate 2018 per capita	2018 Per Capita	Per Capita Received as of 6/30/18	2018 Projected Unified	Unified Received as of 6/30/18
Wilmore Presbyterian Church	Wilmore	74	2,728	1,364	1,000	500
First Presbyterian Church	Winchester	159	5,861			
Salem Presbyterian Church	Winchester	26	958	958	900	900
Miscellaneous Receipts					2,500	1,900
GRAND TOTALS		7,129	262,775	98,786	144,124	72,232
Presbytery Portion				58,329	112,417	56,609
Budgeted Amount						
Deficit to presbytery budget						

# Commissioned Lay Pastor Training Program Begins Soon!

**Have you thought about becoming a Commissioned Lay Pastor?** Or maybe you know someone who would be a great lay pastor? A CLP (also called Commissioned Ruling Elder, or CRE) is a person who has been trained and certified by the presbytery to serve a congregation with preaching and worship leadership. Once commissioned to a particular church, the CLP may moderate the session, administer the sacraments, and officiate at weddings.

Each presbytery decides how it will train and commission CLPs. The Coordinating Commission has recently adopted a policy draft about training CLPs.

We are now in the first phase of **recruiting a new group of trainees** for the CLP program. IF YOU ARE INTERESTED, KEEP READING THIS ARTICLE. Next steps appear at the bottom of the page.

- To be eligible to be commissioned for pastoral service, a person must be a **PCUSA ruling elder in good standing** with gifts and graces for pastoral ministry.
- The process begins when a candidate fills out an **application**. The application will be available soon. This application must be endorsed by the session where the ruling elder currently is a member, and must include references from others who know the candidate well.
- The application will be screened by the **Commission on Preparation for Ministry** (CPM) of Transylvania Presbytery. References will be checked and a background check will be performed. If the application is in order, the candidate will then be asked to meet with the CPM for an interview.
- Pending a **positive outcome of the interview**, the candidate will then be enrolled and brought under care of the Commission on Preparation for Ministry. This care will include ongoing encouragement and contact, including psychological testing which will take place during the first year of the program.

- Once training and testing is completed and the CPM approves a candidate for commissioning, the **Pastoral Transitions Commission** (PTC) will work with candidates and sessions in determining when a church can be served by a CLP and which pastoral tasks are included in each commission.

**Candidates will be trained** in areas necessary for pastoral leadership, including introductions to both biblical testaments, preaching, Reformed worship and sacraments, pastoral care, Presbyterian polity, Reformed theology, Christian education, and sexual misconduct prevention. This training will take place over two to three years, at events conducted within the presbytery.

Our **first event** will take place in the **fall of 2018**, at a time and place TBD. Beginning with Friday dinner and ending at Sunday noon, this event will gather a maximum of twelve individuals committed to the CLP program, whose applications and interviews have been successful. (There may be space for others who would like to attend the Saturday educational part of the event.)

This weekend event will **focus on community building and group formation**, along with the first educational **module on preaching**, since many candidates are already preaching regularly or occasionally. If needed, we'll help you find someone to preach for you in your congregation that Sunday so we can end our weekend with worship together.

The **cost** has not yet been determined, but there are two important things for you to know: 1) the presbytery has funds to cover nearly all of the cost of training; 2) candidates and sessions will be asked to express their commitment by assuming a small portion of the cost.

**Interested?** Contact Melissa Bane Sevier at [melissa@mbswriting.com](mailto:melissa@mbswriting.com) or 859-321-3568.