

# **GATHERING OF THE CHURCHES OF BEAVER- BUTLER PRESBYTERY**

**SATURDAY, January 24, 2026**  
**Beginning at 10:00 AM**

In-Person at:

**First Presbyterian Church**

**1301 Indiana Avenue**

**Monaca, PA 15061**

Rev. Dr. Judy Angleberger, Moderator

**9:30 AM Registration and Elder Commissioner Training**

**By the Decision of the Coordinating Team**

**Presbytery Meetings Will No Longer Be on Zoom**

**However, the Memorial Service may be viewed at the following link:**

**<https://us02web.zoom.us/j/83956626185>**

**Meeting ID: 839 5662 6185**

Registration for the meeting is requested though not necessary via

Email ([office@beaverbutler.org](mailto:office@beaverbutler.org)) or Telephone (724-452-7515)

*All new business and requests for items to be removed from the Consent  
Agenda must be to the Stated Clerk's Desk 15 minutes prior  
to the start of the meeting.*

If Childcare is Needed, Please Contact First Church:

724-774-3880



## First Presbyterian Church of Monaca

*Founded 1885*

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### **Directions to:**

First Presbyterian Church Monaca  
1301 Indiana Ave  
Monaca, Pa.

### **From North:**

Follow I-376 East to the Monaca Exit. Turn left onto Route 18 towards Monaca. Route 18 will turn into Pennsylvania Ave. Use the left lane at the red light on 9<sup>th</sup> street and Turn Left onto 9<sup>th</sup> street. proceed straight for 2 blocks and then turn right onto Indiana Avenue. (One Way Street). Go 4 blocks, the church will be on the corner.

### **From South:** (Hopewell, Aliquippa area)

Follow Rt 51 North into Monaca where it becomes Pennsylvania Ave. Go straight. At the first street past the red light. Turn Right onto 13<sup>th</sup> Street. (You can only turn right.) Proceed 3 blocks, the church will be on the corner.

### **From East:** (Ambridge, Freedom area)

Follow Rt 65 North (Ohio River Blvd.) Turn left onto the Monaca-East Rochester Bridge. After 3 Blocks, bear to the right onto Pennsylvania Ave. At the red right use the right-hand lane and go straight for roughly ½ block. Turn right on to 13<sup>th</sup> street. Proceed 3 blocks. The church is on the corner.

### **From Butler County – Zelenople:**

Take Rt 68 West to Rochester. At the roundabout in Rochester, take the 3<sup>rd</sup> right exit onto Rhode Island Avenue. Proceed across the Monaca-Rochester Bridge. After crossing the bridge turn left onto Indiana Avenue (this is the second street from the light at the end of the bridge) – this is a one-way street. There is a sign for the church at the corner. Proceed on Indiana for 4 blocks, the church will be ahead on the left corner.

If needed, there is a handicap ramp located to the left of the main entrance on Indiana Avenue. Once inside there are chair lifts to the Sanctuary and Fellowship Hall Areas and there will be members there to provide help.



## First Presbyterian Church of Monaca

*Founded 1885*

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### **History of the First Presbyterian Church of Monaca**

In 1865, Phillipsburg was a small German village when Presbyterian minister William Taylor came to town to found the Soldiers Orphan School. In a mainly Lutheran town, he helped the three Presbyterian families begin a church of their own.

By 1886, the congregation had 23 members and their first minister, H.F. Earseman.

In 1897, Matthew Rutherford was installed as pastor, and the congregation grew to 80 members.

Even though Phillipsburg changed its name to Monaca in 1892, the church remained The First Presbyterian Church of Phillipsburg until 1925.

During the following years, a Board of Deacons was elected, a manse was built, and in 1932, a new church was erected.

From 1945-1968, the Reverend Raymond Walter was the minister. During his tenure, every detail of the new church was completed and the debt paid.

The years between 1970-2024 saw many improvement projects, such as installing a chair lift, air conditioning Guild Hall, restoring the stained-glass windows, purchasing a new organ, the installation of a fire alarm system, and others.

During this time, under the leadership of Ministers such as Rev. Dennis Brunett, Rev. Beth Wierman, and Rev. Bob Saul, renewed emphasis was placed on various community outreach programs.

On September 21, 2025 the church celebrated its 140<sup>th</sup> anniversary. As the congregation searches for a new minister, it continues to faithfully serve God and their community.

**AGENDA**  
**A GATHERING OF THE CHURCHES OF BEAVER-BUTLER PRESBYTERY**

SATURDAY, January 24, 2026

**Registration 9:30 am**

**Elder Commissioner Training 9:45 am**

**Meeting Begins at 10:00 am**

(In-Person)

**First Presbyterian Church**

1301 Indiana Avenue, Monaca, PA

**Rev. Dr. Judy Angleberger, Moderator**

(Non-interactive Zoom for Memorial Service Only: See Email for Link)

Lunch will be Provided, Cost: \$10.00

**GATHERING**

**PRELUDE**

**PRESBYTERY GREETING**

**OPENING PRAYER**

**\*CALL TO WORSHIP**

Leader: Come and see, come and see!

**People: We come to see for ourselves who this Jesus person is.**

Leader: Come and see, come and see!

**People: We come with open hearts to experience Jesus.**

Leader: Come and see, come and see!

**People: We come to follow Jesus**

Leader: Come and see, come and see!

**People: We come to deepen our relationship with God**

Leader: Come and see, come and see!

**People: We come to see the Messiah!**

**\*HYMN #611**

*"Joyful, Joyful, We Adore Thee"*

**THE WORD READ**

John 1:35-42

**THE WORD SPOKEN**

Rev. Brian Hauser

*"Individual Matter's"*

**SPECIAL MUSIC**

First, Monaca Choir

*"Lord of the Mountains"*

*By Stan Pethel*

**REMEMBERING THE SAINTS**

Rev. Brian Hauser & Elder Joyce Hamilton

**PRAYER**

**\*HYMN #326 vs 1, 3, 5**

*"For All The Saints"*

**WELCOME FROM HOST CHURCH**

First in Mission

Elder Rebecca Humbert

Elder Sandra Reigel

**STATED CLERK REPORT**

Rev. Randall Clow

**WELCOME OF NEW ELDERS AND CORRESPONDING MEMBERS**

**THE GOOD NEWS FROM THE PEWS (Sharing Congregation Joys)**

**COORDINATING TEAM**

Rev. David Byers

**Consent Agenda:**

The Coordinating Team recommends that the Presbytery:

- 1. To form the Roll
- 2. Seat Corresponding Members and grant them voice
- 3. Approval of the Docket
- 4. Receive Coordinating Team Meeting Minutes of November 5, 2025 **Pg. 7-8**
- 5. Receive Presbytery Meeting Minutes of November 18, 2025 **Pg. 9-16**
- 6. Receive Stated Clerk Report of November & December 2025 **Pg. 17**
- 7. Receive Treasurer’s Report Balance Sheet & P&L November 2025 **Pg. 18-19**
- 8. Approve the corrected Minimum Terms of Call (from Ministry & Vocation) **Pg. 20**
- 9. The Ministry and Vocation Committee, having approved Rev. Lee Scott for Installation at Valencia, Valencia requests approval for the Moderator to appoint an Administrative Commission to install Rev. Scott at a time to be determined. **Pg. 21-23**
- 10. Approve the Glade Run, Valencia Gas Lease agreement (recommended by the Finance Committee) **Pg. 24**

**COORDINATING TEAM REPORT**

Rev. David Byers

- A Look Forward: Goals for 2026 **Pg. 25**
- 2<sup>nd</sup> Reading of Bylaws and Manual of Operations **Pg. 26-31**
- Pg. 32-55**
- Pg. 56**

**GREETINGS FROM THE EPISCOPAL DIOCESE OF PITTSBURGH**

The Right Reverend Ketlen Solak, Bishop

**MINISTRY AND VOCATION COMMITTEE**

Elder Denise Hobaugh

- Introduction of Rev. Lee Scott **Pg. 21-23**

**BREAK FOR LUNCH**

**NOMINATING COMMITTEE ELECTIONS**

**Coordinating Team**

Rev. David Byers (Chair) H. Retired 2028

**Ministry & Vocation Committee**

Elder Lynn Byers New Bethlehem, Aliquippa 2027

Elder Tammy Maihle Valencia, Valencia 2028

**Collaboration, Fellowship & Youth**

Elder Tina Hartung Crestview, Callery 2026

**Mission & Compassion Ministry Unit**

Rev. Dr. Judy Angleber (Chair) H. Retired 2028

Elder Marcia Kotak Mt. Chestnut, Butler 2028

**COLLABORATION, FELLOWSHIP & YOUTH**

Honoring Diana Spencer for 16 Years of Service as Presbytery Youth Coordinator

**MISSION & COMPASSION MINISTRY UNIT**

Clinton, Saxonburg Mission Report

**EQUIPPING LEADERS**

Equipping Leaders Administrative Training Event (ELATE)  
Report from APCE

**OLD BUSINESS**

**NEW BUSINESS**

**RESOLUTION OF THANKS TO OUR HOST CHURCH**

**OFFERING**

The Beaver-Butler Presbytery Mission Budget

**PRAYER**

**ADJOURNMENT**

**SONG**

*“Song of Hope”*

**May the God of hope go with us every day,  
filling all our lives with love and joy and peace.  
May the God of justice speed us on our way,  
bringing light and hope to every land and race.  
Praying, let us work for peace;  
singing, share our joy with all;  
working for a world that’s new,  
faithful when we hear Christ’s call.**

**BEAVER-BUTLER PRESBYTERY**

**2026 Presbytery Meetings**

**The Office Will Close Early On These Dates**

- Saturday, January 24 10:00 a.m. (Lunch) First, Monaca
- Tuesday, March 24 6:00 p.m.
- Tuesday, May 26 6:00 p.m. Mt. Chestnut, Butler
- Tuesday, July 28 6:00 p.m. Trinity, Butler  
(co-hosts Butler Area Churches)
- Tuesday, September 22 4:00 p.m. (Dinner) First, Beaver Falls  
(co-host First, New Brighton)
- Tuesday, November 17 6:00 p.m. Clinton, Saxonburg

## MINISTRY & VOCATION COMMITTEE

### *For Information – MVC approved the following:*

1. Approved Co-Chairs for MVC for Denise Hobaugh and Becky Collins.
2. Approved a Covenant part-time contract between Rev. Kerry Dowdy and Friendship, Slippery Rock for 12 months beginning January 1, 2026.
3. Approved contracts between Rev. David Oyler and First, New Brighton and First, Beaver Falls.
4. A 1-year waiver rotation for Elder from The Galilean, New Galilee.
5. A 1-year waiver rotation for Elder from Buffalo, Sarver.
6. Approved the contract between John Porter's and Park, Zelenople and Plains, Cranberry Township.
7. Examined and approved Rev. Lee Scott for membership in the Beaver Butler Presbytery. Approved the Installed Pastoral Call of Rev. Lee Scott to Valencia, Valencia on behalf of and as a commission of the Presbytery and the vote of the Valencia congregation.

**COORDINATING TEAM**  
**BEAVER-BUTLER PRESBYTERY**  
**November 5, 2025**

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The Coordinating Team (CT) held a stated meeting at the Presbytery Center on Wednesday, November 5, 2025.

Present: Andrew Why (Coordinating Team Chair), Dennis Krebs (Presbytery Moderator), Brian Hauser (Presbytery Vice Moderator), Doug Dorsey, Lee Dreyer, Allen Kitchen, Beth Wierman, John Laudenslager, Larry Maley and Merry Meloy.

Ex-Officio: Tom Harmon (Executive Presbyter) and Randall Clow (Stated Clerk)

Excused: Lauren Bosserman, Michele Lagnese, and Lauren Cesnales (ex-officio)

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The Stated Clerk attested to the presence of a quorum and the meeting was called to order by the CT Chair, Andrew Why at 6:30pm. Andrew Why opened the meeting with prayer and a devotion from 1 John 3:1.

**Consent Agenda Approvals and Receipt of Reports:**

1. Approve Coordinating Team Meeting Minutes October 1, 2025
2. Receive the Minutes of Beaver-Butler Presbytery of September 23, 2025
3. Receive the Stated Clerk's Report
4. Receive the Executive Presbyter's Report
5. Receive the Treasurer's Report (P&L and Balance Sheet)

***Motion: To approve the Consent Agenda as presented – PASSED***

**Stated Clerk's Report:**

Randall Clow

Stated Clerk Randall Clow referred CT to his written report.

CT also learned that Andrew Why, Tom Harmon, and Randall Clow met with members of the New Salem Presbyterian Church Session on October 7, 2025 in the church building where they are currently worshipping. This meeting took place in response to a request from New Salem to discuss a recent decision to disallow them to pursue dismissal from the denomination using the dismissal policy (PRT Process). The meeting was cordial with helpful dialogue from all persons. The members of the New Salem Presbyterian Church Session requested CT consider reducing the length of time until they are able to request a new PRT. CT discussed this request and took time for discernment. CT elected not to take any additional action and the five-year moratorium from the previous action remains in effect.

**Executive Presbyter's Report:**

Tom Harmon

Executive Presbyter Tom Harmon referred the Team to his written report.

CT learned that the East Unity Cemetery Association is reviewing the property transfer paperwork for the church building. They should be ready to execute that paperwork soon.

Dr. Harmon also presented a request from Raccoon Presbyterian Church to subdivide and sell a 20.68 acre parcel of the property located at 2859 Patterson Drive, Aliquippa, PA 15001 (Hopewell Township, Beaver County). That parcel is not used for the church's ministry or mission. The purchaser would be the adjoining neighbor, Rose A. Langton, and the sale price is \$100,000. There was discussion over recommending the church to consider retaining mineral rights.

***Motion: Recommend the Presbytery authorize the sale of this parcel. -PASSED***

**Old Business:**

CT reviewed the draft Bylaws and Manual of Operations.

***Motion: To recommend the Presbytery approve the draft Bylaws and Manual of Operations as a first reading. -PASSED***

**New Business:** *None*

**Presbytery Meeting Docket Requests:**

1. Bylaws & Operations Manual – First Reading
2. MVC Policies – Second Reading
3. Forrest Claassen – Visiting
4. Honoring Church and Minister Anniversaries
5. GA Commissioner Elections
6. Nominating Committee Elections
7. Moderator Installation
8. Reports:
  - a. MVC Roll of Ministers
  - b. PJC Roster
  - c. Session Minutes Review
  - d. Representation Report
  - e. Equipping Leaders Report & Docket Request
9. Camping Association requests 10 minutes and a table display

***Motion: To approve the Docket Time requests – PASSED***

***Motion to adjourn – PASSED***

The meeting was closed with prayer at 7:09pm.

In Service to Christ,

Rev. Randall K. Clow  
Stated Clerk

**A GATHERING OF THE CHURCHES OF BEAVER-BUTLER PRESBYTERY**  
**Ohio United Presbyterian Church**  
**November 18, 6:00 PM**

The Beaver-Butler Presbytery held a stated meeting at 6:00 PM on Tuesday, November 18, 2025. The meeting was held at Ohio United Presbyterian Church, Aliquippa, where Rev. James Steiner serves as Transitional Pastor. The meeting was moderated by Presbytery Moderator Elder Dennis Krebs and Vice-Moderator Rev. Brian Hauser.

Vice-Moderator Hauser called the meeting to order at 6:00 PM and affirmed the presence of a quorum with Stated Clerk Rev. Randall Clow. Brian offered a prayer for Executive Presbyter Tom Harmon's family on the recent passing of Tom's mother.

**WELCOME, ORIENTATION, AND OPENING WORSHIP:**

Brian welcomed Minister Members, Elder Commissioners, and visitors.

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**WELCOME FROM THE HOST CHURCH:**

Elder Joe Glatz

Joe welcomed the Presbyters and gave details of the facility, including fellowship location.

**CHURCH MISSION:**

Elder Casey Honess

Casey spoke about Ohio's mission, mainly centered around food. Programs include *Manna*, a weekly lunch served by local churches and organizations; OUPC food cupboard, re-stocked daily; and food backpacks to local children so they have food on weekends. Vacation Bible School (Casey's favorite week) is well known in the community. Each Wednesday morning, almost fifty children are brought to Story Time – the crowd has become so large, they need two sessions!

**WELCOME OF NEW ELDERS:**

New Elder Commissioners were introduced.

The following Corresponding Member was enrolled:

- Rev. Forrest Claassen (The Pittsburgh Presbytery), Executive, Synod of the Trinity

**OPENING PRAYER:**

Moderator Hauser opened the meeting in prayer.

**HYMN:**

“You Servants of God, Your Master Proclaim”

**THE WORD SPOKEN:**

Titus 3:1-8a

Rev. James Steiner

“Bottom Line?”

Using a passage he simply found by accident, Jim spoke about what every Christian might have been before he/she was saved by the generous grace of Christ. As he went through the passage, he noted the various ways Christians demonstrate their saving faith, and emphasized Titus' emphasis on the work of Christ and what it has done for us – *HE SAVED US*.

**SPECIAL MUSIC:**

“Alpha and Omega”

OUPC Choir

Lyrics by Robbie Trice, Arr. Marty Hamby

## **GOOD NEWS FROM THE PEWS:**

Elder Commissioners offered items of good news happening in the churches...

## **STATED CLERK REPORT:**

Rev. Randall Clow

Randall referred the Commissioners to his written report and encouraged churches to host a Presbytery meeting in 2026. Additionally, he presented the details how to handle the “First Reading” and a “Second Reading” of items to be handled later in the meeting.

As required by the *Book of Order* (G-2.0509), he reported the *Renunciation of Jurisdiction* by Minister Member Rev. Jean Smith, who has become a member of another denomination.

## **COORDINATING TEAM:**

Elder Andrew Why

**A. *Consent Agenda:*** The Coordinating Team (CT) recommended the Presbytery:

1. Form the Roll
2. Seat Corresponding Member and grant them voice
3. Approve the Docket
4. Receive the Coordinating Team Minutes, October 1, 2025
5. Receive the Stated Clerk’s Report, September-October 2025
6. Receive the Treasurer’s Report – Balance Sheet & P&L, September 2025
7. Approve the Presbytery Meeting Minutes, September 18, 2025
8. Raccoon, Aliquippa, Sale of Parcel Property

*There was no discussion. The Moderator declared the Consent Agenda passed.*

## **GREETINGS FROM THE SYNOD OF THE TRINITY:**

Synod Executive The Rev. Forrest Claassen

Rev. Claassen introduced himself, the work and the layout of the Synod of the Trinity. Using a slide presentation, he described various projects and endeavors. He spoke about the work among and between various Presbyteries in the Synod.

Synod-wide Dynamics:

- Generational turnover
- Pastoral shortages, Shrinking congregations
- Invisible people

The Synod has moved from sixteen to fifteen presbyteries, including six with new leadership – many are now in transition. Further, there are fewer pastors – many small churches can no longer justify (or afford) a new pastor. Leaders are discussing, “What new (or old!) models of church leadership might work?”

Fit-for-future funds:

- Address our common transitional season
- Find new ways to do ministry
- Rebuild presbyteries for a new time
- Spark possibilities for those who are stuck

The Presbyters were encouraged to come up with new ways of doing things for the future.

Forrest discussed changing National Dynamics:

- Funding challenges
- New structures, new emphases
- World mission

In the remaining time, Rev. Claassen took questions.

**EQUIPPING LEADERS:**

Rev. John Silbert

Rev. Kerry Dowdy promoted the following events:

- A. Encouraging Leaders Annual Training Event (ELATE) – March 15, 2026
- B. Association of Partners in Christian Education Annual Event (APCE) – Wyndam Grand Hotel, January 21-24, 2026

Scholarship funds are available from the Presbytery for APCE. The Ministry Unit has been working with Shenango Presbytery for a Pastors' Retreat in May. The speaker will be Rev. Dr. Craig Barnes, former Pittsburgh Theological Seminary Professor and President of Princeton Seminary. Villa Maria, Pulaski PA

**NOMINATING & REPRESENTATION COMMITTEE:**

Rev. Connie Dunn

- A. Nominations for Election

Connie presented the Slate of Nominees for various positions and offices.

*There were no nominations from the floor.*

*The nominations were closed.*

*The Moderator declared the Slate of Nominations approved.*

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**FELLOWSHIP BREAK**

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*Moderator Dennis Krebs called the Presbyters back to order at 8:00 P.M*

**MISSION AND COMPASSION MINISTRY UNIT (M&C):**

Rev. Dr. Judy Angleberger

M&C has granted \$2,000 for churches for mission trips. Judy noted there are now three Special Offerings, not four:

- Christmas Joy
- World Communion Offering
- One Great Hour of Sharing

Judy spoke about changes in funding Global Ecumenical Partnerships.

**BYLAWS AND OPERATIONS MANUAL – First Reading**

Elder Andrew Why

Andrew moved that the Presbytery receive the First Reading of the Manual.

*There were no comments or questions*

*The Moderator declared the First Reading received.*

**MINISTRY & VOCATION (MVC) POLICY – Second Reading & Vote:** Elder Denise Hobaugh

*The MVC Policy was presented for approval.*

*There were no questions or comments.*

*The Moderator declared the Policy approved, Motion Passed.*

**GENERAL ASSEMBLY COMMISSIONERS ELECTION:** Rev. Dr. Judy Angleberger

The following persons were nominated to serve as Commissioners or Alternates:

**Minister Commissioner:** Rev. Dr. Peter de Vries

**Alternate Minister Commissioner:** Rev. Leigh Benish

**Elder Commissioner:** Elder Mark Finch

**Alternate Elder Commissioner:** Elder Allen Kitchen

**Young Adult Advisory Delegate:** Caroline Clow

**Alternate Young Adult Advisory Delegate:** Kemp Clow

*There were no nominations from the floor.*

*The nominations were closed.*

*The Slate of Commissioners and Alternates was approved.*

**SYNOD COMMISSIONER'S REPORT:**

Rev. Beth Wierman

Beth reported on her attendance at the latest Synod Assembly. She spoke about the recent merger of Lackawanna and Lehigh Presbyteries, to form Mountain Laurel Presbytery. Most prevalent were discussions on financial challenges, overall size of the administrative structure, and future challenges. There is a mood of stability vs. endless decline.

**ADMINISTRATION COMMITTEE:**

Elder Allen Kitchen

The following Church and pastors' anniversaries were recognized:

A. Honoring Church Anniversaries

First Presbyterian Church, Monaca – 140 Years

B. Honoring Minister Anniversaries

Brian Hauser – 10 Years

Jim Swanson, Kirk Erwin, & Vicky Kennedy – 40 Years

Larry Maley – 50 Years

Richard Rowe – 60 Years

Allen took time to honor recent milestones for First, Monaca, and pastors.

**INSTALLATION OF MODERATOR AND VICE-MODERATOR:**

Moderator Elder Dennis Krebs

Dennis led the Installation of Rev. Brian Hauser as Moderator, and Elder Joyce Hamilton as Vice-Moderator. A vigorous round of applause for Brian, Joyce, and especially Dennis was received.

**OLD BUSINESS:** There was no Old Business

**NEW BUSINESS:** There was no New Business

The day's offering was directed to the Presbytery's Mission Budget.

A Resolution of Thanks was offered to the Ohio Church for their hosting.

***Adjournment by Consensus – PASSED***

**ADJOURNMENT AND CLOSING PRAYER:** The meeting was closed in prayer by newly-installed Moderator Hauser at 8:30 PM.

**CLOSING HYMN:** "Blest Be the Tie That Binds"

**Next Meeting: Saturday, January 24, 2026, 10:00 AM (Lunch) – First, Monaca**

Respectfully Submitted,

Rev. James R. Steiner, Assistant Stated Clerk

Rev. Randall K. Clow, Stated Clerk

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**TABLE OF ATTACHMENTS TO MINUTES OF NOVEMBER 18, 2025 PRESBYTERY MEETING:**

- A. Record of Participation, Presbytery Meeting, November 18, 2025
- B. Coordinating Team Minutes, October 1, 2025
- C. Presbytery Meeting Minutes, September 23, 2025
- D. Report of the Stated Clerk, September-October 2025
- E. Report of the Treasurer: Balance Sheet & Profit & Loss, September 2025
- F. Nominating & Representation Committee Slate
- G. MVC Annual Roll Review
- H. Representation by Committee Report

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**Ministry & Vocation – *For Information:***

- Approve MVC Co-Chairs: Elder Denise Hobough and Rev. Becky Collins.
- First Presbyterian Church of Monaca waiver of rotation of one elder for one year.
- Rev. Robert Saul to retire effective October 31, 2025.
- Rev. Jean Smith renounced jurisdiction and moved membership to ECO.
- Approve a Covenant part-time contract between Rev. Kerry Dowdy and Friendship

Presbyterian Church for 12 months beginning January 1, 2026.

- Approve contracts between Rev. David Oyler with First, New Brighton & First, Beaver Falls
- Appoint Rev. James Steiner Transitional Pastor at Ohio, Aliquippa
- Appoint Rev. Bill Mumaw as Moderator Concord, Hooker & North Washington beginning January
- Appoint Rev. Larry Maley, Moderator North Branch, Monaca
- Appoint Rev. Tom Harmon Moderator Vanport, Vanport
- Appoint Rev. Kathy Hortsman Moderator Frankfort, Frankfort Springs
- Caroline Baker (Candidate, Certified to Receive a Call), FPC Duquesne, as Covenant Associate Pastor, starting in August. Ordination service on November 22 at Calvin Church, Zelienople
- MVC Roll of Ministers
- PJC Roster
- Session Minutes Review
- Representation Report

**BEAVER-BUTLER PRESBYTERY**

**2026 Presbytery Meetings**

*Office will close early on these dates*

|                       |                    |   |
|-----------------------|--------------------|---|
| Saturday, January 24  | 10:00 A.M. (Lunch) | First, Monaca                                       |
| Tuesday, March 24     | 6:00 P.M.          |   |
| Tuesday, May 26       | 6:00 P.M.          | Mt. Chestnut, Butler                                |
| Tuesday, July 28      | 6:00 P.M.          | Trinity, Butler (co-hosts Butler area churches)     |
| Tuesday, September 22 | 4:00 P.M. (Dinner) | First, Beaver Falls / First, New Brighton (co-host) |
| Tuesday, November 17  | 6:00 P.M.          |   |

**MINISTERS**

|                           |      |     |
|---------------------------|------|-----|
| Allen, Todd               |      | EXC |
| Allio, Mark               |      | P   |
| Angleberger, Judy A.      | H.R. | P   |
| Angleberger, Kelley       |      | P   |
| Benish, Leigh             |      | P   |
| Benson, James             |      | A   |
| Bittner, Lee              | H.R. | EXC |
| Black, Keith              |      | P   |
| Bosserman, Lauren         |      | A   |
| Brewer, David R.          | H.R. | EXC |
| Burkley, Michael          | H.R. | EXC |
| Byers, David D.           | H.R. | EXC |
| Campbell, James W.        | H.R. | EXC |
| *Casey, Tim               |      | P   |
| *Cline, Charles           |      | P   |
| Clow, Randall             |      | P   |
| Clyde, Tom                | H.R. | EXC |
| Collins, Rebecca          |      | A   |
| Cramer, Stephen           | H.R. | EXC |
| Currie, Susan             | H.R. | EXC |
| Curtis, Jeffrey A.        | H.R. | P   |
| Davis, Mark               | H.R. | EXC |
| de Vries, Peter C.        |      | P   |
| Dorsey, Douglas           |      | EXC |
| Dowdy, Kerry              |      | P   |
| Dreyer, W. Lee            | H.R. | EXC |
| Dunn, Connie              | H.R. | P   |
| Edmundson, Robert         | H.R. | P   |
| Erwin, Kirk               | H.R. | EXC |
| Fowler, Jamie             |      | A   |
| *Frailey, Mark            |      | A   |
| Frierson, Connie          | H.R. | EXC |
| Gear, Jim                 |      | A   |
| Gebhard, Doug             |      | A   |
| Goossen, Robert           | H.R. | P   |
| *Hall, Tammy              |      | A   |
| Hamilton, Monica          | H.R. | EXC |
| Harmon, Tom               |      | EXC |
| *Hartung, Gregg           |      | P   |
| Hauser, Brian             |      | P   |
| Heller, F. Edwin          | H.R. | EXC |
| Hoffman, C. F.            | H.R. | P   |
| Horstman, Katherine A. L. | H.R. | EXC |
| Huffmyer, Deborah E.      | H.R. | EXC |
| Jackson, Bill             | H.R. | EXC |
| Jamieson, William A.      | H.R. | EXC |
| Kennedy, Robert W.        | H.R. | EXC |
| Kennedy, Vicki            | H.R. | EXC |
| Kitchen, Mary             | H.R. | EXC |
| Klein, Richard            | H.R. | EXC |
| Maley, Lawrence           | H.R. | P   |
| *Marquis, Jeff            |      | A   |
| Mathias, Robert V.        | H.R. | EXC |
| *McMeekin, Thomas         |      | EXC |
| Meloy, Merry              |      | EXC |

|                           |      |     |
|---------------------------|------|-----|
| Molnar, Dennis            | H.R. | EXC |
| Mumaw, William            |      | EXC |
| Oyler, David              | H.R. | P   |
| Paul, A. David            |      | P   |
| Porter, John W.           |      | A   |
| Rowe, Richard F.          | H.R. | EXC |
| Roy, Dena                 |      | A   |
| Salyers, James            |      | A   |
| Saul, Robert P.           |      | A   |
| Sawyer, Clark T.          | H.R. | EXC |
| Severance, T. Neil        | H.R. | EXC |
| Shaffer, Andrew C.        |      | A   |
| Shullo, Carmen            |      | P   |
| Silbert, John             |      | P   |
| Sinagra, Jason            |      | A   |
| Smothers, Andrew          |      | P   |
| Snyder, Donald F.         | H.R. | EXC |
| Steiner, Jim              | H.R. | P   |
| Stevwing, Kalyn           |      | A   |
| Stoops, Leland (Terry) R. | H.R. | EXC |
| Swanson, James            | H.R. | EXC |
| Swinsburg, Rob Dale       |      | EXC |
| Taylor, Bonnie            | H.R. | EXC |
| Tuft, John T.             |      | A   |
| Weston, Gary L.           | H.R. | EXC |
| Wiebe, John M.            | H.R. | EXC |
| Wierman, Beth             |      | P   |
| Winship, Michael          | H.R. | EXC |

**ELDERS**

|               |               |  |
|---------------|---------------|--|
| Aliquippa     |               |  |
| New Bethlehem | Kim Williy    |  |
| (2 votes)     | Janet Kessler |  |
| Ohio          | Wendi Rybicki |  |
| (2 votes)     | Joe Glatz     |  |
| Raccoon       |               |  |
| Service       |               |  |
| Ambridge      |               |  |
| One in Christ |               |  |
| Baden         |               |  |
| Concord       |               |  |
| Beaver        |               |  |
| Park          | EXC           |  |
| (2 votes)     | EXC           |  |
| Beaver Falls  |               |  |
| First         | Dave Ross     |  |
| Steffin Hill  | Fran Hupp     |  |
| Covenant      |               |  |
| Faith         | Allen Kitchen |  |
| Butler        |               |  |
| Hill          |               |  |
| (2 votes)     |               |  |
| Mt Chestnut   |               |  |
| (2 votes)     |               |  |
| Saint Andrews |               |  |
| Trinity       |               |  |

Callery  
 Crestview  
 Chicora  
 North Butler  
 Clintonville  
 Union  
 Connoquenessing  
 White Oak Springs  
 Conway  
 Conway  
 Cranberry  
 Cranberry Community  
 (2 votes)  
 Plains  
 Darlington  
 First  
 Mt. Pleasant  
 East Butler  
 East Butler           Bruce C. Campbell  
 Eau Claire  
 Eau Claire  
 Ellwood City  
 North Sewickley  
 (2 votes)  
 Evans City  
 Westminster  
 (2 votes)  
 Frankfort Springs  
 Frankfort  
 Harmony  
 Camp Run  
 Hooker  
 Concord               Denise Hobaugh  
 Mars  
 Mars United  
 Old Union  
 (2 votes)               Marcus Sanata  
 Midland  
 First  
 New Salem  
 Monaca  
 First                   Becky Humbert  
 North Branch  
 New Brighton  
 First  
 Westminster  
 New Galilee  
 The Galilean           Paul Morrison  
 N. Washington  
 N. Washington  
 Parker  
 First  
 Prospect  
 Mt Nebo  
 P. Church Prospect   Mary Fisher

Rochester  
 First Presb.  
 New Sewickley       Jennifer Brown  
 Sarver  
 Buffalo  
 Westminster  
 Saxonburg  
 Clinton               Paula Vaughan  
 Jefferson Center  
 Saxonburg Memorial  
 (2 votes)  
 Shippingport  
 Bethlehem  
 Slippery Rock  
 Center  
 Friendship  
 Highland             Daphne Turner  
 Valencia  
 Glade Run             Marissa Louttit  
 (2 votes)             Eric Rieger  
 Valencia  
 Vanport  
 Vanport               Gary Dotchin  
 (2 votes)             Tom Linko  
 West Sunbury  
 West Sunbury  
 Zelienople  
 Calvin  
 (2 votes)  
 Park

**COORESPONDING MEMBERS**

| <b>Name</b>           | <b>Presbytery/Affiliation</b>            |
|-----------------------|--|
| Rev. Forrest Claassen | Pittsburgh Pres.<br>Synod of the Trinity |

**ELDER MEMBERS WHO ARE:  
 OFFICER, COORDINATING TEAM, OR  
 UNIT CHAIR**

| <b>Name</b>   | <b>Presbytery/Affiliation</b> |
|---------------|-------------------------------|
| Dennis Krebbs | Moderator                     |
| Andrew Why    | CT Chair                      |

**VISITORS**

| <b>Name</b>      | <b>Church</b>             |
|------------------|---------------------------|
| Joyce Hamilton   | Clinton, Saxonburg        |
| Mary Ellen Krebs | The Galilean, New Galilee |
| Casey Honess     | Ohio, Aliquippa           |
| H. L. Faist      | Midland                   |
| Mary Clow        | New Bethlehem, Aliq.      |
| Caroline Clow    | New Bethlehem, Aliq.      |
| Clark Trauterman | Crestview, Callery        |
| Trisha Miller    | Crestview, Callery        |
| Virginia Shirey  | Buffalo, Sarver           |

**STATED CLERK'S REPORT**  
BEAVER-BUTLER PRESBYTERY  
FOR THE MONTHS OF NOVEMBER AND DECEMBER 2025

---

**November 5, 2025**

Attended Presbytery Meeting Planning meeting and CT stated meeting.

**November 18, 2025**

Attended the meeting of the churches of Beaver-Butler Presbytery.

**November 20, 2025**

Registered 227<sup>th</sup> General Assembly Commissioners and YAAD with the Office of the General Assembly.

**November 22, 2025**

Received the minutes of the Commission to Ordain Caroline Baker. Ordination recorded in our Presbytery records and Rev. Baker's dismissal to Pittsburgh Presbytery (the "presbytery of call") is complete.

**December 9, 2025**

Completed Personnel Mid-Year Review.

**December 17, 2025**

Received an update on the East Unity Presbyterian Church property transfer. Filed

**December 18, 2025**

Received Per Capita request from North Washington United Presbyterian Church. Filed

In Service to Christ,

*Rev. Randall K. Clow*

Stated Clerk

**Beaver-Butler Presbytery**  
**Profit & Loss by Class**  
 January through November 2025

|  | Administrative    | Mission          | Restricted       | TOTAL             |
|--|-------------------|------------------|------------------|-------------------|
| <b>Ordinary Income/Expense</b>         |                   |                  |                  |                   |
| <b>Income</b>                          |                   |                  |                  |                   |
| 51102 · Per Capita Apportionment       | 143,384.33        | 0.00             | 0.00             | 143,384.33        |
| 52105 · Rev.Mission Causes-Budget      | 0.00              | 60,362.68        | 0.00             | 60,362.68         |
| 52110 · Rev. Mission Causes-Other      | 0.00              | 464.03           | 0.00             | 464.03            |
| 53112 · Tinker Trust - PNC Bank        | 851.20            | 0.00             | 0.00             | 851.20            |
| 53113 · ESB Checking Interest          | 497.40            | 0.00             | 0.00             | 497.40            |
| 53114 · Northwest Interest             | 44.84             | 0.00             | 0.00             | 44.84             |
| 53816 · Presby. Invest and Loan Income | 5,531.33          | 0.00             | 0.00             | 5,531.33          |
| 53999 · Investment Income Other        | 0.00              | 0.00             | 63,750.70        | 63,750.70         |
| 56110 · Rent Complete Travel           | 6,000.00          | 0.00             | 0.00             | 6,000.00          |
| 56115 · Rent - Tenants                 | 11,925.00         | 0.00             | 0.00             | 11,925.00         |
| 57105 · Miscellaneous Income           | 20,317.27         | 0.00             | 0.00             | 20,317.27         |
| 57106 · Bulk Order Receipts            | 3,556.50          | 0.00             | 0.00             | 3,556.50          |
| <b>Total Income</b>                    | <b>192,107.87</b> | <b>60,826.71</b> | <b>63,750.70</b> | <b>316,685.28</b> |
| <b>Expense</b>                         |                   |                  |                  |                   |
| 71105 · Per Capita Expense GA          | 15,798.15         | 0.00             | 0.00             | 15,798.15         |
| 71110 · Per Capita Expense Synod       | 4,501.40          | 0.00             | 0.00             | 4,501.40          |
| 72105 · Mission Causes Exp- Synod/GA   | 0.00              | 41,292.31        | 0.00             | 41,292.31         |
| 73000 · Salary/Wage/Benefits           | 162,709.87        | 0.00             | 0.00             | 162,709.87        |
| 74000 · Units/Officers                 | 12,577.08         | 2,790.53         | 0.00             | 15,367.61         |
| 75100 · Cost of Space                  | 29,719.25         | 0.00             | 0.00             | 29,719.25         |
| 75200 · Communications                 | 4,881.05          | 0.00             | 0.00             | 4,881.05          |
| 75300 · Furniture and Equipment        | 2,812.69          | 0.00             | 0.00             | 2,812.69          |
| 75400 · Office Expense                 | 6,532.00          | 0.00             | 0.00             | 6,532.00          |
| 75500 · Training and Professional      | 284.16            | 0.00             | 0.00             | 284.16            |
| 75600 · Travel Expense                 | 5,912.68          | 0.00             | 0.00             | 5,912.68          |
| 75700 · Conferences/Meetings           | 874.15            | 0.00             | 0.00             | 874.15            |
| 75900 · Miscellaneous Expense          | 861.59            | 0.00             | 0.00             | 861.59            |
| 75907 · Bulk Order Expenditures        | 1,422.60          | 0.00             | 0.00             | 1,422.60          |
| 75910 · Wash                           | 1,152.79          | 0.00             | 0.00             | 1,152.79          |
| <b>Total Expense</b>                   | <b>250,039.46</b> | <b>44,082.84</b> | <b>0.00</b>      | <b>294,122.30</b> |
| <b>Net Ordinary Income</b>             | <b>-57,931.59</b> | <b>16,743.87</b> | <b>63,750.70</b> | <b>22,562.98</b>  |
| <b>Net Income</b>                      | <b>-57,931.59</b> | <b>16,743.87</b> | <b>63,750.70</b> | <b>22,562.98</b>  |

**Beaver-Butler Presbytery**  
**Balance Sheet**  
 As of November 30, 2025

|   | Nov 30, 25          |
|---|---------------------|
| <b>ASSETS</b>                             |                     |
| Current Assets                            |                     |
| Checking/Savings                          |                     |
| 10000 · Cash                              |                     |
| 10107 · WesBanco                          | 39,651.26           |
| 10108 · Northwest Savings Bank            | 84,624.23           |
| 10109 · Northwest Savings Market Fund     | 50,049.57           |
| 10115 · Petty Cash                        | 153.40              |
| Total 10000 · Cash                        | 174,478.46          |
| 10300 · Investments                       |                     |
| 10511 · Presbyterian Investment & Loan    | 328,665.09          |
| 10513 · Charles Schwab & Co.              | 687,742.49          |
| 10520 · Ecumenical Cooperative            | 1,500.00            |
| Total 10300 · Investments                 | 1,017,907.58        |
| Total Checking/Savings                    | 1,192,386.04        |
| Total Current Assets                      | 1,192,386.04        |
| <b>TOTAL ASSETS</b>                       | <b>1,192,386.04</b> |
| <b>LIABILITIES &amp; EQUITY</b>           |                     |
| Equity                                    |                     |
| 29000 · Restricted Funds                  |                     |
| 29100 · Temporarily Restricted            |                     |
| 29105 · Peacemaking Fund                  | 2,902.57            |
| 29125 · New Church Development Fund       |                     |
| 29126 · Closed Churches Fund (Fund A)     | 478,272.25          |
| 29127 · Departed Churches Fund (Fund B)   | 542,074.85          |
| Total 29125 · New Church Development Fund | 1,020,347.10        |
| 29140 · Support of Candidates Fund        | 876.70              |
| 29145 · Leadership Training Fund          | 20,000.00           |
| 29160 · NWV Seed Grant                    | 7,467.05            |
| 29165 · Champ Education Fund              | 8,415.39            |
| Total 29100 · Temporarily Restricted      | 1,060,008.81        |
| 29200 · Permanently Restricted            |                     |
| 29205 · Endowment Fund                    | 2,575.09            |
| 29210 · Lyndora Scholarship Fund          | 20,003.58           |
| Total 29200 · Permanently Restricted      | 22,578.67           |
| Total 29000 · Restricted Funds            | 1,082,587.48        |
| 39000 · Retained Earnings                 | 91,668.84           |
| Net Income                                | 18,129.72           |
| Total Equity                              | 1,192,386.04        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>     | <b>1,192,386.04</b> |

Dear Pastors and Church Leaders,

It was brought to my attention that we reported an incorrect minimum terms of call number at the September Presbytery Meeting, however, the intended numbers were provided in the annual terms of call information which was mailed and Emailed to each congregation.

The Ministry and Vocation Committee action should have read:

**The Ministry and Vocation Committee recommends the minimum terms of call for pastoral calls, Certified Christian Educators, and Certified Associate Christian Educators of \$66,049.22 (\$47,467.40 with Manse) and a recommended but not required 2.5% cost-of-living increase for 2026, acknowledging changes to the Board of Pensions.** The amounts voted on were \$67,700.45 (\$48,854.09 with manse) reflecting a 2.5% increase.

MVC did not intend to increase the minimum terms of call for 2026, only recommend, not require the 2.5% cost-of-living increase based on inflation. The amount set seeks to help congregations supporting pastors on the Transitional Pastors Plan as they navigate the changes to the Board of Pensions.

The Book of Order requires the Presbytery to set a minimum terms of call. However, this number is not intended to be the maximum amount the pastor should be compensated. Evaluating compensation is best done in conversation between the pastor, personnel committee and session in consideration of the needs of the pastor and the congregation.

We apologize for any confusion and wanted to reach out to you as soon as we identified the issue. MVC will request approval of the corrected amount at our January Presbytery Meeting.

Don't hesitate to contact our office if you have any additional questions.

In Christ's Service,

Rev. Dr. Tom Harmon

Executive Presbyter

**MVC Report to Beaver-Butler Presbytery as a Commission to  
Examine a Pastor for an Installed Position.**

Using the procedures in “On examining ordained Ministers of the Word and Sacrament (Teaching Elders/Pastors) for membership in Beaver-Butler Presbytery.” (Approved November 2023) The Ministry and Vocation Committee examined and approved The Rev. Lee Scott to become the installed pastor at Valencia Presbyterian Church on behalf of Beaver-Butler Presbytery.

**Actions of MVC:**

Having received a report from the “Meet and Greet” team on November 4, 2025, the MVC provided an examination by the full MVC on behalf of the Presbytery on December 1, 2025: MVC received the prospective pastor’s PDP, Statement of Faith, and Terms of Call in agreement with Session and PNC before its meeting.

MVC’s discussion with the prospective pastor included, but was not limited to, the following questions:

What events or persons have significantly affected your ministry?

What theological truths have emerged as critical to your practice of ministry?

What experiences have challenged or affirmed your ministry?

How do the sacraments influence your practice of ministry?

What part does Scripture play in your ministry’s practice, presentation, and application?

How has the fellowship of the presbytery body helped in your ministry?

With what or how can the Beaver-Butler Presbytery help you in the practice of your ministry?

Having sustained the examination, the MVC passed the following motion:

**Motion: The Ministry and Vocation Committee, acting as a commission of the Presbytery, approved a motion, if the way be clear, the call of the Rev. Lee Scott to the Valencia Presbyterian Church to receive Rev. Scott as a member of Beaver-Butler Presbytery, approve the terms of call as presented, and request the moderator of the Presbytery to appoint an Administrative Commission to install Rev. Scott at a time to be determined. The effective date is February 1, 2026. - PASSED**

### **Actions of Valencia Presbyterian Church:**

The Valencia Presbyterian Church approved Rev. Scott as their Installed pastor on December 14, 2025 with service to begin on February 1, 2026.

### **Terms of Call – Rev. Lee Scott**

Salary \$41,600; Housing Allowance \$28,400, SECA \$5,355, BOP \$30,100, Study Leave two weeks study leave with \$1,200 allowance, Vacation 5 weeks, 12 weeks family medical leave, mileage reimbursement at IRS Rate up to \$2,500, Sabbatical Leave allowed in the 5<sup>th</sup> year for a period of 3 months.

### **Installation Request to the Presbytery:**

The Ministry and Vocation Committee, having approved Rev. Lee Scott for Installation at Valencia, Valencia requests approval for the Moderator to appoint an Administrative Commission to install Rev. Scott at a time to be determined. (Consent Agenda)

### **Background for Rev. Scott:**

**09-01-2003 – 05-15-2007** Bachelor of Arts in History, minors in Philosophy and Religion - Westminster College (PA)

**09-01-2007 – 06-01-2011** Master of Divinity - Pittsburgh Theological Seminary

**10-24-2015** Ordained by Pittsburg Presbytery

**12-12-2011 - Present** Director of Staff Services Coalition for Christian Outreach (CCO) Pittsburgh, PA

**01-01-2017 - Present** Parish Associate The Open Door Presbyterian Church

### **Statement of Faith – Rev. Lee Scott**

I believe in one God, the Father Almighty who is the Creator and Redeemer, the Lord; eternal. I believe we are called into a relationship with God and that we know God through the three persons of the trinity, Father, Son, and Holy Spirit. I believe that Jesus Christ is the Son of God and that he dwelt among us in the flesh, fully God and fully human. He was born of the virgin, Mary, lived and performed acts attested to by scripture, was crucified, died, raised and is the ascended Lord.

Through the death, resurrection, and ascension of Jesus, we have been reconciled back to God by the atoning work of Jesus. We are identified as followers of Jesus through our baptism in which we died and are raised to new life in God; an outward sign of inward grace. I believe that God is living and active among us today through the person and work of the Holy Spirit and that we can perceive the work of God as the Spirit gives us the ability to do. I believe in two sacraments, communion and baptism and that in communion we are invited into a deeper relationship with God and that the common elements of bread and cup mysteriously and symbolically represent the nourishment we gain from the body and blood of Jesus Christ.

I believe in one holy catholic and apostolic church and that the role of the church is to confess the good news of the gospel bearing witness to the Holy Spirit's work in the world restoring, reconciling, and healing. The church serves as the confessing witness to the common good of the Kingdom of God. I believe that the Scriptures are holy and are the inspired word of God fit for preaching and teaching and spiritual development. I believe in the promise of eternal life through our union with Jesus and that his bodily resurrection foreshadows the one promised to us. I believe that God is reconciling all of creation back to God through the continuing work of the Holy Spirit and that Jesus will come again in glory as promised by the Scriptures.

December 1, 2025

Glade Run Church  
1091 Pittsburgh Road  
Valencia Pa. 16059

Beaver-Butler Presbytery  
134 S Main Street Rear  
Zelienople, PA 16063

Dear Beaver-Butler Presbytery Coordinating Team,

Approximately 2 months ago, Glade Run Church was contacted by a Range Resources representative to sign a Non-Surface Occupancy Lease. Our pastor, Andy Smothers, told us that we needed to contact the Presbytery on the correct process of signing a lease to our property. I talked with Tom Harmon about the leasing process, and he forwarded a packet by email with questions that needed reviewed and answered for the Coordinating Team to start the leasing process. That information is enclosed.

Range Resources has offered Glade Run Church \$2,500.00 an acre and 18% royalties. The sign-up money would be received approximately 90 days after signing the contract. All the properties around the church have already signed a lease from Range Resources. If we do not sign the lease, the gas would likely be extracted anyway.

We discussed the lease at our session meeting and had a unanimous vote to proceed with the lease.

If you have any questions about the lease, please contact Walter Dawson Jr. @ 724-321-1924.

Respectfully Submitted,

Walter Dawson Jr.  
*Chair of Buildings and Grounds and a member of the Session at Glade Run Church*

**Beaver-Butler Presbytery is a covenant community of churches that supports, nurtures, and helps grow disciples in the way of Christ.**  
**2026 Goals**

| 2026 Goals:  |   | Committee           | Actions Implemented   | Done |
|--|---|---------------------|---|------|
| <b>A. Increase engagement in the local church and Presbytery</b> |   |                     |   |      |
| A.1  | Develop a plan for modernized office practices to provide future agility                      | LC                  | Plan in the design phase and exploring resources                      |      |
| A.2  | Apply for Synod's Fit for the Future Grant to support goal A.2.                               | LC                  | Application started   |      |
| A.3  | Continue to connect LC with ministry units and committees through bimonthly liaison contact   | LC                  | Liaison list established  |      |
| A.4  | Create updated Personnel Manual   | Personnel           | Meeting Feb 12  |      |
| A.6  | Complete a new Presbytery website using our new mission statement and logo.                   | Staff               | Extra work time allocated to Communications Coordinator, Theme chosen |      |
| <b>B. Strengthen relationships between congregations.</b>        |   |                     |   |      |
| B.1  | Host two 'new' Covenant Connection Gatherings among a close group of churches.                | CFY                 | Meeting Feb 1   |      |
| B.2  | Host two continued Covenant Gatherings among the churches that made connections.              | CFY                 | Meeting Feb 1   |      |
| B.3  | Host a pastor fellowship luncheon.  | CFY                 | Meeting Feb 1   |      |
| B.4  | Host a Presbytery-wide fellowship event.  | CFY                 | Meeting Feb 1   |      |
| B.5  | Host a Presbytery-wide youth event.   | CFY                 | Meeting Feb 1   |      |
| B.6  | Host an expanded training event with Common Ground USA to include ecumenical partners.        | MCM                 | Meeting Feb 2   |      |
| B.7  | Matthew 25: Create or share one story about teaching mission to children with the Presbytery. | MCM                 | Meeting Feb 2   |      |
| B.8  | Increase the number of mission grants to congregations and individuals.                       | MCM                 | Meeting Feb 2   |      |
| B.9  | Host a Peacemaking Speaker for the September Presbytery Meeting.                              | MCM                 | Meeting Feb 2   |      |
| <b>C. Equip leaders who empower ministry.</b>                    |   |                     |   |      |
| C.1  | Host an annual leadership event to equip church leaders with best practices.                  | EL                  | Sessions in planning, communication pending, caterer chosen           |      |
| C.2  | Continue connection with Shenango Presbytery with a joint pastor's retreat.                   | EL                  | Grant established, planning in conversation                           |      |
| C.3  | Provide scholarship support to APCE and Wee Kirk.   | EL                  | APCE Grant Established  |      |
| C.4  | Provide two additional training opportunities.  | EL                  | Meeting Feb 22  |      |
| C.5  | Implement a video resource to support future planning for building and cemetery stewardship.  | Property Task Force | Video in production, Final Editing, Meeting Feb 11 or 25              |      |
| C.6  | Provide financial and risk education resources through at least three learning opportunities. | Finance             | Meeting Feb 12  |      |

Chairs: Finance - Scott Meiser, Personnel - Randy Bieber, Rep. & Nom. - Connie Dunn, MVC - Denise Hobaugh/Becky Collins, CFY - Mark Allio, EL - John Silbert, MCM - Judy Angleberger, Building - Tom Marlowe  
 LC Liaisons: Finance - Doug Dorsey, Personnel - Brian Hauser, Rep. & Nom. - Merry Meloy, MVC - Ron McKissick, CFY - Judy Lipscsak, EL - Lauren Bosserman, MCM - Beth Wierman, Building - John Laudenslager

PART I

BYLAWS

Adopted XXXX, 2025

I. NAME, BOUNDARY, CORPORATION, and PROCEDURES

**Name.** The name of this organization shall be Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.) and the Synod of the Trinity, hereinafter referred to as the Presbytery or Corporation.

**Corporation.** The Presbytery is incorporated under the laws of the Commonwealth of Pennsylvania as Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.). This organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Boundary.** The geographic district of the Presbytery of Beaver-Butler consists of Beaver and Butler Counties, all in the Commonwealth of Pennsylvania. The Union Presbyterian Church of Clintonville in Venango County, which is in the geographic district of the Presbytery of Lake Erie, and the First Presbyterian Church of Parker in Armstrong County, which is in the geographic district of the Presbytery of Kiskiminetas, are also member congregations.

**Governance and Procedures.** The Presbytery shall be governed by the Constitution of the Presbyterian Church (U.S.A.) and its Bylaws and Manual of Administrative Operations. The Bylaws and Manual of Administrative Operations shall not supersede the Constitution. Procedures for all meetings shall be determined by Robert's Rules of Order, *Newly Revised*, unless special procedures are adopted by the body by a majority vote of those present and voting.

**Amendments.** The Bylaws of the Presbytery may be amended at any meeting of the Presbytery by a two-thirds vote of the commissioners present and voting, provided notice of such a proposed change has been given at the previous, stated, or special meeting. The Bylaws may be suspended at any stated meeting of the Presbytery for that meeting by a two-thirds vote of the commissioners present. The Manual of Administrative Operations may be amended at any stated meeting of the Presbytery by a majority vote of the commissioners present, and voting, provided that notice of the proposed change has been presented in writing at a previous meeting. Changes related to spelling mistakes, layout, ordering, typographical errors, or incorrect grammar are not considered amendments. These Bylaws supersede all previous manuals and Bylaws of the Beaver-Butler Presbytery.

**Mission Statement**

43    The mission of Beaver-Butler Presbytery is to be a covenant community of churches that  
44    supports, nurtures, and grows disciples in the way of Christ.

45  
46

47        **II. MEMBERSHIP**

48

49    **Officers.** The officers of the Presbytery shall be the Moderator, Vice Moderator, Stated  
50    Clerk, and Treasurer.

51

52    **Moderator.** The Moderator shall typically be elected at the fourth quarter meeting of  
53    Presbytery for a term of one year, beginning to serve upon installation at the first stated  
54    meeting of the following year. The Moderator shall perform all the duties and  
55    responsibilities of a moderator as outlined in the Constitution of the Presbyterian Church  
56    (U.S.A.) and such other duties and responsibilities as determined by the Manual of  
57    Administrative Operations.

58

59    **Vice Moderator.** The Vice Moderator shall normally be elected at the fourth quarter  
60    meeting of the Presbytery for a term of one year, beginning to serve upon installation at the  
61    first stated meeting of the following year. The Vice Moderator shall act for the Moderator  
62    upon request or in the Moderator's place should the Moderator be unable to act.

63

64    **Stated Clerk.** The Stated Clerk shall normally be elected at the fourth quarter meeting of  
65    the Presbytery or upon a vacancy in the office. The term shall be three (3) years upon  
66    installation. The Stated Clerk shall perform all the duties and responsibilities of a stated  
67    clerk as outlined in the Constitution of the Presbyterian Church (U.S.A.) and such other  
68    duties and responsibilities as determined by the Manual of Administrative Operations.

69

70    **Treasurer.** The Treasurer shall normally be elected at the fourth quarter meeting of the  
71    Presbytery or upon a vacancy in the office. The term shall be three (3) years upon  
72    installation. The Treasurer shall have custody of all funds and other valuable papers and  
73    shall provide a monthly report of receipts and expenditures to the Stated Clerk and  
74    Presbytery Leadership Council, designated Presbytery staff person.

75

76    **Members.**

77    Minister of Word and Sacrament. Every Minister of Word and Sacrament on the official roll  
78    of Beaver-Butler Presbytery shall be a minister member of the Presbytery guided by the  
79    criteria for membership outlined in the Constitution and Manual of Administrative  
80    Operations.

81

82    Ruling Elder Commissioners. Presbyterian Churches (PCUSA) within the boundary of the  
83    Presbytery shall be represented by one (1) Ruling Elder commissioned by the session.

84

85    Churches may have additional Ruling Elder commissioners as specified in the Manual of  
86    Administrative Operations. If a Ruling Elder is elected an officer of the Presbytery, they

87 shall be a member for the length of service in office, whether or not commissioned by his  
88 or her session. Additional Ruling Elders may be commissioned to the Presbytery in  
89 accordance with the Manual of Administrative Operations to sustain parity of Ministers of  
90 Word and Sacrament and Ruling Elders.

91

### 92 III. STAFF

93

94 The Presbytery shall have the power to employ such staff and personnel as needed to fulfill  
95 its mission in accordance with the Constitution of the Presbyterian Church (U.S.A.). The  
96 Manual of Administrative Operations will define the purpose of each staff position, method  
97 of nomination and election or hire, terms of position, jurisdiction of the position, and  
98 responsibilities.

99

### 100 IV. MEETINGS

101

102 **Stated Meetings.** The Presbytery shall meet in stated meetings as necessary to  
103 accomplish its mission and comply with the Constitution of the PC(U.S.A.). Such meetings  
104 will be established by action of the body as a whole.

105

106 **Special Meetings.** Special meetings and called meetings of the Presbytery shall be in  
107 accordance with the Constitution's *Book of Order* and the Presbytery Manual of  
108 Administrative Operations.

109

110 **Minutes.** The Stated Clerk shall distribute Minutes of Presbytery meetings to all members  
111 of the Presbytery and clerks of sessions.

112

113 **Electronic Meetings.** The Presbytery, as well as all Standing Ecclesiastical Commissions  
114 and Presbytery Committees of these Bylaws, may conduct meetings electronically when  
115 *Robert's Rules of Order* is applied, whereby "the meetings provide, at a minimum,  
116 conditions of opportunity for simultaneous aural communication among all participating  
117 members equivalent to those of a meeting held in one room or area."<sup>1</sup>

118

### 119 Quorum

120 A quorum of the Presbytery shall be any three minister members and the elder members  
121 present, provided that elders represent at least three churches.

122

123

### 124 V. STANDING PRESBYTERY COMMITTEES

125

126 **Members of Standing Committees** shall be elected directly by the Presbytery in  
127 accordance with the Constitution, the Bylaws, and the Manual of Administrative  
128 Operations.

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<sup>1</sup> RONR (11th ed. p 97, 124-27).

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**The Standing Presbytery Committees are:** The Leadership Council; The Ministry and Vocation Committee, and The Representation and Nominating Committee. The Leadership Council may create additional committees, ministry units, and task forces to best fulfill the mission of Beaver-Butler Presbytery.

**Powers of Committees.** The responsibilities and powers of these standing committees are defined in the Constitution and the Presbytery’s Manual of Administrative Operations.

## VI. PRESBYTERY TRUSTEES

The Presbytery Trustees are the Leadership Council incorporated under the laws of the Commonwealth of Pennsylvania through the incorporation articles of the Presbytery. The Presbytery Trustees shall act and serve following the Constitution of the Presbyterian Church (U.S.A.), these Bylaws, the Presbytery Manual of Administrative Operations, and the laws of the Commonwealth of Pennsylvania.

**Members.** The Presbytery Trustees shall be composed as detailed within the Presbytery Manual of Administrative Operations, which shall include the following understandings:

The Leadership Council moderator serves as President of the Trustees; the current Moderator of the Presbytery is the Vice President; the Stated Clerk is the Corporate Secretary; and the Presbytery Treasurer is the Corporate Treasurer.

The Stated Clerk as Corporate Secretary and the Presbytery Treasurer as Corporate Treasurer shall be members of the Presbytery Trustees by office and serve with a vote.

Designated staff shall serve the Trustees *ex officio and without a vote*.

Terms of office are defined in the Manual of Administrative Operations.

The Trustees may appoint a Presbytery Attorney. The Presbytery Attorney shall serve as legal counsel to the Presbytery about matters related to Presbytery property and the relation of the Presbytery and its activities to civil law. The Presbytery Attorney shall receive such retainer as may be provided annually in the Presbytery budget, upon recommendation by the Trustees.

**Meetings.** The Presbytery Trustees shall meet at least annually, or in a special meeting when called by its moderator, or at the request of two (2) members of the commission, or when ordered by the Presbytery.

**Delegated Powers.** The Board of Trustees shall be responsible for the following, on behalf of the Presbytery, with all actions being reported to the Presbytery at its stated meetings:

173 Buy, receive, hold, encumber, sell, transfer, and convey real and personal property of  
174 the Presbytery on behalf of the Presbytery.

175  
176 Receive and review requests for the sale, mortgage, lease, or purchase of property and  
177 make a recommendation to the Presbytery for action, as all congregational property is  
178 held in trust for the Presbyterian Church (U.S.A.), regardless of whether this is stated in  
179 the title documents.

180  
181 Provide oversight to all legacies and bequests of all monies and property, real and  
182 personal, that may be given, granted, devised, or bequeathed to Presbytery and shall  
183 use, manage, and convey the same under the review and direction of the Presbytery.

184  
185 Borrow money and issue notes, bonds, debentures, and other evidences of  
186 indebtedness, and mortgage, pledge, and hypothecate real and personal property as  
187 security for repayment of obligations of particular congregations, organizations related  
188 to the Presbytery, and of the Presbytery itself.

189  
190 Maintain a list of, and periodically review, the agreements with related organizations  
191 and recommend to the Presbytery their renewal, amendment, or discontinuance.

192  
193 Oversee investment and reinvestment of operating and other non-endowed funds held  
194 by the Presbytery.

195  
196 Review and recommend comprehensive insurance programs for the Presbytery and for  
197 congregations within its bounds.

198  
199 Assure that the financial books and records of the Presbytery are audited or reviewed  
200 annually.

201  
202 Conduct or oversee all legal and corporate affairs of the Corporation, which shall  
203 include implementing Presbytery legal and corporate matters in cooperation with and  
204 support of the program and strategy decisions made by the presbytery, commissions,  
205 or other committees.

206  
207 Manage the legal affairs of the Corporation and execute documents which are  
208 necessary or desirable to fulfill the requirements of civil law in respect to the  
209 Corporation, exercising all authority allowed directors of a nonprofit corporation under  
210 Pennsylvania law.

211  
212 Authorize and empower the Leadership Council moderator (Corporate President) and  
213 Stated Clerk (Corporate Secretary), in the name of the Presbytery, to execute  
214 appropriate documents in accordance with the actions of the Presbytery. If either the  
215 Leadership Council moderator (Corporate President) or the Stated Clerk (Corporate  
216 Secretary) is not available to execute the documents, the Current Moderator of the

217 Presbytery (Corporate Vice-President) or authorized staff member may be empowered  
218 to act.  
219

220 **The Presbytery Trustees are the legal representatives of the Presbytery.** Any member of  
221 Presbytery, congregation, or Presbytery entity which is being sued or is considering a  
222 lawsuit, and the suit mentions or contains matters which might implicate or involve the  
223 Presbyterian Church (U.S.A.) or any of its entities or bodies, shall immediately notify the  
224 Stated Clerk, who shall then upon receipt of such report immediately notify the Leadership  
225 Council (Board of Trustees), legal counsel and insurance representative.  
226

227 The Trustees may act on legal issues on behalf of the Presbytery, especially those which  
228 require immediate action or action taken before the next stated Presbytery. If there is a  
229 reasonable time to respond to a legal issue or notice, the Trustees shall call a special  
230 Presbytery meeting to seek direction and approval if the action involves receiving, holding,  
231 encumbering, managing, transferring, disposing of, or conveying property, real or personal,  
232 owned by or held in trust for the Presbytery.  
233

234 **Indemnification.** The Corporation shall indemnify each trustee and officer of the  
235 Corporation against expenses reasonably incurred in connection with any action, suit, or  
236 proceeding to which the trustee or officer may be made a party by reason of being or having  
237 been a trustee or officer of the Corporation (whether or not he or she continues to be a  
238 trustee or officer at the time of incurring such expenses), except in relation to matters as to  
239 which he or she shall finally be adjudged in such action, suit, or proceeding to be  
240 personally liable. The foregoing right of indemnification shall not be exclusive of other  
241 rights to which any trustee or officer may be entitled as a matter of law.  
242  
243  
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PART II

MANUAL OF ADMINISTRATIVE OPERATION

ADOPTED XXXX, 2026

TABLE OF CONTENTS

**CONTENTS**

|   |   |
|---|---|
| PREAMBLE .....  | 5 |
| CHAPTER 1: CORE VALUES AND VISION.....                      | 5 |
| CHAPTER 2: PRESBYTERY MEETINGS.....                         | 5 |
| <b>A.</b> Purpose.....                                      | 5 |
| <b>B.</b> Voting Members .....                              | 5 |
| <b>C.</b> Non-Voting Members.....                           | 6 |
| <b>D.</b> Quorum .....                                      | 6 |
| <b>E.</b> Stated Meetings .....                             | 6 |
| <b>F.</b> Special Meetings .....                            | 6 |
| <b>G.</b> Agenda and Meeting Papers.....                    | 6 |
| <b>H.</b> Parliamentary Authority .....                     | 7 |
| <b>I.</b> Voting 7  |   |
| CHAPTER 3: ENROLLMENT OF MINISTERS.....                     | 7 |
| <b>A.</b> Candidates for Ordination.....                    | 7 |
| <b>B.</b> Ordained Ministers .....                          | 7 |
| CHAPTER 4: ATTENDANCE AT MEETINGS.....                      | 7 |
| <b>A.</b> Ministers.....                                    | 7 |
| <b>B.</b> Excused Absences .....                            | 7 |
| <b>C.</b> Retired Ministers .....                           | 7 |
| CHAPTER 5: ELECTION OF LEADERSHIP AND REPRESENTATIVES ..... | 7 |
| <b>A.</b> Agencies .....                                    | 8 |
| <b>B.</b> Nominations .....                                 | 8 |
| <b>C.</b> Term Length and Limits .....                      | 8 |
| <b>D.</b> Agency Classes.....                               | 8 |

|   |  |    |
|---|--|----|
| E.  | Agency Officers .....                                    | 8  |
| F.  | Service Limits .....                                     | 8  |
| G.  | Absences .....   | 8  |
| H.  | Vacancy.....   | 8  |
| CHAPTER 6: ECCLESIASTICAL OFFICERS .....                          |  | 9  |
| A.  | Officer Requirements.....                                | 9  |
| B.  | Moderator and Vice-Moderator .....                       | 9  |
| C.  | Stated Clerk .....                                       | 10 |
| CHAPTER 7: THE CORPORATION AND CORPORATE OFFICERS.....            |  | 10 |
| A.  | Incorporation .....                                      | 10 |
| B.  | Title to Property .....                                  | 10 |
| C.  | Members and Officers .....                               | 10 |
| CHAPTER 8: PRESBYTERY STAFF .....                                 |  | 11 |
| CHAPTER 9: STANDING ADMINISTRATIVE COMMISSIONS & COMMITTEES ..... |  | 11 |
| A.  | Commissions and Committees in General.....               | 11 |
| B.  | Delegation of Presbytery Authority.....                  | 12 |
| CHAPTER 10: LEADERSHIP COUNCIL (COUNCIL).....                     |  | 12 |
| A.  | Responsibilities: .....                                  | 12 |
| B.  | Representatives .....                                    | 13 |
| C.  | Delegation of Council's Duties and Responsibilities..... | 13 |
| D.  | Members .....  | 13 |
| E.  | Election and Terms of At-Large Members .....             | 14 |
| F.  | Presbytery Budget.....                                   | 14 |
| CHAPTER 11: MINISTRY AND VOCATION COMMITTEE (MVC).....            |  | 14 |
| A.  | Responsibilities .....                                   | 14 |
| B.  | Members .....  | 16 |
| C.  | Election and Terms of Members .....                      | 16 |
| CHAPTER 12: PERMANENT JUDICIAL COMMISSION.....                    |  | 16 |
| A.  | Authority .....  | 16 |
| B.  | Members .....  | 16 |
| C.  | Roster.....  | 17 |

|           |   |    |
|-----------|---|----|
| <b>D.</b> | Meetings.....   | 17 |
| <b>E.</b> | Quorum .....  | 17 |
| <b>F.</b> | Activation of the Permanent Judicial Commission .....             | 17 |
| <b>G.</b> | Exclusions from Participation.....                                | 17 |
| <b>H.</b> | Presbytery Moderator or Stated Clerk as Parties.....              | 17 |
| <b>I.</b> | Permanent Judicial Commission Orientation .....                   | 18 |
| <b>J.</b> | Disciplinary Investigating Committee .....                        | 18 |
| <b>K.</b> | Special Committee of Reviewers and Effect on Quorum .....         | 18 |
| <b>L.</b> | Inability to Attain a Quorum.....                                 | 18 |
| <b>M.</b> | Expenses .....  | 18 |
|           | <b>CHAPTER 13: REPRESENTATION AND NOMINATING COMMITTEE.</b> ..... | 18 |
| <b>A.</b> | Responsibilities. ....  | 19 |
| <b>B.</b> | Members. ....   | 19 |
| <b>C.</b> | Terms. ....   | 19 |
|           | <b>CHAPTER 14: COMMITTEES OF THE LEADERSHIP COUNCIL</b> .....     | 19 |
| <b>A.</b> | Personnel Committee. ....   | 19 |
| <b>B.</b> | Finance Committee. ....   | 20 |
| <b>C.</b> | Collaboration, Fellowship, and Youth Ministry Unit. ....          | 21 |
| <b>D.</b> | Equipping Leaders Ministry Unit. ....                             | 21 |
| <b>E.</b> | Mission and Compassion Ministry Unit. ....                        | 21 |
| <b>F.</b> | Presbytery Center Building Committee. ....                        | 21 |
|           | <b>CHAPTER 15: ADDITIONAL ADMINISTRATIVE COMMISSIONS</b> .....    | 21 |
| <b>A.</b> | Composition. ....   | 22 |
| <b>B.</b> | Election or Appointment.....                                      | 22 |
| <b>C.</b> | Quorum .....  | 22 |
| <b>D.</b> | Presbytery-Delegated Authority .....                              | 22 |
| <b>E.</b> | Commission Records .....  | 22 |
| <b>F.</b> | Commission Actions .....  | 23 |
| <b>G.</b> | Commission Decisions .....  | 23 |
| <b>H.</b> | Additional Duties .....   | 23 |
| <b>I.</b> | Notice and Opportunity to be Heard .....                          | 23 |

**J.** Termination.....23

CHAPTER 16: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY.....23

**A.** Nomination and Election.....23

**B.** Reporting.....23

CHAPTER 17: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATIONS.....23

**A.** Amendments .....23

**B.** Suspension .....23

DRAFT

## PREAMBLE

Per the Constitution of the Presbyterian Church (U.S.A.), hereafter Constitution (G-3.0106):

Mission determines the forms and structures needed for the church to do its work. Administration is the process by which a council implements its decisions. Administration enables the church to give an effective witness in the world to God's new creation in Jesus Christ and strengthens the church's witness to the mission of the triune God.

Councils higher than the session may provide examples of policies and procedures that may be gathered into advisory handbooks. These examples illuminate practices the Constitution requires but leaves to councils for specific implementation. Such handbooks may also offer information that enhances or secures the ministry of the particular council.

Each council shall develop a manual of administrative operations that specifies the form and guides the work of the mission within that council.

This Manual is the constitutionally required ecclesiastical document. The Bylaws of the Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.), Inc., is the corporate governing document. The Bylaws and the Manual of Administrative Operations shall be used together and shall not supersede the Constitution.

The Constitution is referred to in parentheses and begins with a letter (F-Foundations, G-Government, W-Worship, or D-Discipline) followed by section numbers.

## CHAPTER 1: CORE VALUES AND VISION

Beaver-Butler Presbytery is a Covenant Community of Churches that supports, nurtures, and helps grow disciples in the Way of Christ.

We will do this through:

Increasing engagement in the local church and the Presbytery

Strengthening relationships between congregations, and

Equipping leaders who empower ministry

## CHAPTER 2: PRESBYTERY MEETINGS

- A. Purpose.** When the Presbytery gathers to govern, conduct business, and deliberate through its Ministers of Word and Sacrament and its Ruling Elder Commissioners, it is known as the Presbytery.
- B. Voting Members.** People with the right to vote (collectively "Voting Participants") at Presbytery meetings shall include the following:
  - (1) All Ministers of the Word and Sacrament on the official rolls of the Presbytery ("Ministers");
  - (2) Ruling Elders commissioned by their sessions;
  - (3) Ruling Elders serving as officers, members of the Leadership Council of the Presbytery, and Ministry Unit Chairpersons;

(4) Others as determined by the Presbytery in a given year, to ensure parity between Ruling Elders and Ministers (G-3.0301).

- c. Non-Voting Members.** Ministers and Ruling Elders in good standing in other councils of the Presbyterian Church (USA) governing bodies of this church who are present at any meeting of the Presbytery may be invited to sit as corresponding members, with voice but without vote. The Presbytery may invite Ministers of other presbyteries who are laboring within its bounds to sit as corresponding members with voice but without vote for the period of their service.
- d. Quorum.** A quorum shall consist of any three minister members of the Presbytery and three Ruling Elders commissioned by sessions of at least three different congregations (a minimum of three congregations must be represented), meeting in regular or special session as defined in the Constitution of the Presbyterian Church (U.S.A.).
- e. Stated Meetings.** A minimum of six stated meetings shall be regularly scheduled. The Presbytery may add regular meetings to this schedule with due notice (at least two weeks) and without amending this Manual of Administrative Operations. Notice may be given by mail and/or electronically. In place of Presbytery action, the Leadership Council shall determine the time and location of each meeting. The Presbytery may adjourn a stated or special meeting to a specific time and place.
- f. Special Meetings.** The Moderator shall call a special meeting of the Presbytery at the request of, or with the concurrence of, two Ministers not serving the same congregation and two Ruling Elders, the Ruling Elders being of different congregations (a minimum of two congregations must be represented).

Should the Moderator be unable to act, the Vice-Moderator, under the same conditions, shall issue the call; should both the Moderator and Vice-Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call.

If the Moderator, Vice-Moderator, and Stated Clerk cannot act, any three Ministers not serving the same congregation and three Ruling Elders, who are of different congregations, may call a special meeting.

The Synod may direct the Presbytery to convene a special meeting for any designated business transaction.

Notice of a special meeting shall be sent not less than seven days in advance to each minister and the session of every congregation. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted. Notice may be given by mail and/or electronically.

- g. Agenda and Meeting Papers.** All reports and recommendations shall usually [PREAMBLE](#) be presented to the Presbytery in writing through the Leadership Council and contained within the “meeting packet” when materials are made available by mail and/or electronically.

The agenda and reports to the Presbytery will be made available at the Leadership Council's direction through the Presbytery's Moderator at least one week before the Presbytery meeting.

Agenda requests shall usually be communicated to the Leadership Council no later than three weeks before the Presbytery meeting.

- H. Parliamentary Authority.** Meetings of the Presbytery shall be conducted following the most recent edition of *Robert's Rules of Order*, with the following exception: action items that are not expected to generate discussion may be assigned to a Consent Agenda by the Leadership Council for consideration in one action by majority vote, and any item may be removed from the Consent Agenda for separate consideration upon the request of a single Voting Participant.
- I. Voting.** Votes may be cast only by Voting Participants who are present.

## CHAPTER 3: ENROLLMENT OF MINISTERS

Ministers of Word and Sacrament and approved clergy from other denominations shall be received into membership as follows:

- A. Candidates for Ordination.** Candidates for ordination as Ministers under the care of this or any other presbytery of the Presbyterian Church (U.S.A.) shall be enrolled upon their ordination by this Presbytery.
- B. Ordained Ministers.** Ordained Ministers shall be received into membership upon examination and approval of the Ministry and Vocation Committee (MVC) acting as an Administrative Commission of the Presbytery. The Presbytery grants MVC commissioning ability to: 1) approve ordained pastors for membership in Beaver-Butler Presbytery; 2) provide for the installation of a pastor in connection with a congregation or validated ministry; 3) approve Terms of Call, and 4) ask for the creation of an installing Administrative Commission on behalf of the Presbytery (Presbytery approval 11/14/23).

## CHAPTER 4: ATTENDANCE AT MEETINGS

- A. Ministers.** Every minister member of the Presbytery is responsible for attending all Presbytery meetings. Attendance may be considered when a minister's membership is under review in accordance with G-2.0503.
- B. Excused Absences.** Voting Participants, both Ruling Elders and Ministers, who are unable to attend a stated meeting of the Presbytery are required to request an excused absence, presented to the Stated Clerk. Unexcused absences will be noted in the minutes of the Presbytery meeting.
- C. Retired Ministers.** Those minister members enrolled as Retired shall be required to attend only when serving a church by appointment of the Presbytery and shall be stated as Honorably Retired unless designated by the Presbytery.

## CHAPTER 5: ELECTION OF LEADERSHIP AND REPRESENTATIVES

The Presbyterian Church (U.S.A.) is governed by councils composed of presbyters elected by the people. Beaver-Butler Presbytery, as a council of the Church, is responsible for implementing the Church's commitment to inclusiveness and participation as stated in the Book of Order.

- A. Agencies.** The Presbytery may designate such committees, commissions, task forces, and other structures as it deems necessary and helpful for the accomplishment of the mission of the church (G-3.0109) (collectively its “agencies”). Members of commissions shall be Ministers or Ruling Elders. Deacons and active church members may be elected to other agencies of the Presbytery that are not commissions of the Presbytery.
- B. Nominations.** The Representation and Nominating Committee shall present to the Presbytery nominations for the Leadership Council and the Presbytery’s agencies, except that the Leadership Council shall nominate task forces of the Council. Nominees shall normally be presented for election at the Presbytery’s last meeting of the year and installed (or commissioned) at that time.
- C. Term Length and Limits.** With the exception of Moderator, Vice-Moderator, Permanent Judicial Commission members, and administrative staff, terms of service shall be for three years, and nominees may be elected to full or partial terms. Terms may be renewed upon approval of the Presbytery but shall not exceed six consecutive years on a particular agency, except that the Stated Clerk and the Treasurer shall not be subject to term limits. Following two full terms (six years consecutively), individuals may not be re-elected until one year has elapsed unless otherwise provided by the Presbytery bylaws, this Manual of Administrative Operations, and/or the Constitution. The Presbytery, upon written request and by majority vote of the Presbytery, may waive this limitation on terms.
- D. Agency Classes.** Membership of all Presbytery agencies shall be divided into three classes as equal as possible, one of which shall be elected each year, with exceptions noted in the bylaws, this Manual of Administrative Operations, and/or the Constitution.
- E. Agency Officers.** Each Presbytery agency, unless otherwise noted in the bylaws or this Manual of Administrative Operations, shall elect from its members a moderator and/or co-moderators, vice-moderator, and clerk. If an agency fails to elect a moderator, the Council shall appoint a moderator until the agency can elect the required leaders. The moderator serves for one year and may serve no longer than six consecutive years. Agencies with additional officers, such as a co-moderator, vice-moderator, and clerk, also serve for one year and may serve for no longer than six consecutive years.
- F. Service Limits.** No member of the Presbytery or its congregations shall normally serve in more than two Presbytery agencies concurrently, except for members serving on the Permanent Judicial Commission and/or the Leadership Council.
- G. Absences.** If a member of any Presbytery agency is absent without excuse from three consecutive meetings or from fifty percent (50%) or more of the meetings in a given year, the agency moderator may declare the position vacant.
- H. Vacancy.** In consultation with the Nominating Committee, the Moderator of the Presbytery may fill a vacancy on any Presbytery agency by appointment. The Moderator of the Presbytery shall report the appointment at the next Presbytery meeting.

## CHAPTER 6: ECCLESIASTICAL OFFICERS

**A. Officer Requirements.** The ecclesiastical officers of the Presbytery shall be a Moderator, Vice-Moderator, and Stated Clerk. All ecclesiastical officers must be members of the PC (U.S.A) and ordained as either Ministers of Word and Sacrament or Ruling Elders.

**B. Moderator and Vice-Moderator.**

(1) Nomination and Term. At any given time, one ruling elder and one minister member of the Presbytery shall hold the offices of Moderator and Vice-Moderator. The positions held by Ruling Elders and minister members shall alternate from year to year.

The Representation and Nominating Committee shall nominate an eligible ruling elder and a minister member of the Presbytery for the positions of Moderator and Vice-Moderator, normally to be elected and installed by the Presbytery at the last meeting of the year, and taking office upon installation.

The term of office shall be one year but shall continue until the installation of the successor. The Moderator and Vice-Moderator shall be ineligible to succeed themselves in the same position after serving a full term in either position.

(2) Moderator Duties. The duties of the Moderator shall be to:

- a. Preside over the meetings of the Presbytery;
- b. Set the agenda of regularly scheduled Presbytery meetings in consultation with agency moderators, the Stated Clerk, and, as needed, Presbytery staff
- c. Appoint members of temporary and special commissions authorized by the Presbytery;
- d. Appoint Ministers or Ruling Elders to Presbytery agency vacancies in consultation with the Nominating Committee;
- e. Be an active and voting member of the Leadership Council while Moderator;
- f. Preside, or designate someone to preside, over the ordinations and installations of Ministers and the commissioning of Ruling Elders to pastoral service, as well as the dissolution of pastoral relationships; and
- g. Preside, or designate someone to preside, at the commissioning of fellowship, new worshiping communities, alternative ministries, the chartering of new churches, and at the dissolution of churches and validated ministries.

(3) Vice-Moderator Duties. The duties of the Vice-Moderator shall be to:

- a. Discharge the duties of the Moderator when requested by the Moderator or when the Moderator cannot be present; and
- b. Be an active and voting member of the Leadership Council.

**c. Stated Clerk.**

- (1) Nomination, Election, and Term. The Nominating Committee shall nominate an eligible ruling elder or a minister member of the Presbytery for the position of Stated Clerk. The Presbytery shall elect the Stated Clerk for a term of three years. The Stated Clerk may be reelected without a break in service. The Stated Clerk is not subject to term limits.
- (2) Policies Related to Stated Clerk. The Personnel Policies contain the calling, form of accountability, method of annual review, job description, etc., of the Stated Clerk.
- (3) Absence of Stated Clerk. In the absence of the Stated Clerk, the Assistant Stated Clerk shall fulfill the duties of the Stated Clerk. If unavailable, the Presbytery shall elect a Stated Clerk *pro tempore*, who shall function as elected until the Stated Clerk is available.
- (4) Assistant Stated Clerk. The Presbytery may elect an Assistant Stated Clerk to assist the Stated Clerk administratively, who shall be directly accountable to and supervised by the Stated Clerk. The terms, form of accountability, method of annual review, job description, etc., of the positions are contained in the Personnel Policies.

## CHAPTER 7: THE CORPORATION AND CORPORATE OFFICERS

- A. Incorporation.** As outlined in the bylaws, the Presbytery shall be incorporated under the Commonwealth of Pennsylvania as Beaver-Butler Presbytery of the Presbyterian Church (U.S.A).
- B. Title to Property.** The Presbytery shall hold title to all legacies and bequests of all monies and properties, real and personal, of every nature that may be given, granted, devised, or bequeathed to the said corporation, including that of any congregations of the Presbytery that have been dissolved.
- c. Members and Officers.** The Presbytery Leadership Council shall be composed in accordance with the Manual of Administrative Operations. The Leadership Council shall serve as the corporation's Board of Trustees and shall have officers who also serve as the corporation's officers.
  - (1) Corporate President (Leadership Council Moderator). From its membership, the Leadership Council elects a Council Moderator, who serves as Corporate President and serves with voice and vote.
  - (2) Corporate Vice-President (Presbytery Moderator). The Presbytery Moderator is a member of the Leadership Council and serves with voice and vote. The Corporate Vice-President position is filled by the Presbytery Moderator, elected by the Presbytery. From its membership, the Leadership Council, as the corporation, elects the Presbytery Moderator to serve as Council Vice-Moderator, who serves as Corporate Vice-President and serves with voice and vote.
  - (3) Corporate Secretary (Stated Clerk). The Presbytery elects a Stated Clerk, who serves as Corporate Secretary. As Corporate Secretary, the Stated Clerk is a member of the Leadership Council by office and serves with voice and vote.
  - (4) Corporate Treasurer. The Treasurer is an Officer of the Corporation, nominated by the Leadership Council, serving as Board of Trustees, and elected and commissioned to service by the

Presbytery. The Treasurer has voice and votes as an Officer of the Corporation on the Board of Trustees in finance matters, as such matters come before the Leadership Council, and voice without a vote in the Presbytery concerning finance matters. The term of office shall be three years. The Treasurer may be reelected and is not subject to term limits.

The Personnel Policies contain the call, form of accountability, method of annual review, job description, etc., of the Treasurer.

## CHAPTER 8: PRESBYTERY STAFF

The Presbytery, through its Council, may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity (F-1.0403). The Leadership Council may, in consultation with the next higher council, share staff as required by the mission of the body (see G-3.0110).

The executive, administrative, and other staff positions, the calling, the form of accountability, the method of annual review, the job description, etc., of the positions are contained in Personnel Policies.

Staff members, if Ruling Elders or Ministers, may be enrolled as members of the Presbytery, with voice and vote, by vote of the body.

## CHAPTER 9: STANDING ADMINISTRATIVE COMMISSIONS & COMMITTEES

### A. Commissions and Committees in General.

- (1) **Commissions.** Commissions are empowered to consider and conclude matters referred to by the Presbytery (G-3.0109). The Presbytery shall elect members of each commission, which is accountable to the Presbytery.
- (2) **Committees.** The Presbytery's committees shall study and recommend action or carry out decisions already made by the Presbytery or a commission of the Presbytery. Members of each committee shall be elected by the Presbytery and are accountable to a Presbytery Commission, except the Committee on Representation Nomination, which reports directly to the Presbytery.
- (3) **Meetings.** The Presbytery's commissions and committees will meet at least quarterly unless otherwise specified in their descriptions.

Commissions and committees may meet electronically or telephonically, following *Robert's Rules*. Any decision made electronically, such as by email, between stated meetings, must be ratified by the commission or committee at its next stated meeting.

- (4) **Quorum.** A quorum for any commission or committee shall be a majority of its members.
- (5) **Ex officio members.** Designated staff shall serve as *ex officio* members of Presbytery commissions and committees. Per *Robert's Rules of Order*, they are members of the bodies by office or staff position. They have voice, unless noted otherwise within the bylaws or this Manual of Administrative Operations.

The Stated Clerk, a resource to all commissions and committees (judicial, administrative, or ecclesiastical), may meet with these commissions and committees *ex officio*; however, unless otherwise noted in the bylaws or this Manual of Administrative Operations, the Stated Clerk does not have a vote on commissions and committees.

- B. Delegation of Presbytery Authority.** The Presbytery has delegated to the standing administrative commissions, per the Constitution, the responsibilities to ensure that the Word of God may be truly preached and heard, that the Sacraments may be rightly administered and received and that the covenant community of disciples of Christ may be nurtured.

The above responsibilities have been distributed to the following administrative commissions:

- (1) Leadership Council in its role as Trustees of the Presbytery
- (2) Ministry and Vocation Committee (MVC) in examining for membership previously ordained pastors on behalf of the Presbytery.
- (3) Permanent Judicial Commission (PJC).

## CHAPTER 10: LEADERSHIP COUNCIL (COUNCIL)

The Leadership Council is a standing committee to which the Presbytery has delegated authority. It shall be composed of persons with differing ministry skills, commitments, and calls to lead the Presbytery in implementing its vision and coordinating its efforts to fulfill its constitutional and communal purposes. The Council will work collaboratively with all parts of the Presbytery structure and is accountable to the Presbytery.

### A. Responsibilities:

- (1) Initiate or respond to requests to plan and implement Presbytery-sponsored programming;
- (2) Maintain responsibility for support, review, and recommendations regarding personnel;
- (3) Serve as the link between the Presbytery and other governing bodies and institutions, including ecumenical and interfaith relationships;
- (4) Develop, nurture, maintain covenants for, and, as appropriate, offer funding for relationships with partnership institutions, and ecumenical mission agencies;
- (5) Evaluate the needs and functions of the Presbytery;
- (6) Guide the Presbytery's vision of identifying, developing, and supporting a diverse group of spiritual leaders;
- (7) Engage the Presbytery in visionary and expansive evangelism opportunities such as, but not limited to, New Worshiping Communities;
- (8) Act on behalf of the Presbytery, as may be helpful from time to time, to appoint representatives from the Presbytery to serve until the Presbytery may elect them to respond to immediate needs, such as disciplinary matters, or appointments to other church bodies, Synod or General Assembly;

- (9) Prepare and recommend to the Presbytery a regular system of priority setting and response to new and emerging needs;
- (10) Communicate and coordinate regularly with all parts of the organization in consultation with Presbytery staff, Presbytery and Council moderators, commission moderators, and others as may be identified;
- (11) Maintain policies to guide congregations considering closure, dismissal, merger, or assimilation and work alongside those congregations and related administrative commissions in those processes;
- (12) Serve as trustees of Beaver-Butler Presbytery of the Presbyterian Church (U.S.A.), including formulating the Presbytery's budget, as a recommendation to the Presbytery for deliberation and adoption;
- (13) Submit a financial statement of all matters committed to it and report its proceedings to the Presbytery for review and audit at its first meeting of the year and at other times upon request of the Presbytery.
- (14) Delegate matters to other agencies when that is determined to be appropriate.
- (15) Create each Presbytery meeting docket. Receive reports from all Presbytery agencies and include items requiring Presbytery action on the Presbytery meeting docket.

- b. Representatives.** The Leadership Council also has been delegated the authority to elect representatives to the decision-making bodies of such organizations and institutions as the Presbytery seeks to be responsive to within its geographical bounds, which have mission priorities consistent with those of the Presbytery, and as the Presbytery is able and is called upon to do so. Any elected representatives shall report to the Council at least annually.
- c. Delegation of Council's Duties and Responsibilities.** The Leadership Council may delegate to Council committees, working groups, or task forces of its own creation with duties and responsibilities related to the authority delegated to it by the Presbytery. However, the Council may not delegate any decision-making that the Presbytery has delegated to it as a commission (see G-3.0109, as well as 1995 GA and various GAPJC on delegation of authority). Committees, task forces, and working groups shall study and recommend action or carry out decisions already made by the Council. They shall make a full report to the Council, and their recommendations shall require action by the Council. As the Presbytery is able and is called upon to do so, its Council will elect representatives to the decision-making bodies of such organizations and institutions. Any elected representatives shall report at least annually to the Leadership Council.
- d. Members.** The Leadership Council shall consist of twelve people, which includes the Presbytery Moderator and Vice-Moderator. Ten additional members will be at-large members who do not serve as members on other standing commissions or committees of the Presbytery. The Stated Clerk shall serve on the Council *ex officio* and shall have voice. When the Council is acting as the Board of Trustees of the Corporation, the Stated Clerk, as Corporate Secretary, has a voice and vote. When the Council is acting as the Board of Trustees of the Corporation, the Treasurer has a voice and vote in finance matters. Designated staff shall serve on the Council *ex officio* with voice but no vote.

- e. **Election and Terms of At-Large Members.** Nominations, elections, terms and term limits of at-large members shall be per Chapter 6 of this Manual of Administrative Operations.
- f. **Presbytery Budget.** Annually, the Council, with its Finance Committee, will lead the standing committees and commissions of the Presbytery in formulating the Presbytery's budget as a recommendation to the Presbytery for deliberation and adoption. The budget must be balanced (operating income equal to operating expenditure).

## CHAPTER 11: MINISTRY AND VOCATION COMMITTEE (MVC)

The purpose of the Ministry and Vocation Committee is to discern and evaluate the calls of inquirers, candidates, and pastors, thereby assisting congregations in fostering healthy relationships with their pastoral leaders.

- a. **Responsibilities.** The following responsibilities are delegated to the Ministry and Vocation Committee:
  - (1) To follow the policies, procedures, and resources outlined in the Ministry and Vocation Manual.
  - (2) The Ministry and Vocation Committee has been delegated the authority of the Presbytery to examine previously ordained Ministers and pastors for installation as pastor in a congregation and membership in the Presbytery. Actions of this Commission shall be taken at the duly constituted MVC meetings and reported to the next stated meeting of the Presbytery.
  - (3) Provide for the care of congregations through their sessions by:
    - a. Support and equip pastor nominating committees through the process of calling an installed pastor.
    - b. Review and approve contracts for Covenant Pastor relationships on behalf of the Presbytery.
    - c. Appoint moderators to sessions of churches when pastoral support is unavailable;
    - d. Approve applications to be on the pulpit supply list;
    - e. Grant waivers under G-2.0404 concerning terms of service of deacons and Ruling Elders;
    - f. Offer leadership opportunities to equip the mission of the congregation in support of congregational health.
    - g. Exercise discretion in determining when to take action on information concerning difficulties within a congregation and/or pastoral relations;
    - h. Take the initiative to mediate, reconcile, and act to correct difficulties if requested to do so by the parties concerned or granted by the Presbytery;
    - i. Appeal to the Presbytery when necessary to create a special Administrative Commission to work with particular congregations and/or ministers/commissioned pastors;
    - j. Confer with sessions and congregations that afford procedural safeguards, as in cases of process, following the procedures outlined in Church Discipline from the Book of Order;

- (4) Provide for the care of Ministers as members of the Presbytery by:
- a. Welcome, orient, and support Ministers who are new to the Presbytery;
  - b. Oversee the counsel, support, and accountability of each minister, ruling elder commissioned to pastoral service, and certified Christian educator, and report to the Presbytery annually the type of work in which each is engaged;
  - c. Make recommendations to the Presbytery annually regarding compensation minimums and benefits standards;
  - d. Advise Ministers of support programs for psychological, emotional, spiritual, and vocational health;
  - e. Provide care and support for Ministers retired from service;
  - f. Annually assess and approve validated ministries outside of a congregation;
  - g. Grant permission to labor within or outside the bounds of the Presbytery;
  - h. Examine and approve retired Ministers who are seeking membership into this Presbytery, and request the Stated Clerk to place their names on the appropriately validated rolls of Presbytery;
  - i. Maintain and implement the Presbytery's ethical standards policy;
- (5) Oversee and provide counsel for inquirers and candidates in the exploration of ordered ministry as Ministers of the Word and Sacrament, as well as Ruling Elders seeking to be commissioned to pastoral service.
- a. Orient the session and pastor(s) of the applicant's home congregation to the expectations and requirements of the ordination process;
  - b. Interview and approve applicants for enrollment as Inquirers, as well as approve training and process for ruling elders seeking to be commissioned to pastoral service;
  - c. Confirm when inquirers, candidates, and ruling elders under care have met educational and assessment requirements;
  - d. Assign liaisons to serve as guides and mentors to each inquirer, candidate, and ruling elder under care and to meet annually to discuss the discernment process and assess the next steps in the process;
  - e. Recommend inquirers to be examined by the Presbytery for candidacy;
  - f. Examine candidates and determine Certified Ready to Receive a Call status and assist with developing the Personal Discernment Profile;
  - g. Support ruling elders in the initial stages of becoming a commissioned pastor, oversee their training, and, upon completion of training, make a recommendation to the Presbytery on their readiness to be commissioned;

- b. Members.** The MVC shall consist of no more than fifteen and no fewer than five members, Ruling Elders, and Ministers in approximately equal numbers.
- c. Election and Terms of Members.** Nominations, elections, terms, and term limits of members shall be per Chapter 6 of this Manual of Administrative Operations.

## CHAPTER 12: PERMANENT JUDICIAL COMMISSION

- A. Authority.** In accordance with the Constitution of the Presbyterian Church (U.S.A.) *Rules of Church Discipline*: The Presbytery has a standing judicial commission, known as the Permanent Judicial Commission (PJC), which conducts trials and appeals related to remedial and disciplinary processes. In the cases transmitted to it, the Permanent Judicial Commission shall have only the powers prescribed by the Constitution of the Presbyterian Church (U.S.A.) and shall conduct its proceedings accordingly.
- B. Members.** The Presbytery shall elect a Permanent Judicial Commission from the Ministers of the Word and Sacrament and Ruling Elders subject to its jurisdiction.
  - (1) Composition.** The Permanent Judicial Commission shall be composed of Ministers of the Word and Sacrament and Ruling Elders in numbers as nearly equal as possible, nominated per Chapter 6 of this Manual of Administrative Operations (G-3.0111) and in conformity to the church's commitment to unity in diversity (F-1.0403). The Permanent Judicial Commission shall be composed of no fewer than nine members, with no more than one of its ruling elder members from any one of its constituent congregations.
  - (2) Classes.** The Permanent Judicial Commission shall be arranged in three classes of six years each, with each class as equal as possible in size and with one class completing its term every two years.
  - (3) Moderator and Clerk.** For each case before it, the Permanent Judicial Commission shall meet and elect a moderator and a clerk from its members.
  - (4) Vacancies.** Vacancies on the Permanent Judicial Commission due to resignation, death, or any other cause shall be filled by election by the Presbytery. The Presbytery may elect a person to fill an unexpired term at any meeting.
  - (5) Eligibility.** Eligibility for service on the Permanent Judicial Commission is subject to the following additional conditions:
    - a.** In filling vacancies for unexpired terms, a member who has served more than half a term is considered to have served a full term and is ineligible for immediate re-election.
    - b.** No person who has served on a PJC for a full term shall be eligible for reelection until two years have elapsed after the expiration of the six-year term.
    - c.** No person shall serve on more than one PJC term simultaneously.
    - d.** The moderator, stated clerk, or any member of the staff of a council or the staff of any of its entities shall not serve on its PJC.

- e. Continuing membership on a presbytery PJC is dependent on membership in a congregation of the presbytery or in the presbytery.
- c. **Roster.** The Stated Clerk shall keep a current roster of PJC members whose terms have expired within the past six years. The names shall be arranged alphabetically within classes, beginning with the most recent class. The stated clerk shall report the roster annually to the council or councils.
- d. **Meetings.** The meetings of the Permanent Judicial Commission shall be held at such times and places as the electing council or councils shall direct or, by a call to meet by the Stated Clerk, or if no directions are given, at such times and places as the Permanent Judicial Commission shall determine.
- e. **Quorum.** The quorum of the Permanent Judicial Commission shall be a majority of its members, except that the quorum of the Permanent Judicial Commission in a disciplinary case shall be a majority of the membership other than those currently serving members assigned responsibilities under D-3.0102. In no instance shall the quorum be fewer than five members.
- f. **Activation of the Permanent Judicial Commission.** The commission and its investigative committee(s) shall be activated when the Stated Clerk receives in writing a signed complaint, allegation, or reference, as described in the Rules of Church Discipline. Whenever a permanent judicial commission is required to meet for a hearing or trial, the Stated Clerk shall recruit a sufficient number of additional members by rotation from the roster of former members to ensure that a quorum will not be lost during the course of the proceeding.
- g. **Exclusions from Participation.** When a congregation is a party to a case, members of the Permanent Judicial Commission who are members of that congregation or persons in permanent or temporary pastoral relationships with that congregation shall not participate in the case in any way.  
  
Members designated under D-3.0102 (see Ch. 11. K, below) shall not otherwise participate in the case.
- h. **Presbytery Moderator or Stated Clerk as Parties.**
  - (1) If the Presbytery Moderator is named as a party to a complaint, allegation, or reference, the Presbytery Vice-Moderator shall assume the office of Presbytery Moderator, including the roles and responsibilities under the Rules of Church Discipline and this Chapter of the Manual of Administrative Operations, until the complaint, allegation, or reference is adjudicated correctly under the Rules of Church Discipline.
  - (2) If the Stated Clerk is named as a party to a complaint, allegation, or reference, the Leadership Council shall appoint a Stated Clerk *pro tempore* to assume the roles and responsibilities under the Rules of Church Discipline and this Chapter of the Manual of Administrative Operations until the complaint, allegation, or reference is adjudicated correctly under the Rules of Church Discipline.

- (3) If the Presbytery Moderator or Stated Clerk is named as a party in a complaint, allegation, or reference, the Permanent Judicial Commission may decide to refer the matter to the Synod for adjudication under the Rules of Church Discipline.
- I. Permanent Judicial Commission Orientation.** Once the activated Permanent Judicial Commission is convened with a quorum (a simple majority of members) and has elected its moderator and clerk, the Stated Clerk shall orient all members to the Rules of Church Discipline and present the complaint, allegation, or reference from a session for due process under the Rules.
- J. Disciplinary Investigating Committee.** Under the Disciplinary process of the Rules of Church Discipline, the Presbytery Moderator, in consultation with the Stated Clerk, shall appoint three members in accordance with D-7.06 in the Book of Order.
- K. Special Committee of Reviewers and Effect on Quorum.**
- (1) Purpose. The moderator of the Permanent Judicial Commission shall designate a special committee of three persons to review any petition for review of the procedures of the investigating committee while the investigation in a disciplinary case is in process (D-7.11), to review any petition for review of the decision not to file charges (D-7.1402), and to determine the need for administrative leave (D-7.0902).
  - (2) Composition. The special committee shall consist of at least one current member of the Permanent Judicial Commission. It may include up to two former members from the list of former Permanent Judicial Commission members required by D-3.0602b. The special committee members shall not participate in any subsequent trial.
  - (3) Trial Quorum. When a case proceeds to trial after a review, the quorum of the Permanent Judicial Commission shall be a majority of its members who did not participate in the review, but in no case shall a quorum be fewer than five members (D-3.0602).
  - (4) Session Reference. A session serving as a Permanent Judicial Commission under the Rules of Church Discipline shall make a reference of any petition for review to the Presbytery Stated Clerk, who shall follow this process for the creation of a special committee.
- L. Inability to Attain a Quorum.** If, through absence, disqualification, or recusal, a sufficient number of members of the Permanent Judicial Commission is not present to constitute a quorum, the Permanent Judicial Commission shall recess until such time as a quorum can be ensured as stated above.
- M. Expenses.** If the Permanent Judicial Commission is unable to try a case for lack of a quorum, if applicable, the Presbytery shall reimburse the expenses reasonably incurred by those persons required to be present in person.

## Chapter 13: Representation and Nominating Committee.

The Constitution (G-3.0111) describes the Nominating Committee's purpose and work as well as the Representation Committee's purpose and work (G-3.0103). These committees shall be combined as

the Representation and Nominating Committee. The Committee shall report to the Presbytery with recommendations for action.

- A. Responsibilities.** Implements the process for nominating persons to serve in positions requiring election by this Manual. The process shall ensure that nominations are made by an entity broadly representative of the presbytery's constituency and in conformity with the church's commitment to unity in diversity (F-1.0403).
- B. Members.** The Presbytery shall elect a Representation and Nominating Committee broadly representative of the member churches of the Presbytery, with a membership as evenly divided as possible between Ministers and Ruling Elders and inclusive based on our principles of diversity. The Representation and Nominating Committee shall consist of no more than nine and no fewer than two members, nominated by the Leadership Council and elected by the Presbytery. The membership will be composed of three classes, each class with an equal number of members, if possible.
- C. Terms.** The term shall be no more than three years. No member shall be elected for more than two consecutive three-year terms. Nominations, elections, terms, and term limits of members shall be per Chapter 6 of this Manual of Administrative Operations.

## CHAPTER 14: COMMITTEES OF THE LEADERSHIP COUNCIL

### A. Personnel Committee.

The Personnel Committee oversees the Presbytery staff and is accountable to the Presbytery through the Leadership Council.

#### (1) Responsibilities.

- a. Maintain and implement the Presbytery Personnel Policies;
- b. Provide for annual reviews of all Presbytery staff;
- c. Make salary recommendations to the Council;
- d. Be available to Presbytery staff members for consultation;
- e. Work with the designated staff, interview and recommend to Council hiring and dismissal of Presbytery staff, as well as creation and dissolution of positions; and
- f. Work with the designated staff, interview, and recommend to the Nominating Committee the nominations of the Presbytery Treasurer, Stated Clerk, and Assistant Stated Clerk.

- (2) **Members.** The Personnel Committee shall comprise no more than six and no fewer than two members nominated by the Council and elected by the Presbytery. Designated staff shall serve as ex officio by voice and vote. The membership elected by the Presbytery will be composed of three classes, each class with equal numbers of Ministers and Ruling Elders members as possible.

- (3) Terms. Members shall be elected for a term of three years. No member shall be elected for more than two consecutive, three-year terms. These term limits do not apply to designated staff.

## **B. Finance Committee.**

The Finance Committee oversees the Presbytery's finances and is accountable to the Presbytery through the Leadership Council.

### **(1) Responsibilities.**

- a. Assist the Presbytery Executive, treasurer, and the Council in the development of annual budgets and monitor adherence to them;
- b. Review on at least a quarterly basis the Presbytery financials to look for any unusual transactions, patterns, or deviations;
- c. Develop strategies for increasing revenues, decreasing unnecessary expenses, and ensuring the financial sustainability of the Presbytery;
- d. Confirm that appropriate controls are in place to protect Presbytery funds from misuse or embezzlement;
- e. Coordinate with Presbyterian Agencies on financial needs and cash flow between the organizations;
- f. Advise the Council on the financial health of the Presbytery, including utilizing data for short- and long-term projections;
- g. Make periodic reports to the Presbytery, as requested by the Council; and
- h. Assist staff in coordinating with outside accounting firms and recommend changes to the firm and its responsibilities as needed.
- i. Develop an investment portfolio through which Beaver-Butler Presbytery would make long-term investments, including determining the frequency of meetings, etc.
- j. Make recommendations on how funds would be invested, considering return expectations, risk assumptions, investment strategy correlations, and investment fees.
- k. Review the investments every quarter to ensure that investment policy guidelines are being followed.

- (2) Members. The Finance Committee shall have four members. Members will be nominated by the Representation and Nomination Committee and elected by the Presbytery. The membership elected by the Presbytery will be composed of three classes, each class with one member. The Presbytery Treasurer shall be an ex officio member, with voice and vote. The Treasurer shall not be the moderator of this committee.

- (3) Terms. Members shall be elected for a term of three years. No member shall be elected for more than two consecutive, three-year terms. These term provisions do not apply to the Presbytery Treasurer.

**c. Collaboration, Fellowship, and Youth Ministry Unit.**

The CFY Ministry Unit brings together the Body of Christ in all its aspects. This shall be accomplished, in part, by supporting the Presbytery's efforts to:

- (1) Organize presbytery-wide events, including youth activities;
- (2) Encourage joint congregational participation in fellowship and ministry projects;
- (3) Provide guidance and assistance to the Youth Coordinator;
- (4) Assist the Resource Center when located in the Presbytery's office; and
- (5) Make efforts toward cooperation with other presbyteries and our Synod.

**d. Equipping Leaders Ministry Unit.**

The Equipping Leaders Ministry Unit creates, maintains, and grows flourishing congregations by providing training, encouragement, and direction to clergy and church leaders.

- (1) Organize annual Leadership and Administrative Event;
- (2) Organize training opportunities for pastors and church leaders;
- (3) Make efforts toward cooperation with other presbyteries and our Synod.

**e. Mission and Compassion Ministry Unit.**

The Mission and Compassion Ministry Unit engages the whole presbytery in mission, compassion ministries, and peacemaking, not by initiating a mission but by serving as a catalyst to help churches connect.

- (1) Identify what is going on in mission & compassionate ministries in our churches
- (2) Facilitate the Peacemaking efforts of the Presbytery.
- (3) Engage Presbytery with ministries of compassion
- (4) Make efforts toward cooperation with other presbyteries and our Synod.

**f. Presbytery Center Building Committee.**

The committee serves as the building and grounds team for the Presbytery office, maintaining and enhancing the building to ensure it is available for service to all.

## CHAPTER 15: ADDITIONAL ADMINISTRATIVE COMMISSIONS

In accordance with the Book of Order (G-3.0109b), the Presbytery may create administrative commissions to consider and conclude matters not involving ecclesiastical judicial process. However, in the discharge of

their assigned responsibilities, the administrative commissions may discover and report to the Presbytery matters that may require judicial action by the Presbytery. The Presbytery shall state the scope of the commission's powers and any restrictions on those powers.

**A. Composition.**

Administrative commissions shall be composed of Ruling Elders and Ministers in numbers as nearly equal as possible and sufficient to accomplish their work. The minimum number for a commission is three people.

**B. Election or Appointment.**

Members may be directly elected from a slate presented by the Presbytery Moderator, or the Presbytery Moderator may appoint members in consultation with the Stated Clerk, executive staff, and, if applicable, the Ministry and Vocation Committee moderator.

**C. Quorum.** A quorum of any administrative commission shall be a majority of its members.

**D. Presbytery-Delegated Authority.** The Presbytery may entrust an administrative commission to:

1. Ordain and install Ministers;
2. Examine and receive into membership Ministers seeking membership in the presbytery, including approval of terms of call and commissions for ordination and installation; and receive candidates under care;
3. Develop immigrant fellowships, organize new congregations and worshiping communities, merge congregations, or form union or federated congregations;
4. Visit particular congregations of the Presbytery reported to be affected with disorder and inquire into and settle the difficulties therein, except that no commission of the Presbytery shall be empowered to dissolve a pastoral relationship without the specific authorization by the Presbytery;
5. Assume original jurisdiction, or full power and responsibility, over a session when necessary;
6. Make a pastoral inquiry into persons accused of sexual abuse of another person (D-10.0401c). When jurisdiction in a judicial proceeding against such persons has ended due to the death or renunciation of the accused, such inquiries shall not be understood as judicial proceedings but shall seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the Presbytery; and
7. Address other matters as determined by the Presbytery.

**E. Commission Records.** A commission shall keep a full record of its proceedings and shall submit that record to the Presbytery for incorporation into its records.

- F. Commission Actions.** Actions of a commission shall be regarded as actions of the Presbytery. The Presbytery may rescind or amend an action of its administrative commission in the same way actions of the Presbytery are modified.
- G. Commission Decisions.** The decisions of an administrative commission shall be reported to the Stated Clerk, who shall report them to the Presbytery at its next stated meeting.
- H. Additional Duties.** The Presbytery may assign a commission additional duties as a committee, and these duties shall be reported and handled as the report of a committee.
- I. Notice and Opportunity to be Heard.** When an administrative commission has been designated to settle differences within a particular organization or council, it shall, before making its final decision, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue.
- J. Termination.** Administrative commissions are dismissed or dissolved by the Presbytery alone.

## CHAPTER 16: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY

The Presbytery is responsible for maintaining regular and continuing relationships with Synod and General Assembly (G-3.0302).

- A. Nomination and Election.**
  - (1) The Nominating Committee shall nominate Ministers and Ruling Elders to serve as commissioners and alternates to the Synod.
  - (2) Commissioners shall be elected before the deadlines set by the Synod and General Assembly in numbers according to allotments by the Synod and General Assembly.
  - (3) General Assembly Commissioners are elected using the policy on General Assembly Commissioners.
- B. Reporting.** When requested by the Presbytery, commissioners shall report the deliberations and actions of the Synod and the General Assembly.

## CHAPTER 17: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATIONS

- A. Amendments.** A majority vote of the members present at a Presbytery meeting may amend this Administrative Operations Manual. Changes related to layout, ordering, spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.
- B. Suspension.** A two-thirds vote of the members at a Presbytery meeting may suspend portions of the Manual Administrative Operations present at any duly called meeting of the Presbytery, in part or

in whole, with the exception of this chapter, and such suspension shall not conflict with the Constitution of the Presbyterian Church (U.S.A.).

####

DRAFT

# The Right Rev. Ketlen A. Solak



Ketlen Adrien Solak was elected bishop by the clergy and lay leaders of the Episcopal Diocese of Pittsburgh on June 26, 2021. She was ordained and consecrated a bishop on November 13, 2021, and was formally seated as the ninth Bishop of Pittsburgh in a service at Trinity Cathedral the following day.

In her acceptance speech to the electing convention, she coined the phrase, “a Pittsburgher for Jesus,” which took root and spread through the diocese even before her consecration.

She is known to infuse her writing and speech with the lyrics of songs and great hymns, and to speak with a musical cadence in her voice – a lilt, she calls it – which she attributes to both her love of music and her French-Caribbean roots.

Bishop Solak was born and raised in Port-au-Prince, Haiti, in a Roman Catholic family that was devout in faith and active in helping others. In her youth, she was drawn to the beauty of the church’s liturgy, and she found inspiration and joy in reading the Bible. She moved to the United States as a teenager in order to pursue her education. Along the way, she felt called to the Episcopal Church and eventually the priesthood. After graduating from seminary and ordination, she served in parishes in Virginia and Delaware. In 2014, she became the founding rector of the Brandywine Collaborative Ministries, a partnership of three distinct congregations in Wilmington that operate as a cohesive community, a position she held until her election as bishop.

Dr. Solak has earned four academic degrees: a Bachelor and Master of Music from Catholic University in Washington, DC; and a Master of Divinity and Doctor of Ministry from Virginia Theological Seminary in Alexandria.

It was through her interest in becoming a classical pianist that she met her husband, Scott. Both were auditioning at the same time to be admitted to Catholic U.’s music program. As they heard each other warming up, each wondered, “Who is the better player?” That friendly competition led not only to both being accepted at the university, but also to their forty-plus years of being together.