

**CALL FOR SPECIAL MEETING
OF
MAUMEE VALLEY PRESBYTERY**

**JULY 28, 2020 AT 6:15 IN THE EVENING
FIRST PRESBYTERIAN CHURCH
506 OXFORD DRIVE
BRYAN, OHIO 43506**

At the request of the Leadership Committee, a special meeting of the Maumee Valley Presbytery has been called for July 28th, beginning at 6:15 pm at First Presbyterian Church, 506 Oxford Drive, Bryan, Ohio, 43506. Included in the call for the meeting are the following motions:

Motions for Lora Manon

ON MOTION: To arrest the examination of the candidate, Lora Manon

ON MOTION: To approve and receive Lora Manon as suitable to be a Commissioned Ruling Elder, to be commissioned at a service of worship at Tontogany Presbyterian Church.

ON MOTION: To approve the Commission (names to be presented at the meeting in Bryan)

ON MOTION: To approve the terms of Call and job description (attachment 2)

Motions for Nancy Berkheiser

ON MOTION: To arrest the examination of the candidate, Nancy Berkheiser

ON MOTION: To approve and receive Nancy Berkheiser as suitable to be a Commissioned Ruling Elder, to be commissioned at a service of worship at the First Presbyterian Church of West Unity

ON MOTION: To approve the Commission (names to be presented at the meeting in Bryan)

ON MOTION: To approve the terms of Call and job description (attachment 4)

**DOCKET FOR THE MOTIONS INCLUDED IN
THE CALL FOR THE MEETING**

**THE MEETING IS CALLED TO ORDER AND OPENED WITH PRAYER
The Moderator calls upon Berry Sweet to present the candidates for CRE**

Motions for Lora Manon

Barry Sweet introduces Lora Manon and asks her to read her Statement of Faith and her biography (attachment 1) The examination of the candidate proceeds.

ON MOTION: To approve and receive Lora Manon as suitable to be a Commissioned Ruling Elder, to be commissioned at a service of worship at Tontogany Presbyterian Church

ON MOTION: To approve the names for the Commission (names to be presented at the meeting in Bryan.

ON MOTION: To approve the terms of Call and job description (attachment 3)

Motions for Nancy Berkheiser

Barry Sweet introduces Nancy Berkheiser and asked her to read her Statement of Faith and her biography (attachment 3) The examination of the candidate proceeds

ON MOTION: To arrest the examination of the candidate, Nancy Berkheiser

ON MOTION: To approve and receive Nancy Berkheiser as suitable to be a Commissioned Ruling Elder, to be commissioned at a service of worship at the First Presbyterian Church of West Unity

ON MOTION: To approve the names for the Commission (names to be presented at the meeting in Bryan)

ON MOTION: To approve the terms of Call and job description (attachment 6)

The Moderator will lead the Presbytery in prayer for the two newly Commissioned Ruling Elders.

A MOTION TO ADJOURN WILL BE ENTERTAINED

THE MEETING WILL CLOSE WITH PRAYER

- | | |
|-----------------|-------------------------------------|
| 1. Attachment 1 | Lora Manon Statement of Faith |
| 2. Attachment 2 | Lora Manon Bio |
| 3. Attachment 3 | Lora Manon Contract |
| 4. Attachment 4 | Nancy Berkheiser Statement of Faith |
| 5. Attachment 5 | Nancy Berkheiser Bio |
| 6. Attachment 6 | Nancy Berkheiser Contract |

PERSONAL STATEMENT OF FAITH – LORA MANON

If I were to write my faith statement in one word, that word would be “LOVE.”

I believe that the Bible is the Word of God; it is infallible and inspired. It is God’s gift to us and to all believers, a gift of truth and our authoritative guide for faith and life. Through the working of the Holy Spirit in us, our hearts and minds are opened to God’s Word and its application in our lives and in the life of the church.

I believe in Triune God, one God, above all others, but in three persons: Father, Son, and Holy Spirit. God is not made, but has always existed, even before the beginnings of this world. God is – the Great I Am – and was and always will be. God is sovereign. He is Creator, and He has made us all in His image. His creation work continues, working in our lives and in our world, bringing new life and restoration. By His hand we are chosen, called and beloved. He is the Covenant God of the Old Testament, the one who is ever faithful.

I believe in God’s only Son, Jesus Christ, Lord and Savior, who was present at the Beginning, and who became God with us, God in the flesh, fully man yet fully God. Jesus came as the fulfillment of prophecy and Scripture. Through Christ’s ministry here on earth, God’s love and grace were made known. Through Christ’s sacrificial death on the cross, we are redeemed from our sins; He paid the price of our ransom so that we move from death to eternal life – a new covenant, sealed with the blood of God’s only begotten Son. After His death and resurrection, Jesus ascended into Heaven, where He intercedes for us. Christ will come again and will reign in glory.

I believe in the Holy Spirit, who was made known at Pentecost, through wind and fire. He is also fully God and was also present at the beginning of time. The Holy Spirit is active and moving among us even now; He gives us power and equips us with understanding of God’s Word. The Holy Spirit is our advocate and our comforter, a gift from God.

I believe that through the sacraments of baptism and communion we experience what it means to be the body of Christ. We respond to God’s gift of grace with gratitude, returning thanksgiving and bearing witness to the gospel good news of salvation. Through the sacraments we remember all that Christ has done for us, and we recognize that we are all part of God’s family, called, chosen, and beloved.

I believe that we have been created to worship God with all our hearts, souls, minds, and strength. We are created to be servants not only of God but of our neighbors. We are called to be disciples, to make new disciples, and to share the good news of the gospel. We are called to new life – a new life made not of works alone but built on faith. We are created to glorify God and enjoy Him forever.

WRITTEN SENSE OF CALL – LORA MANON

From my earliest years, I have felt the tug of God's call on my life. In various ways, I have attempted to answer that call and to serve when and where I perceived that I was needed: Sunday School teacher, Elder, Deacon, within the several ministries of my church, through music, and through the life of the church. And yet, I have continually felt that there was more that I have been called to do.

I distinctly remember telling my brother (now a pastor of a Presbyterian church in the Pittsburgh area) when he told me that he was going to seminary that I was intensely jealous and envious of him. But I likewise told him that I was not ready or able to give up my life and my career to take such a bold step. Even today, I am not sure that I am ready to give up a career that has been almost a ministry of sorts to take on a full-time pulpit call. There are practical reasons for this as well as selfish ones, I suppose.

However, I cannot ignore that I am still being called to serve in a way that incorporates preaching and teaching in Christian community. My training in the CRE program has heightened this sense of call, and that cannot be ignored either. I have found encouragement through my Union seminary professors/instructors to pursue this calling to leadership as a CRE; my classmates, too, have offered grace and encouragement as I look to new work in the church.

So, after much reflection, I submit that I am feeling called to where I can best be of use. Ideally, I could be assigned to a part-time call at a church. But if that call is to serve as pulpit supply only, then I am happy with that as well. I ask only that I might serve with a faithful heart and that I might rightly discern where I should be. Moreover, I ask that I might always "seek justice, love mercy, and walk humbly with my God."

LORA MANON

803 South Beech Street
Bryan, OH 43506

Ph: (419) 266-4212
Lora.manon1@gmail.com

Certified Ruling Elder Information

Education in Preparation for Commissioning

Pathways Online Courses *Richmond, VA*
Union Theological Seminary & Presbyterian School of Christian Education *May 2019*
Completed online courses required for Maumee Valley Presbytery's CRE Program

Old Testament Survey Course – Maumee Valley Presbytery *February 2020*
Course led by Stanley Walters

Preaching Course – Maumee Valley Presbytery
Assigned to West Unity, Ohio Presbyterian Church; Rev. Tom Steensma, Assigned Mentor
Course completed April 2019

Experience as Pulpit Supply

Service as Pulpit Supply at the following churches:

- First Presbyterian Church, Bryan, Ohio
- West Unity Presbyterian Church, West Unity, Ohio
- Tontogany Presbyterian Church, Tontogany, Ohio
- West Newton United Presbyterian Church, West Newton, Pennsylvania
- Fairgreen Presbyterian Church, Toledo, Ohio
- Fostoria Presbyterian Church, Fostoria, Ohio
- West Bethesda and West Eagle Creek Presbyterian Churches, Montpelier, Ohio

Experience as Pastor / Spiritual Director / Worship Leader

Currently serving as pastor at Tontogany Presbyterian Church, Tontogany, Ohio
(Temporary, part-time covenant began March 1, 2020)

Mountaintop Great Banquet Community, Toledo, Ohio
Community Spiritual Director
Head Spiritual Director for various weekends

Bryan Great Banquet Community, Bryan Ohio

Personal Information – Church Affiliation / Activities

Church membership – First Presbyterian Church, Bryan, Ohio

- Current Ruling Elder (Class of 2021)
- Worship Committee (current)
- Previously served on Session
- Ordained as Deacon
- Fellowship Committee member (previous)
- Stewardship Committee member (previous)
- Chancel Choir member
- Sunday School teacher (previous)
- Participation in Great Banquet Ministry (Toledo and Bryan)

Education

Certified Inspector General®

Association of Inspectors General CIG Institute®

August 2010

Obtained professional certification as a CIG®

Juris Doctorate

Toledo, Ohio

University of Toledo College of Law

May 1986

American Jurisprudence Book Award in Contracts

Bachelor of Science

Bowling Green, OH

Bowling Green State University

May 1983

Magna Cum Laude in Education Lowell P. Leland Book Award in English

High School Diploma with honors

Bryan, Ohio

Bryan High School

May 1979

Professional Summary

Admitted to the practice of law in Ohio, November 1986. Admitted to the U.S. District Court, Northern District of Ohio, October 2003. Admitted to the Bar of the United States Supreme Court 2007.

Employment Experience

Assistant Prosecutor

June 2017 - Current

Hancock County Prosecuting Attorney's Office

Findlay, Ohio

Chief Assistant for Criminal Division

Jan. 2016 - Jan. 2017

Fairfield County Prosecuting Attorney's Office

Lancaster, Ohio

Assistant Prosecutor

Sept. 2014 - Jan. 2016

Fairfield County Prosecuting Attorney's Office

Lancaster, Ohio

Attorney and Enforcement Supervisor

Jan. 2011 - June 2014

Ohio Department of Public Safety

Columbus, Ohio

<i>Chief Legal Counsel</i> <i>State of Ohio Office of The Inspector General</i>	<i>June 2005 - Jan. 2011</i> <i>Columbus, OH</i>
<i>Assistant Prosecutor / Senior Attorney</i> <i>City of Toledo Law Department</i>	<i>Jan. 2001 - June 2005</i> <i>Toledo, Ohio</i>
<i>Prosecuting Attorney (Elected Official)</i> <i>Hardin County Prosecuting Attorney's Office</i>	<i>Jan. 1997 - Dec. 2000</i> <i>Kenton, Ohio</i>
<i>Assistant Prosecutor</i> <i>Hardin County Prosecuting Attorney's Office</i>	<i>Jan. 1992 - Jan. 1997</i> <i>Kenton, Ohio</i>
<i>Attorney at Law</i> <i>General Practitioner</i>	<i>Aug. 1990 - Jan. 1992</i> <i>Defiance, Ohio</i>
<i>Assistant City Law Director</i> <i>City of Defiance, Ohio</i>	<i>Feb. 1987 - June 1990</i> <i>Defiance, Ohio</i>
<i>Special Prosecutor</i> <i>City of Maumee, Ohio</i>	<i>Nov. 1986 - Feb. 1987</i> <i>Maumee, Ohio</i>

Additional Employment Experience

<i>Sales Associate – Bath & Body Works</i>	<i>Oct. 1998 - Current</i>
<i>Historical Interpreter – Sauder Village</i>	<i>2019 - Current</i>

Affiliations

Association of Inspectors General (AIG) 2009 to Present

- AIG Board of Directors and Executive Committee
- AIG Secretary, 2009 to Present Member

Bruce Comley French Inn of Court, Ohio Northern University, Ada, Ohio

Ohio Federation of Business & Professional Women (BPW/OHIO)

- Past State President 1997 - 1998
- Parliamentarian
- Current President of Retirement Living Foundation

Ohio State Bar Association

Bryan City Band

Worthington Civic Band

References

References Available on Request

Temporary Ministry Covenant with a Lay Minister between Lora Manon and Tontogany Presbyterian Church

This Covenant between the Session of Tontogany Presbyterian Church, Tontogany, Ohio and Lora Manon is for the purpose of providing pastoral services by a lay minister to a congregation within the Maumee Valley Presbytery. It will be renewed annually with the concurrence of the Session, the lay minister, and the Committee on Ministry of Maumee Valley Presbytery. It is agreed that this covenant may be terminated upon two weeks written notice by either the lay minister or by the Session.

The lay minister will:

- Prepare and lead worship services, including the order of worship, sermons, and weekly children's messages.
- Provide pastoral care for the congregation and for those who seek comfort and guidance through the church. This will include visiting shut-ins and those hospitalized, working together with the Worship and Care committee.
- Provide premarital counseling and preside at weddings once authorized by the Maumee Valley Presbytery, the church Session, and after all appropriate filings/registration with the State of Ohio are complete.
- Preside at funerals, after receiving permission of Session and Maumee Valley Presbytery to do so
- Be active in some form in the Presbytery
- Maintain office hours as mutually agreed upon between the Session and the lay minister
- Attend Session meetings, and once authorized, moderate the Session meetings.
- Attend committee meetings for the church as required
- Work part-time, not to exceed 25 hours/week. Obtain pulpit supply for those Sundays when she will be absent from the pulpit.

The complete Terms of Call for Year 2020, beginning March 1, 2020

The position is part-time, 25 hrs/week. At this time, Lora has not yet completed the requirements of the CRE (Commissioned Ruling Elder) program. When those requirements have been completed and she has acquired approval from the Presbytery, her salary will be re-negotiated to at least meet the minimum requirements of a CRE position. If the position requires more than 25 hours a week, Lora will work with the Session to determine how to proceed.

Total effective salary/housing	\$19,200
Pension: 11% of compensation	2,112
Death and disability: 1% of minimum full-time call (full-time=23,649 for ordained pastors)	117
Health care	0*
Total	\$21,429

Note*: Lora has health coverage through her other employer and at this time, waives this coverage of \$11,824/year. Initials of Clerk of Session: _____ Lora Manon: _____

Also part of the formal package are allowances for:

Professional expenses	\$1,000
Continuing Education	<u>500</u>
Total:	1,500

Note: These are vouchered items. Continuing education needs to be approved by Session. Professional expenses include travel/mileage at current IRS reimbursement rate for professionals, hotel stays as needed for hospital visitations, books, and technology. Once Lora has completed the CRE work, this package will increase to the values for a commissioned ruling elder.

Vacation: 2 weeks (at 25 hrs/week) and 2 Sundays (required) until CRE requirements are met, at which time this increases to 4 weeks and 4 Sundays. Five Sunday vacation days already agreed upon this year include: 3/22/20, 5/10/20, 6/14/20, 6/21/20, and 11/29/20. The pulpit will be filled using pulpit supply.

Continuing Education: 1 week (at 25 hrs/week), including 1 Sunday(required) until CRE requirements are met, at which time this increases to 2 weeks and 2 Sundays

SECA: to be paid by lay pastor, as this position is considered by the IRS to be self-employment

Prepared by: Anne Moser, Elder and Chair of the Financial Committee of Tontogany Presbyterian Church, and chair of the PNC

Clerk of Session: _____ Date: _____

Lay minister : _____ Date: _____

Committee on Ministry: _____ Date: _____

Dr. Nancy Berkheiser's Statement of Faith

I believe in one Almighty God who created the universe and everything that is in it. I believe God exists in the Trinity of the Father, the Son, and the Holy Spirit. I believe Jesus is God's only Son that God sent to earth to help us with our daily lives and to forgive us of our sins so that we might have eternal life if we believe in Him. I believe God looked down at us and realized we needed to have someone we could relate to; someone that experienced the same joys, hurts, frustrations, etc. that we also experience on a daily basis. There is nothing that will happen to us that Jesus does not understand. He lives among us, taught us God's principles and was an example for how we need to live our lives.

God told Mary, a young virgin, that she would conceive and bear God's child. The child would be called Jesus and He would save people from their sins. He would take the sins of the world upon Himself so that we might be forgiven. Jesus was crucified, died and was buried. On the third day, He ascended into heaven and lives there with God. Someday known only to God, He will come again and take all the believers home to be with Him forever in heaven.

When Jesus went to heaven, He told us that He would not leave us hopeless and alone. When we accept Him as our savior and Lord, the Holy Spirit comes into our lives and helps us live our lives as God wants us to. Through the Holy Spirit, Jesus is as close to us as every breath we take and we can call on Him anytime we need Him.

I believe I am a child of God and as such I am loved, forgiven, and walk with Him daily. He is my Lord and Savior, my teacher, my comforter, my joy and my friend; I can face each day confident and unafraid because I know He is with me and is guiding my steps. I cannot explain all the miracles that God has done but the wonderful thing is that I don't have to "explain" them. All I have to do is believe them and walk on in faith. I am so grateful that God loves imperfect people.

I believe that the **Bible** is the inspired word of God. For Christians, the Bible is the most authoritative source of our faith, principles, and practices. It is our "road map" for living a Christian life. The Bible was not written by God but by people who were believers and were inspired by God to reveal God, and His principles to everyone.

The Sacrament of **Baptism** unites us with Jesus and makes us a member God's family, the church. It is a sign of God's great love for us. In Baptism we are cleansed from sin and made new and clean and fresh. Our "new nature" centers in God and His ways. When we are baptized, we declare our personal faith in Jesus. It is baptism that starts us on our spiritual journey. The longer we know Him, the more we will grow in our spiritual growth and development.

When we are baptized we promise to do certain things: we commit our lives to Jesus and accept Him as our Lord and Savior; we follow Jesus; we obey God and live according to His word; we love other people; we try not to sin; and we rely on God's grace for salvation. As a church family we promise to assist the person on their spiritual walk with the Lord.

Communion is grounded in the "Last Supper," the final meal that Jesus shared with His disciples the night before His arrest and crucifixion. This is a meal that Jesus calls His followers to eat and God does something miraculous within us and for us when we eat this meal together in this way. Communion is a gift from God for us. It is coming to Jesus' table to be fed spiritually. At His table we eat and drink just as His disciples did before He died for us on the cross, and we are satisfied. Communion is a privilege given to the undeserving who come in faith, repentance, and love. In preparing to receive communion, a person is to confess their sins, to seek reconciliation with God, other people, and to trust Jesus for cleansing and renewal.

When we participate in communion, we affirm the following; that Jesus is our only hope; that we reaffirm our baptism that we repent of our sins and cling to God's grace; that we belong to God not because we are worthy but because God has offered us the gift of salvation; that we belong to God's family (church) and He intends for us to live in fellowship with those people; and we will try to live faithfully as followers of Jesus and members of God's community.

NANCY SUE BERKHEISER

213 Gary Drive
Bryan, Ohio 43506

419-636-9010

Skills - Experience**Church Activities**

- Served as a pulpit supply minister.
- Developed and implemented church programs.
- Taught Sunday School classes for middle school students and adults.
- Sponsored junior high youth groups.
- Served as an elder of First Presbyterian Church.
- Served on special church committees to evaluate the church mission statement and goals.
- Served on church administrative committees, i.e. personal committees, church council, etc.
- Chaired stewardship committee.
- Chaired and served on the worship committee.
- Visited people who were home bound and/or sick as a representative of the church.
- Assisted with the planning and implementing of community church services, i.e. Good Friday, Thanksgiving, Easter, etc.
- Prepared and delivered the message for the community Easter Sunrise Services.
- Planned and implemented Lenten Service Programs.
- Served communion.
- Worked on various mission projects.

Management/Organization

- Recruited, interviewed, selected, and assigned personnel for a school corporation, community hospital and Y organizations.
- Supervised and evaluated both organizational and educational programs and personnel.
- Formulated and implemented organizational policies, goals and objectives.
- Developed and implemented strategic planning process for Y organizations.
- Planned and implemented a successful capital improvement campaign.
- Increased membership in the Y organizations through various campaigns and membership retention programs.
- Responsible for the current and future fiscal management of Y organizations.
- Worked with and managed various organizational and school budgets.
- Responsible for the general administration and managerial duties required in the operation of facilities.
- Served on management's negotiating team for all school employee groups.
- Chaired and negotiated the management team's package with the school board.
- Responsible for the administration of employee benefit programs.
- Organized employee work schedules.
- Organized class schedules and schedules for athletic events.

Marketing/Public Relations

- Developed and implemented organizational marketing plans.
- Planned and implemented the public relations program for both a school corporation and Y organizations.
- Worked with radio and television personnel in preparing programs regarding the school corporation and Y organizations.
- Extensive public speaking engagements.
- Worked with business and civic organizations regarding school related projects and various Y programs.
- Designed and wrote publications for a school corporation and Y organizations, i.e. annual report, membership brochure, program booklet, Y updates, news releases, news bulletin for school employees, school newsletter, etc.
- Initiated and directed a speaker's bureau.
- Planned and implemented professional social events, i.e. dedications, receptions, recognition dinners, etc.

Programming

- Instituted a yearly program planning process for Y organizations.
- Developed and implemented a broader and more diverse program for the Y.
- Developed and implemented board development programs for Y volunteers.
- Designed and implemented staff development programs for school, hospital, and Y employees.
- Instituted and directed the orientation program for both school, hospital, and Y employees.
- Developed and implemented summer recreation program for YMCA.
- Developed and implemented women's exercise and fitness program for YMCA.
- Planned and executed social, recreational, and educational programs for university residence halls.

Teaching/Counseling

- Developed and taught a progressive women's physical education program for grades 7 through 9.
- Coached women's volleyball, basketball, and track and field teams.
- Taught administrative/management classes at both the undergraduate and graduate level.
- Developed, implemented, and directed a guidance program for grades 5 through 8.
- Counseled both young people and adults in personal, social, educational, and career decision making.
- Implemented and directed educational and psychological testing program.
- Counseled persons in crisis situations.

Education

- Ed.D in educational administration, cognates in student personnel administration and higher education, received from Ball State University, Muncie, Indiana, in 1979.
- M.S. in physical education, minor in guidance and counseling, received from Indiana University, Bloomington, Indiana, in 1965.
- B.S. in education, major in physical education and minors in health and psychology, received from Ball State University, Muncie, Indiana, in 1964.

Professional Experience

- Interim Pastor** -- Lick Creek Church of the Brethren, Bryan, Ohio -- 3/13 to 9/16.
- Executive Director/Public Relations and Marketing Representative** -- Lutheran Social Services of Northwestern Ohio, Archbold, Ohio -- 1/06 to 3/13.
- Chief Executive Officer of YMCA** -- YMCA of Clay County, Brazil, Indiana -- 10/02 to 7/04.
- Executive Director of YMCA/YWCA** -- Williams County Y, Bryan, Ohio -- 8/92 to 2/02.
- Director of Personnel Services** -- Kosciusko Community Hospital, Warsaw, Indiana -- 2/88 to 6/90.
- Executive Director of Young Women's Christian Association** -- Alliance Young Women's Christian Association, Alliance, Ohio -- 9/84 to 2/88.
- Director of Personnel and School/Community Relations** -- East Allen County School Corporation, New Haven, Indiana -- 7/80 to 7/82.
- Associate Dean of Students** -- Ball State University, Muncie, Indiana -- 6/77 to 9/77.
- Doctoral Fellowship**, Office of the Vice President of Student Affairs -- Ball State University, Muncie, Indiana -- 9/76 to 5/77.
- Doctoral Fellowship**, Task Force on Faculty Development -- Ball State University, Muncie Indiana -- 9/75 to 5/76.
- Principal's Fellowship** -- Northside High School, Muncie, Indiana -- 9/75 to 5/76.
- Middle School Guidance Counselor** -- Blackford County Schools, Hartford City, Indiana -- 9/70 to 5/74.
- Residence Hall Director** -- Ball State University, Muncie, Indiana -- 9/69 to 5/70.
- Physical Education Teacher** -- Big Spring School Corporation, Big Spring, Texas -- 9/66 to 5/69.
- Residence Hall Director and Assistant Coordinator of the Graduate Residence Center** -- Indiana University, Bloomington, Indian -- 9/64 to 8/65.

References

Available upon request.

Nancy Sue Berkheiser -- Insert

Church Ministries

- Developed and implemented church programs.
- Taught Sunday School classes for middle school students and adults.
- Sponsored junior high youth groups.
- Served as an elder of First Presbyterian Church.
- Served on special church committees to evaluate the church mission statement and goals.
- Served on church administrative committees, (i.e. personnel committees, church council, etc.).
- Chaired stewardship committee.
- Chaired and served on the worship committee.
- Visited people who were home bound and/or sick as a representative of the church.
- Served as a pulpit supply minister.
- Assisted with the planning and implementing of community church services (i.e. Good Friday, Thanksgiving, Easter, etc.).
- Prepared and delivered the message for the community Easter Sunrise Services.
- Conducted funeral services and provided grief counseling.
- Planned and implemented Lenten Service Programs.
- Performed the sacrament of Holy Communion.
- Encouraged and provided leadership development for members.
- Planned and conducted "Love Feast" services.
- Planned and conducted Tenebrae Service.
- Designed, wrote, and updated the church newsletter.
- Wrote devotional material for The Bryan Times, local newspaper.
- Wrote article for The Herald, District Conference newsletter of the Northern Ohio District Church of the Brethren.

- Wrote and compiled the Lick Creek Church of the Brethren Annual Report.
- Brought in groups to provide “special music” for our Praise and Worship Sunday.
- Provided follow up with church visitors; card, telephone calls, visits, etc.
- Improved relationship with community leaders and other churches.
- Contacted people after they had missed worship services.

LONG TERM SUPPLY CONTRACT
BETWEEN THE SESSION OF
FIRST PRESBYTERIAN CHURCH OF WEST UNITY, OHIO AND
NANCY BERKHEISER

Length of Contract

This contract shall cover the time period of six months, beginning July 1, 2020 and ending December 31, 2020. (Session will evaluate in Oct/Nov and determine yearly contracts thereafter.)

The duties of the Pastor's Position

- A. Provide meaningful worship experiences and maintain pastoral care of our members.
- B. Assist the Session and congregation in developing a Mission Statement and defining short and long term goals.
- C. Visit shut-ins and non-attending members of the congregation with another member of the church (if available).
- D. Conduct office hours at regular times weekly and by appointment.
- E. Visit hospitalized members of the congregation as needed.
- F. Provide an opportunity for Bible Study in a form determined between the pastor and Session.
- G. Assist Julie Klinger as she presides at Table during the sacrament of the Lord's Supper (until fully commissioned.)
- H. Conduct funerals and communicant classes as need arises. (Marriages and Baptisms also, once fully commissioned.)
- I. Moderate Session meetings (once fully commissioned.)
- J. Attend Presbytery meetings.
- K. Provide or assist with special services throughout the year including Ash Wednesday, Lent, Maundy Thursday, Good Friday, Easter, Thanksgiving, Christmas Eve and other services deemed necessary by the Session.

Terms of Call

- A. Salary/Housing Allowance: \$ 2000/month (for 25 hours +/- per week)
- B. Vacation: 2 weeks/6 month contract
- C. Travel Expenses:
 - a. Mileage for church business (at current IRS reimbursement rate for professionals.) \$800/ 6 month contract
- D. Continuing Education Leave: 1 week per 6 mo. contract/1 Sunday
- E. Continuing Ed and/or book allowances: \$300.00/6 month contract

----- Nancy Berkheiser

----- Moderator

----- Committee on Ministry