

SO...YOU'VE BEEN CHOSEN TO LEAD
A Guide to Those Who Moderate
Ministry Teams, Council, Committees, and Agencies

As a people of God, actively involved in the difficult business of being the CHURCH in a complex world, we seem to spend a lot of time in meetings. When Christians meet, it can be a vibrant, spirit-filled experience that proclaims the Gospel by word and witness. Good meetings leave everyone feeling satisfied that their sacrifice of time and energy made a positive difference for the good of the Church. All meetings involve both social and task needs. Caring leaders try to keep these dynamics in balance.

Because of the unique gifts we all bring to our meetings, discussion can be vibrant and decisions can be wise. It has been written: "Toleration and pluralism are among mainstream Protestantism's most appealing virtues. They also represent its unique predicament of maintaining the integrity of the Christian faith, especially in a culture in which choice is so powerful" (Coulter, Mulder & Weeks). When disagreement erupts in a meeting, we are to remember that the way Christians deal with conflict can be a compelling Christian testimony in a world scarred by violence.

The purpose of this paper is to provide a guide for leaders, which will be applicable to all Moderators. We recognize that each will develop some individuality. However, we intend this Guide to be a helpful tool for those chosen to lead. Within the structure of the Presbytery of Eastern Virginia (PEVA) there are Ministry Teams (Resourcing; Evangelism; Justice, Mercy and Mission; Church Order; and Stewardship) with their committees, Committees (Ministry and Preparation for Ministry) with sub-committees, and other organizations (Presbyterian Women, Presbyterian Men, and Eastern Virginia Black Presbyterian Caucus).

I. MISSION

As the elected leader, each Moderator has an interpretive and advocacy role to fill on behalf of their organizational team. Moderators need to be familiar with the purpose and programs of each committee/sub-committee and develop good working relationships with each leader. It is said that a good leader is one who:

- * gets groups to agree on goals,
- * mobilizes group energy,
- * tracks revenue income and budget expenses,
- * settles differences,
- * does long range planning,
- * coordinates activities, and
- * acquires resources.

II. MEMBERS

In Eastern Virginia, membership of each organizational element is representational, inclusive, and elected in rotational classes. The Nominating Committee will solicit names from ministry teams, committees, individuals, and local churches of people who would like to serve within the PEVA structure. Moderators of Ministry Teams and Committees should request input from within their organization when the Nominating Committee asks for a list of persons to nominate. Input should include name, church, and whether elder, deacon, or layperson. In certain critical functions, persons with special skills are sought and

recruited. Organizational elements, in coordination with their Moderator, may also co-op additional people to serve with them in specific projects. The Nominating Committee may receive names throughout the year to fill vacancies or as vacancies occur.

A full term of office is three years with service of no more than six consecutive years (two terms) to the same office. Co-opted members will serve as necessary to complete assigned tasks. Ordinarily no one will serve on more than one team/committee except for the permanent judicial commission or other possible designated specialty teams/committee unless specified skills are required.

We recognize the sacrifice of time and energy made by those who volunteer to serve in Presbytery's structure. We value our members and do all we can to help them have a positive experience in the midst of some very hard work. Team and committee leaders need to:

1. Help folks get to know one another better.
2. Define tasks clearly and come to agreement on responsibility and offer support.
3. Pay attention to attendance. If someone fails to attend or participate, care enough to find out what the problem may be and try to make adjustments.
4. If an elected member cannot, or chooses not to participate (if they miss two meetings with no explanation), contact the member directly to try negotiating a solution. If necessary, contact the Nominating Committee Moderator to say you need a replacement.
5. Talk with and listen to members so as to discover their unique gifts and place them on committees of their choice as much as possible.
6. Plan time for fellowship, sharing, and celebrating special occasions.

III. PRESBYTERY COUNCIL

Members of the Presbytery Council are:

1. Moderator, Resourcing Ministry Team
2. Moderator, Justice, Mercy and Mission Ministry Team
3. Moderator, Church Order Ministry Team
4. Moderator, Evangelism Ministry Team
5. Moderator, Stewardship Ministry Team
6. Moderator, Committee on Ministry
7. Moderator, Committee on Preparation for Ministry
8. Moderator, Presbyterian Women
9. Moderator, Presbyterian Men
10. Moderator, Eastern Virginia Black Presbyterian Caucus
11. Moderator of PEVA
12. Vice Moderator of PEVA
13. Past Moderator of PEVA (Serves as Moderator of Council)
14. General Presbyter, Stated Clerk, Makemie Woods Camp Director, and Campus Ministry Coordinator serve as Program Staff Members

Council normally meets on the fourth Thursday of the month before Stated Meetings of Presbytery; but may be changed to accommodate holidays or other major events. Moderators or their designated representative will attend each Council meeting.

IV. ADMINISTRATIVE STAFF SUPPORT

Each Ministry Team and their committees, Committees, Council, and the other agencies receive varying degrees of secretarial support from Administrative Support Staff members. Basic functions in the support of your Team's work (typing, mailing of minutes, meeting preparation, notices, processing vouchers, etc.) are provided. The Administrative Support person should not be expected to compose the minutes or reports of the ministry teams or committees, but to format, proof, print, and transmit these documents. Support people need at least one week lead time for minutes, reports, or papers for your meetings, so they can meet your deadline in an orderly workflow coordinated with the needs of other agencies. For any large or unusual pieces of work, consult first with your Administrative Support person who negotiates workflow for large projects with the Administrator. Remember, each Administrative Support person works for at least one program staff person and several teams/committees. Staff Support persons must not work beyond their normally scheduled hours unless agreed upon well in advance and coordinated with the Administrator so that compensation hours can be scheduled within the same pay period.

V. TEAMS/COMMITTEES

The Ministry Team/Committee structure of the Presbytery of Eastern Virginia is contained in Appendix A and delineated in the PEVA Manual. Members of the Presbytery Administrative Staff support the following Ministry Teams/Committees:

<u>Linda Smith</u>	<u>Jessica Fitzgerald</u>
Council	Justice, Mercy & Mission
Committee on Ministry	Evangelism
Committee of Preparation	Resourcing
For Ministry	Presbytery Women
Stewardship	Black Caucus
Church Order	All I/T (Technology) Issues
Presbyterian Men	
General Presbyter	

VI. SCHEDULES/REPORTS

Presbytery Stated Meetings are scheduled four times each year in January, April, July, and October. Council normally meets on the fourth Thursday in the month before Presbytery Meetings. Reports to Presbytery are due for the Council meeting three weeks prior to the meeting. Completed Reports to Presbytery, including all media presentations and worship materials, are due three weeks before the stated meeting. Schedule for 2009 is provided at Appendix B. A format for Reports to Council and Presbytery are at Appendix C and D. An example of reports for the Presbytery meeting is at Appendix E.

Annual reports are required in accordance with G-9.0407b of the *Book of Order*; however, as reports are submitted on a quarterly basis annual reports are not mandatory. If reports are not submitted throughout the year, annual reports are required.

VII. MEETINGS

Effective leaders hold meetings only when they are needed. Meetings should have a definite purpose, which is stated in clear, timely notices on the day, date, time, and location of the meeting. Notices for major decision-making meetings should include a general agenda and any study material necessary for members to absorb in advance. Meetings are essential in order to move forward with the mission for the Lord's Church.

Meeting notices should be sent through The Presbytery Office, in coordination with your Administrative Support person. Electronic mailings should be used to the greatest extent possible with postal mailings only to those without e-mail accounts. Mailing lists, space coordination and schedules for sending notices are most effective with a three to six weeks lead time depending on the size and type (planning, think tank, or decision-making) of the meeting. Sticking to a regular schedule, whether the group meets once a year or every month, works best.

A. Before the Meeting:

1. Prepare the meeting notice, mailing list, and mailing date in coordination with the appropriate Support person. Check to see information is clear on date, day of week, time, and location (map if necessary).
2. Consider purpose of the meeting and build an agenda in consultation with sub-Team Moderators or member (Is this meeting for decisions, planning, or creative brainstorming?).
3. Plan opening prayer/devotion or designate member to do.
4. What information do members need in advance to make effective decisions? Can this material go out with meeting notice? Is financial info available and updated?
5. What "housekeeping" details need to be taken care of? (room size and set-up, refreshments, meal, recorder named, special equipment or resources arranged for).
6. How will proceedings and actions be recorded (essential records needed on financial, property decisions, or personnel issues)?
7. How will meeting follow-up be evaluated?

B. During the Meeting (Basic text: Robert's Rules of Order-newly revised):

1. Welcome the group, stating nature and purpose of meeting, and expected end time.
2. Open meeting with prayer/devotion by Moderator or designated member.
3. For a new group or when there are new members, invite them to introduce themselves. (Moderator should model brevity: name, church affiliation, etc.).
4. Refer to proposed agenda for response, readjustment, and affirmation.
5. Approve minutes of prior meeting.
6. Move through agenda, dealing with each item and keeping the group moving ahead in a timely manner without rushing anyone.
7. Be a "gatekeeper" and provide each person with an opportunity to speak.
8. Seek consensus on most items, using formal motions only as needed.
9. State next meeting time, place and date.
10. Close with prayer by Moderator or member.

C. After the Meeting:

1. Evaluate adequacy of preparation for the meeting.
2. Was purpose of meeting made clear to all? Were objectives, time schedules met? Were Team goals articulated and long-range visions recognized?
3. Was the "social climate" congenial? Did all members participate? Were problems solved without tension?
4. Did meeting stay on the agenda? Did group have the freedom to really work? Did leaders guide without controlling? Did members share "air time"?
5. Did meeting produce sound conclusions? Did leadership help the group to consensus?
6. Were follow-up assignments made and agreed to?
7. What two or three things could be done to improve for next time?
8. Ensure minutes are prepared and copy forwarded to each member, including the appropriate Administrative Staff person(s).

VIII. MINUTES

Minutes are the lifeblood of an organization. They are the official record of the activities and business conducted during your meetings. It is extremely important that accurate minutes be kept for several reasons. They help to ensure that matters assigned at a meeting are reported in due course. They also serve as the historical record and are sometimes vital in researching policies and decisions made in the past. All materials should be passed from one moderator to the next.

Note: Reports to a higher body, such as Council or Presbytery should give a clear, concise picture of the activities of your organization (Ministry Team, Committee) and clearly state the action expected in the form of a RECOMMENDATION (Motion), which requires no second. Reports should not be a reprint of the minutes of the organization, but should be drawn from all minutes of meetings held since the last report was presented.

A. Format:

1. Date, Time and Place of Meeting, Type of Meeting (Stated or Called)
2. Names of those Present
3. Purpose, if Called Meeting
4. Approval of Minutes of previous meeting(s)
5. Communications received and disposition
6. Committee or sub-committee reports and actions taken
7. Unfinished business, if any
8. New Business not originating in Committee Reports
9. Time and Place of next meeting
10. Adjournment
11. Signature of Clerk or secretary.

Note : a. Minutes should show all actions.

b. It is not necessary to name the seconder of motions.

- c. Motions should be expressed in positive terms. (No motions not to do something, instead, motion would be to deny a request rather than not to do whatever was requested).
- d. Some motions may be decided by common consent without a vote when the Moderator determines that there is no objection. Such actions should be included in the minutes.

IX. REPORTS

Reports to Presbytery are to be submitted for the quarterly Council meeting and are due in the Presbytery Office three weeks before the Council meeting and should be in the form of a report not minutes. These reports should be submitted to the appropriate Administrative Support Person and should highlight activities and decisions of the Ministry Team or Committee and reflect information to be shared and recommendations for action by Presbytery. The formats at Appendix C and D should be used for Council and Presbytery. Remember, these reports should NOT be a set of your Minutes. Follow the Guidelines in the "Minutes" section of these procedures. Your Administrative Support person can assist you if you have questions.

Completed Reports (including media presentations and worship materials) to Presbytery are due in the Presbytery Office three weeks before the Stated Meeting in order to make the mailing and Web-site deadlines. These Reports should be submitted to the appropriate Administrative Support person and should include any items since the Council meeting. Your Administrative Support Staff or Program Staff person can assist you if you have questions.

Docket time and display space desired should be submitted to the Stated Clerk at the time of your report to Council.

X. BUDGET

As a leader with oversight over an important part of the total mission of the Presbytery, you will need to be aware of how budgets are formed and monitored. Annually, the Budget Committee of the Stewardship Ministry Team requests each Ministry Team and Committee to submit its expected financial needs for the forthcoming year. Expect to receive notification from the Budget Committee to submit your budget needs in June timeframe from the Budget Committee. The Moderator of the Ministry Team or Committee will work with their committees/sub-committees to prepare these requests. A starting place is the previous year's budget and the expenditures for the year. The Moderator will present these requests, **with rationales**, to the Budget Committee and be prepared to justify as required. It is expected that if any major increases are anticipated in a specific line item, the Team/Committee first consider shifting dollars from existing lines that might be postponed or de-emphasized temporarily.

Once the Presbytery has approved a budget for the year, you will know what you have to work with. Each Ministry Team and committee may shift funds within specific line items in their own area as long as they have a rationale and they do NOT exceed the total. Major shifts should be reported to the PEVA Business Manager to ensue actual expenditures are documented. Each team and committee Moderator will receive their portion of the financial statement on a monthly basis. Moderators of Ministry Teams and Committees are to work with their committees/sub-committees to monitor expenses throughout the year. The Presbytery requires our annual budget be balanced, so we need to keep the individual sections balanced.

A. Restricted Funds (if applicable)

In some areas of the Presbytery's mission activity, there are Restricted Funds to support the work that goes beyond the annual mission giving line items. Teams/Committees authorized to use such funds must guarantee that the criteria, which binds the use of such funds, are met before taking action to approve expenditures. Any voucher submitted for payment of Restricted Funds is required to have a copy of the Minutes, which verify approval, by the organization. Moderators of Ministry Teams and Committees work with committees/sub-committees to help coordinate these activities. Contact the PEVA Business Manager or Stewardship Ministry Team for information on restricted funds.

B. Vouchers

The Moderator of the Ministry Team or Committee under whose jurisdiction it falls must sign vouchers (see Appendix H). Vouchers must be taken or sent to The Presbytery Office to the attention of the Administrative Support person responsible for that Team or Committee. The Business Manager serves the Presbytery and its Ministry Teams, Committees, Council, and other entities of Presbytery. In order to assist him, please get vouchers in with plenty of lead-time. Checks will normally be written one day per week.

XI. DUPLICATION OF PRINTED MATERIAL, SCHEDULES and REPORTS

The following are the procedures requested by Administrative Support Staff and Stated Clerk:

1. Use of the duplication equipment should be strictly limited to Administrative Support Staff within The Presbytery Office. Any staff person will be happy to assist you in making limited copies.
2. Materials to be duplicated for a meeting must be into The Presbyterian Center no later than three working days before the event. Do not expect material to be duplicated "at the last minute" unless pre-arranged with your support person.
3. Large "runs" must be pre-arranged with the Administrator.
4. At the time requests are made for duplication of materials, the person requesting needs to indicate:
 - a. Date of event for which material is requested
 - b. Number of copies needed
 - c. Who will pick up the material when it is ready

XII. MEDIA RESOURCES FOR PRESBYTERY MEETINGS

All media materials (DVD, CDs, etc.) must be in the hands of the Presbytery Staff at least three weeks prior to the Presbytery meeting. This is necessary to ensure the materials are compatible with the equipment.

Appendix A – Presbytery of Eastern Virginia Structure

- I. Resourcing Ministry Team**
 - A. Christian Education Ministries Committee
 - B. Youth Ministries Committee
 - C. Makemie Woods Committee
 - D. Resource Center Committee
- II. Evangelism Ministry Team**
 - A. Campus Ministry Committee
 - B. Congregational Transformation Committee
- III. Justice, Mercy and Mission Ministry Team**
 - A. Local and National Ministries Committee
 - B. Hunger Committee
 - C. World Wide Ministries Committee
 - Congo Partnership Committee
 - D. Peacemaking Committee
- IV. Church Order Ministry Team**
 - A. Bills and Overtures Committee
 - B. Committee on Representation
 - C. Nominations Committee
 - D. Sessional Records Committee
- V. Committee on Ministry**
 - A. Care and Support of Church Professionals Subcommittee
 - B. Congregational Visitation Subcommittee
 - C. Examinations Subcommittee
 - D. Mediation and Reconciliation Subcommittee
 - E. Vacancies Subcommittee
 - F. Commissioned Lay Pastor Subcommittee
- VI. Committee on Preparation for Ministry**
- VII. Stewardship Ministry Team**
 - A. PEVA Ministry Interpretation Committee
 - B. Budget Committee
- VIII. Presbyterian Women**
- IX. Presbyterian Men**
- X. National Black Presbyterian Caucus/PEVA Chapter**

PRIMARY FUNCTIONS OF COUNCIL:

- A. Administration**
- B. Priority Planning**
- C. PEVA Meetings**
- D. Communication**
- E. Personnel**
- F. Budget recommendation to Presbytery**

Appendix B – Meetings Schedule

2008-2009 MEETING SCHEDULE

Meeting /Event	Winter 2009	Spring 2009	Summer 2009	Fall 2009	Winter 2009/10
Evangelism Ministry Team	As	Scheduled			
Resourcing Ministry Team	As	Scheduled			
Justice, Mercy & Mission Ministry Team	As	Scheduled			
Stewardship Ministry Team	As needed				
Church Order Ministry Team	Committees	Meet as	Scheduled	Or needed	
COM	First	Tuesday	Each	Month	
CPM	Third	Tuesday	Each	Month	
Council Reports Due	12/04/08	03/09/09	06/08/09	09/08/09	12/04/09
Council (Thurs)	12/18/08	03/26/09	06/25/09	09/24/09	12/17/09
Reports Presbytery Packet	01/05/09	04/06/09	07/06/09	10/05/09	01/05/10
Packet Out	01/14/09	04/15/09	07/15/09	10/15/09	01/13/10
Presbytery	01/24/09 9 am Saturday	04/28/09 9 am Tuesday	07/28/09 1:00 pm Tuesday	10/27/09 9 am Tuesday	01/23/09 9 am Saturday
Site	Providence	Makemie Woods	Covenant	Hiddenwood	TBA

REPORTS DUE TO PRESBYTERY OFFICE BY 5:00 P.M. ON THE DAY LISTED.

Appendix C – Council Report Form

_____ **Ministry Team**
Report to Council
_____, Moderator
December 18, 2008

Recommendations to Presbytery: *(List those items that require approval by Presbytery. Asterisk those items for approval in the Consent Agenda. Include any budget implications and requests for docket time and display space.)*

Other Actions Taken: *(List those items for which the Team/Committee has approval authority)*

Other Items Discussed: *(List those items that have importance to Presbytery to include future events and activities)*

Docket Time/Display Space:

Narrative Report
(Optional)

Appendix D – Report to Presbytery (Sample 1)

Justice, Mercy and Mission Ministry Team
Report to Presbytery
_____, Moderator
January 24, 2009

Recommendations to Presbytery: *(List those items that require approval by Presbytery. Asterisk those items for approval in the Consent Agenda. Include any budget implications and requests for docket time and display space.)*

Other Actions Taken: *(List those items for which the Team/Committee has approval authority)*

Other Items Discussed: *(List those items that have importance to Presbytery to include future events and activities)*

- ~Continue participating in Nickel-a-Meal
- ~Do not visit Taco Bell
- ~Participate in Free Trade Coffee
- ~SDOP is recruiting new members
- ~Peacemaking will offer a workshop on how to organize a Peacemaking Group in local churches. Leader is Barbara Sowell of Chico, Texas.
- ~"Day at the General Assembly for all People of Faith" Wed., Jan. 22, 2003
- ~Pairing program between PEVA and CPK churches revitalized; participating churches urged to think of gifts to send to Congo.
- ~Stamps Program going very well; over \$1,000 sent to Congo for education
- ~Churches and individuals urged to utilize CDs and videotapes for information and to share the history and work of IPC with others.
- ~PW's Feed the Children Program gaining momentum; average of \$500 per month contributed since May 2002.

Narrative Report
(Optional)

Appendix E – Report to Presbytery (Sample 2)

Committee on Ministry
Sylvia Maume, Moderator
Report to Presbytery
January 26, 2008

The Committee on Ministry RECOMMENDS to Presbytery:

*1. That action on the *Guidelines for Congregations Considering a Request for Withdrawal from the Presbytery of Eastern Virginia and the Presbyterian Church (U.S.A.)* be postponed until response from the General Assembly Advisory Committee on the Constitution concerning polity issues is received.

Motion Made ___ **Approved** ___ **Disapproved** ___

2. That, if the way be clear, the ordinand sermon of **Frances D. Dille** be sustained.

Motion Made ___ **Approved** ___ **Disapproved** ___

3. That, if the way be clear, the examination of **Frances D. Dille** be sustained.

Motion Made ___ **Approved** ___ **Disapproved** ___

4. That on satisfactorily completion of her ordinand sermon and examination, **Frances D. Dille** be received into membership in the Presbytery of Eastern Virginia upon her ordination to serve as Hospital Chaplain at Maryview Medical Center, Portsmouth, Virginia in accordance with the *Book of Order*, G-14.0482.

Motion Made ___ **Approved** ___ **Disapproved** ___

*5. That the following terms of call of **William Richard Goodman III** as Pastor of Thalia Trinity Presbyterian Church be approved: Annual Cash Salary of \$54,500 of which \$14,500 is designated for housing, utilities, furnishings and appurtenances; salary supplement equal to 50% of Social Security Self-employment Tax; full participation in the Board of Pensions pension and medical coverage; Professional Expenses up to \$2,700 as submitted for reimbursement; four weeks vacation; two weeks Annual Study Leave (with accumulation of up to three years); Continuing education expenses of \$600 per year (may accumulate over three years maximum); consideration of Sabbatical Leave in accordance with Presbytery policy; and annual review of terms of call and covenant.

The Pastor Nominating Committee has provided for consideration of candidates

without regard to race, ethnic origin, sex, marital status, age or disabilities. (*Book of Order*, G-14.0502b.)

Motion Made ___ Approved ___ Disapproved ___

*6. That the status of Honorably Retired be granted to **Fred L. McCaskill-Baker** effective 01/26/08.

Motion Made ___ Approved ___ Disapproved ___

*7. That the status of Honorably Retired be granted to **Steven E. Frazier** effective 01/26/08.

Motion Made ___ Approved ___ Disapproved ___

*8. That minister members of presbytery serving as chaplains in hospitals, prisons, schools, or other institutions where the presbytery has an authorized ministry, and chaplains ministering to members of the armed forces and their families, be authorized to celebrate the Sacraments of Baptism and the Lord's Supper when serving in ministries under the jurisdiction of this presbytery in accordance with the *Book of Order*, W-2.3011b and W-2.4012b

Motion Made ___ Approved ___ Disapproved ___

Other Actions Taken:

1. Sustained the examination of **Frances D. Dille**.
2. Sustained the examination of **William Richard Goodman III**.
3. Approved the Call and Covenant between **William Richard Goodman III** and Thalia Trinity Presbyterian Church effective 01/27/08.
4. Approved the Stated Supply Agreement between **Ditawa Nianda** and First United Presbyterian Church through 12/31/08.
5. Approved the Stated Supply Agreement between **Robert W. Tull** and Glenwood Park Presbyterian Church through 12/31/08.
6. Approved the Stated Supply Agreement between **Georgianna Brabban Johnson** and Bow Creek Presbyterian Church through 06/30/08.
7. Approved the Interim Associate Pastor Agreement between **Daniel D. Dickenson** and Bayside Presbyterian Church.
8. Approved the Interim Pastor Agreement between **John F. Payne** and Covenant Presbyterian Church.
9. Approved the Interim Pastor Agreement between **George L. Oehler** and First Presbyterian Church (Portsmouth).
10. Extended the Interim Pastor Agreement between **Edward A. Hanawalt** and Thalia Trinity until 02/07/08 or call of pastor.
11. Dissolved the pastoral relationship between **Steven E. Frazier** and Second Presbyterian Church (Norfolk) effective 12/31/07.
12. Dissolved the pastoral relationship between **Jane Young** and Belle Haven and Powelton Churches effective 01/15/08.
13. Approved a revised covenant between **Anita Killebrew** and Great Bridge Presbyterian Church.
14. Enrolled Elder **Lisa Cross** (St Andrew) into the Commissioned Lay

Pastor Program.

15. Validated the work of the ministers of the presbytery (see list below).

16. Appointed **Craig Wansink** as Moderator of Second Church Norfolk and **Sel Harris** as Moderator of Belle Haven/Powelton Churches until appointment of interim pastors.

Other Items Discussed:

The Committee on Ministry reports that:

1. It is working with the transition and search committees of the following churches: Bayside, Community Portsmouth, First Hampton, First Portsmouth, Hidenwood, Hilton, Second Newport News, Thalia Trinity, and Yorkminster.

2. It is working with the following churches that have no search committee: Bow Creek, Christ, Clark, Covenant, Faith, First United, Glenwood Park, Groves Memorial, Knox, Lynnhaven, Oakdale, Ocean View, Severn, Squires Memorial, South Norfolk First, and Westminster.

3. Fourteen church visitations were completed in 2007.

Narrative Report

**Statement of Faith
Frances D. Dille**

I believe in God, my Heavenly Father, the Creator and source of all things. God brings everything into being, and because God is good, all of creation is good. God created humans in his image to be in relationship with him, for worship and praise.

And I believe in Jesus, God's Son, Emmanuel, God with us; Jesus is fully human and fully divine. While Jesus walked on earth, he preached, taught and healed so that the world would know God and be one with him. Yet, my sin and the sin of humanity crucified Jesus. God raised Jesus from the dead to live with him, and Jesus will come again to judge.

And I believe in the Holy Spirit who sustains and regenerates life. The Holy Spirit inspired and illumines God's Word, which instructs us to follow God's way. The Holy Spirit breathes life into Christ's body, the church, and fuels the mission of the church: to go everywhere, baptizing and teaching God's Word. The church was created to proclaim salvation by grace through faith in Jesus.

The church celebrates two Sacraments, Baptism and the Lord's Table, visible signs of this invisible, saving grace. Baptism is the sign and seal of God's grace and covenant with the church. We are buried with Christ into death, washed clean from our sin, raised to new life as members of Christ's body. The Lord's Table is the sign and seal of eating and drinking in communion with the crucified and risen Lord. We are fed and nourished as we remember and proclaim the Lord's death until he comes again. I hope for the world to come.

Appendix F – Payment Voucher Form

PAYMENT VOUCHER

Presbytery of Eastern Virginia, 801 Loudoun Ave., Portsmouth, VA 23707-3216

PAY TO:

MAIL TO (if different from PAY TO):

Name _____

Address _____

City, State, Zip _____

BUDGET LINE NUMBER	BUDGET LINE OR DESCRIPTION	AMOUNT

TOTAL AMOUNT _____

Requested by _____

Date _____

Approved by (Ministry Moderator) _____

**NOTE: INVOICES FOR PAYMENT MUST BE ATTACHED:
FOR REIMBURSEMENTS, RECEIPTS MUST BE ATTACHED**

(FOR OFFICE USE ONLY)

VENDOR CODE	INVOICE NO	AMOUNT

FUND (2)	UNIT (2)	ACCOUNT (4)	DATE PAID	CHECK NO