

***ADDENDUM TO
COMMISSIONER HANDBOOK***

***ONE HUNDRED AND TWENTY-SIXTH GATHERING
OF
THE PRESBYTERY OF NEW HOPE***

October 25, 2025



Report of the Committee to Call the Associate Presbyter for Small Churches and Technology

Committee Members: Walter Beal, Rev. Dr. Bruce Grady, Rev. Antonio Lawrence, Rev. Rocky Stone, Kate Trimble and Ray Watson(Non-Voting Member)

We give thanks to God for the tremendous leaders and deeply gifted pastors we have engaged during the search process and rejoice in their impact upon Christ's church and God's kingdom in the world. It is with gratitude to God and the Presbytery of New Hope for entrusting us with the responsibility of discerning a recommendation for the position of Associate Presbyter that we move election and approval of the following candidate and accompanying terms of call:

Rev. Katie Cashwell is a graduate of Davidson College. Katie was shaped by a close-knit community that nurtured her commitment to leadership and service. She later earned her Master of Divinity from Union Presbyterian Seminary in Richmond, Virginia. Katie has served congregations in Annapolis, Maryland, and Washington, D.C., and spent several years directing conferences at Montreat Conference Center, where she welcomed hundreds of congregations of every size and style from across the PC(USA).

Since 2022, Katie has served as Associate Presbyter for the Presbytery of New Hope, supporting the relational ministry of the presbytery—particularly among congregations with fewer than 100 members. Attuned to the particular and precious needs of small churches in a sea of competing demands, she finds resonance in Jesus's question to the crowd pressing around him in Luke's Gospel: "Who touched me?" In this role, Katie continues to live out her vocational call to mid-council ministry—equipping congregations with tools for faithful discipleship and energizing leaders to share the good news of God's redeeming love in a beautiful and weary world.

With everything that Katie continues to do as she serves the church with energy, intelligence, imagination, and love she has a call that is more important than anything she does for the church. She is wife to Sean, and theological engagement partner with two brilliant children Severn (8) and Robin (5). The family is rounded out by an expressive and energetic barky dog, Dottie.

Respectfully submitted,

Committee Members: Walter Beal, Rev. Dr. Bruce Grady(EP), Rev. Dr. Antonio Lawrence(Chair), Rev. Rocky Stone, Kate Trimble and Ray Watson(Non-Voting Member)

The Presbytery of New Hope

Job Description for Associate Presbyter for Small Church Ministries and Church Technology

Purpose:

To support the relational ministry of NHP with its congregations, particularly with congregations of 100 and under members, and in the use of technology.

Accountability:

The Parish Associate for Small Church Ministries and Church Technology is accountable to the Presbytery's Coordinating Body through the Executive Presbyter, who serves as the Supervisor.

Full-time (40 hours) with benefits

Eligible for consideration for the permanent position

Though an office will be provided for this position at the Raleigh Office, it is anticipated that much of the ministry will be spent on the road, networking with the small churches in the Presbytery. Working from home/telecommuting is possible and must be coordinated with and approved by the immediate supervisor.

The candidate filling this position shall have responsibilities in the following areas:

1. Small Church Ministries

- o Resource and build networks among small churches for support and sharing of mission ministry as they seek to strengthen their connectional relationship with one another and the presbytery.
- o Pay particular attention to small churches that are not yet struggling yet trending toward struggle. Work with them to make adaptive changes prior to crisis and/or struggle. ■ Visit small churches for worship, special events, leadership conversations and training, and other gatherings to build up the presbytery's relationships with these congregations.
- o Lead (or share) in the Sacrament of Communion at regional worship gatherings or when invited by a particular church.
- o Develop and share resources within and beyond the presbytery for small churches. ■
- o Assist churches in evaluating appropriate resources to support, deepen, and broaden their ministries.
- o Work with the Executive Presbyter, the Commission on Ministry, and COM advocates to assist small churches with emerging challenges in pastoral leadership.

Last updated 7/8/2025 (Deirdre Gordon)

2. Technology

- Consult with congregations and the presbytery in evaluating and implementing technology to support and extend the ministry and mission of the church.
- Assist the NHP office and staff planning and implementation of technology to support the ministry and mission of the presbytery.
- Coordinate and support the presbytery's use of technology for online meetings, including serving as online producer for gatherings of the full presbytery and other virtual events, to allow presbytery leaders to focus on meeting content without worry about technical implementation.

3. Church Development & Evangelism/New Worshiping Communities

- Assist New Worshiping Communities in their growth and development by consulting with current and potential NWC leaders, visiting NWCs, and linking them with congregations and the resources of the broader church.

- Work with the Church Development & Evangelism Committee and the Commission on Ministry (as appropriate) to offer opportunities for church development in existing congregational settings.
- Serve as primary staff resource to the Church Development & Evangelism Committee.

4. Commission on Ministry Support and Resource

- Attend meetings of the Commission on Ministry to share specific and general learnings from other responsibilities.
- Support the ministry of the presbytery's Commissioned Ruling Elders and serve as staff resource to the CRE Sub-team of COM.
- Serve as the point person for use of the Holy Cow Congregational Assessment Tool in the presbytery's congregations, including supporting and assigning trained interpreters.

5. NHP Staff Team

- Attend staff meetings on a weekly basis.
- Attend meetings of the Coordinating Body.
- Participate responsibly in the ministry of the presbytery and the

broader church.

- Other responsibilities in consultation with or assigned by the Executive Presbyter.

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Qualifications and Characteristics: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a servant attitude for the cause of Christ; desire to work for the advancement of the shelter, nurture, spiritual fellowship, study and worship of the covenant community of the disciples of Christ.
- Requires ordination as a Ruling, Teaching or Commissioned Ruling Elder and related experience and/or training or an equivalent combination of education and experience.
- Demonstrates knowledge of PC(USA) constitution, theology, history, and polity.
- Demonstrates ability to work collegially and pastorally with Teaching Elders, Christian Educators, Ruling Elders, Commissioned Ruling Elders, and members of congregations.
- Demonstrates ability to communicate in a gracious manner, protecting confidentiality and building relationships.
- Demonstrates ability to be flexible and adaptive in an office environment and presbytery that is in a season of transition.
- Demonstrates ability to work with a computer using software such as Microsoft Office, Dropbox, Zoom, and Google Business Suite.
- Demonstrates the ability to manage a project and complete it on time.
- Must pass all presbytery background screening

Rev. Katie Cashwell Terms of Call

Rev. Katie Cashwell will serve as the Associate Presbytery for Small Churches and Technology. This position will begin effective October 25, 2025. Terms: annual cash salary: \$48,200; housing allowance: \$31,800.00; voucher expenses \$11,000; social security offset:\$6,120.00; Board of Pensions dues: \$29,150.24. Total compensation package: \$126,270.24. Vacation: 4 weeks. Continuing education: 2 weeks. A sabbatical leave of 3 months after 5 years. 40 hours per week.

Statement of Faith

Rev. Katie Cashwell

I believe in the Trinity: Father, Son, and Holy Spirit. Calvin wrote: “I can’t think on the one without quickly being encircled by the three; nor can I discern the three without being carried back to the one” (Institutes). In each identity of the Trinity the whole Divine Nature is understood, but each has its own particular quality. God is the Maker of the Universe. Annie Dillard wrote, “the universe was not made in jest but in solemn, incomprehensible earnest by a power that is unfathomably secret, holy, and fleet.” God’s willingness to become fully human is the most powerful demonstration of God’s love (Nicene Creed). Scripture tells us “The virgin will conceive and bear a son and they will name him Emmanuel” (MT 1:23).

Emmanuel is the promise of the Incarnation-God was, and always will be, with us. Jesus’ life was characterized by perfect love and obedience to God. He ministered to outcasts and healed the sick. His ministry often created conflict, his teachings criticized and disrupted people. Jesus was unjustly condemned but His life of obedience to God led him inexorably to the cross. Christ’s obedience to God stands in stark contrast to our disobedience and sin. We are God’s children and we are also the children of Adam and Eve with, “a hereditary craving for forbidden fruit salad” (B.B. Taylor). We are broken and beloved; sinful and sacred; made in the image of God and created good, but our goodness is marred by sin.

Our sins were attributed to Christ on the cross, no longer counting against us. God then raised Christ from the dead. In Christ’s resurrection God destroyed the power of sin, saved us from death, and gave us everlasting life. We have been, are being, and will be made whole in Christ. Scripture is the Living Word of God. God wants us to be part of Scripture-to weep, rejoice, hope, act. Rooted in history, Scriptures is more than history. Scripture transforms us by the power of the Holy Spirit. The Holy Spirit is God working in our Church and world. The Spirit gives us courage to pray, to witness to Christ, to hear others, to unmask idolatries, and to work for justice, freedom, and peace (Brief Statement of Faith). The PCUSA is my home base. No other organization or denomination tugs so strongly at my soul. I am part of the Church, the Body of Christ, people working together to love God and one another. We embrace this identity through regular worship and celebration of the Sacraments. In Baptism God claims us as God's children, created for a life of faithfulness. It is a sign and seal of God’s promises that we are claimed by Christ and have new life. In the Lord’s Supper we are nourished for spiritual growth in relationship with God and one another. At the table we are united with Christ and one another. We enact at the table what we will do in the world-practice justice, reconciliation, and obedience to Christ.

Biographical Sketch Rev. Katie Cashwell

Katie lives in Raleigh with her husband, Sean, their two young theologians – Severn (8) and Robin (5) – and their barky dog, Dottie.

A graduate of Davidson College, Katie was shaped by a close-knit community that nurtured her commitment to leadership and service. She later earned her Master of Divinity from Union Presbyterian Seminary in Richmond, Virginia.

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In this role, Katie continues to live out her vocational call to mid-council ministry – equipping congregations with tools for faithful discipleship and energizing leaders to share the good news of God’s redeeming love in a beautiful and weary world.

Katie serves on the board of directors for the Presbyterian Publishing Corporation. She can often be found on her yoga mat, out birding, reading fiction, or spending as much time as possible outdoors.