

PRESBYTERY OF YELLOWSTONE

MISSION STATEMENT

Approved September 18, 2001

The Presbytery of Yellowstone, as a governing body of the Presbyterian Church (U.S.A.), is called to witness to Jesus Christ, and to oversee and assist its congregations and pastors. Relying on the Holy Spirit we do this by:

- Renewing and supporting our Congregations and Pastors
- Establishing new Churches
- Maintaining and developing a Camping/Youth Program
- Supporting our Higher Education Ministry

Short-Term Statement of Mission Priorities for 2006-2008

Adopted by presbytery February 28, 2006

- To encourage, disciple, resource, teach, equip the leaders in the churches and presbytery through collaborative learning, exploration and conversation.
- To work for the transformation of the local churches and presbytery to be all they can be in Christ.
- To assist the leaders and strengthen the presbytery and its committees to accomplish the presbytery's stated mission.
- To prayerfully work for the unification of the presbytery, towards becoming a community of communities.
- To strengthen the financial viability of the presbytery.

Presbytery of Yellowstone

Administrative Manual

January 17, 2011

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STANDING RULES YELLOWSTONE PRESBYTERY

With changes as adopted by the Presbytery through March 4, 2008

S1.0 BOUNDARIES

The Presbytery of Yellowstone is a corporate expression of the Presbyterian Church (U.S.A.), consisting of all the churches and ministers of the Word and Sacraments within the counties of Beaverhead, Big Horn, Broadwater, Carbon, Carter, Custer, Daniels, Dawson, Deer Lodge, Fallon, Fergus, Gallatin, Garfield, Golden Valley, Granite, Jefferson, Judith Basin, McCone, Madison, Meagher, Musselshell, Park, Petroleum, Phillips, Powder River, Prairie, Roosevelt, Rosebud, Sheridan, Silver Bow, Stillwater, Sweet Grass, Treasure, Valley, Wheatland, Wibaux and Yellowstone; that portion of Powell County that lies south of 46 degrees 40 minutes north latitude; and Richland County with the exception of the City of Fairview; all in the state of Montana.

S2.0 MEMBERSHIP

- S2.01 Membership in the presbytery shall consist of ministers of the Word and Sacraments and elders, in numbers as equal as possible.
- S2.02 All ordained ministers enrolled by the presbytery as active members, members-at-large, or honorably retired shall be voting members. All temporary members of Presbytery shall be voting members.
- S2.03 Each church in the presbytery shall be represented by at least one elder commissioned by the Session to be a voting member, and enrolled by the presbytery at each of its meetings.
- S2.04 Commissioned Lay Pastors (CLP) when granted a local commission will have a voice and vote in meetings of Presbytery for as long as the commission is validated.
- S2.05 Each church with an active membership of five hundred and one (501) through one thousand (1,000) persons shall be represented by two elders commissioned by the Session to be voting members, and enrolled by the presbytery at each of its meetings.
- S2.06 An elder, holding office in the presbytery as Moderator, Vice Moderator, Stated Clerk, Treasurer, or as Moderator of a Standing Committee of Presbytery or Council, shall be a voting member of the presbytery for the duration of the term of such service. Committees include Budget & Finance, Camping and Youth, Higher Education, Ministry, Mission, New Church Development, Nominating,

Personnel, Presbyterian Woman, Representation, St. Timothy's Memorial Chapel and Vocations.

S2.07 Annually, the Stated Clerk shall ascertain the number of resident minister members on the first day of the year, and the number of elders whom the churches are entitled to enroll as voting members of the presbytery. When the number of ministers is larger than the number of elders, the Stated Clerk shall bring the imbalance to the attention of the presbytery at its first stated meeting of the year. The presbytery shall redress that imbalance by inviting Sessions of particular churches to elect additional elder commissioners for the second meeting of the calendar year thru the first meeting of the following year.

S3.0 MEETINGS

S3.01 The presbytery shall hold stated meetings three times each year, at a time and place determined by the presbytery at its final stated meeting of the previous year, upon the recommendation of the Presbytery Council.

S3.02 Special meetings of the presbytery may be called under the terms and the conditions set forth in the Form of Government of the Book of Order of the Presbyterian Church (U.S.A.). Special meetings may be held by telephone conference call, or at a particular place, at the discretion of the Stated Clerk and the Moderator; costs for such meetings may be assessed to the persons or congregations for whose benefit the meeting is called.

S3.03 All meetings of the presbytery shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise. Nothing in these Standing Rules shall be construed to permit the presbytery to abrogate or waive any requirements of the Book of Order of the Presbyterian Church (U.S.A.), or the laws of the state of Montana.

S3.04 A quorum of the presbytery shall be any three minister members, and the elder members present, provided that at least three churches are represented by elders.

S3.05 The first stated meeting of the year shall be the Annual Meeting.

S3.06 All regular elections to the offices of the presbytery, its committees, and commissions shall take place at the last stated meeting of the year, except as otherwise provided in the Standing Rules. The officers of Presbytery shall be installed and assume office at the annual meeting.

S3.07 Elections for Commissioners to General Assembly and Synod for the next term shall take place at the last stated meeting of the year.

S4.0 OFFICERS

S4.01 The officers of the presbytery shall be a Moderator, a Vice-Moderator, and a Stated Clerk.

S4.02 The Moderator shall be elected by the presbytery at the last stated meeting of the year, and shall assume office January 1 of the new year. Installation will be done at the first meeting of the new year, and shall serve in that office until January 1. The Moderator shall possess the authority and carry out the responsibilities of that office set forth in the Book of Order of the Presbyterian Church (U.S.A.).

S4.03 The Vice-Moderator shall be elected by the presbytery at the last stated meeting of the year, and shall assume office January 1 of the new year. Installation will be done at the first meeting of the new year, and shall serve in that office until January 1. The Vice-Moderator shall carry out such duties as may be assigned by the Moderator. In the event of the inability of the Moderator to carry out required moderatorial responsibilities, the Vice-Moderator shall act for the Moderator until the presbytery is able to elect a person to exercise the duties and privileges of that office.

S4.04 The Stated Clerk shall be elected by the Presbytery at the last stated meeting at which the term of the incumbent expires, and shall assume office upon installation at the close of said meeting. The term of office shall be three years; the Stated Clerk shall not serve for consecutive terms, full or partial, for more than six years. The Stated Clerk shall possess the authority and carry out the responsibilities of that office set forth in the Book of Order of the Presbyterian Church (U.S.A.). The Presbytery may provide an assistant to the Stated Clerk, to be appointed by the Stated Clerk.

S5.0 PRESBYTERY COUNCIL

S5.01 The Presbytery Council shall consist of the moderator of Presbyterian Women of Yellowstone Presbytery, the moderator and vice moderator of Presbytery, and the moderators of each Standing Committee of the Presbytery and Council, and New Church Development Commission. All these individuals shall be voting members. No person may serve as member of Presbytery Council for consecutive terms, full or partial, for more than six years. The Synod Commissioner and the most recent past Moderator of Presbytery shall be ex-officio members of Council with voice but no vote.

S5.02 The Council Moderator shall be elected by the Presbytery for a three (3) year term with no more than 2 consecutive terms.

S5.03 The Stated Clerk of the presbytery, and other elected staff serving the presbytery shall be ex-officio members of the Presbytery Council, without vote. The Stated Clerk shall serve as Secretary of the Presbytery Council.

S5.04 The Presbytery Council shall be responsible for the coordination of the presbytery's mission and its program, arrange all aspects of Presbytery meetings, long range planning and the review of the functional relationship between the presbytery's structure and its mission purposes. The duties and powers of the Presbytery Council shall be those herein set forth, subject to the constitution of the Presbyterian Church (U.S.A.). Those duties and powers are:

S5.04.1 To recommend annually to the presbytery a Presbytery Mission Program based on the plans of the Standing Committees, in light of the suggested programs of

the Synod of the Rocky Mountains and the General Assembly, together with a budget for the implementation of the Presbytery Mission Program.

- S5.04.2 To negotiate with representatives of other governing bodies in The Synod of The Rocky Mountains an equitable distribution of mission funds from the several presbyteries for the work of the Synod and the General Assembly, and to recommend to the presbytery the results of that negotiation for the instruction of particular congregations in their mission giving for the benefit of the whole church.
- S5.04.3 To consider and make recommendations to the presbytery all requests from individuals, congregations or special groups for financial appeals, whether for current operations or capital campaign funds.
- S5.04.4 To prepare annually a budget for the administrative costs of the presbytery, and recommend that budget to the presbytery for adoption, together with requisite costs to be assessed each particular church based on the number of members most recently reported to the Stated Clerk of the General Assembly.
- S5.04.5 To prepare the docket for stated meetings of the presbytery, and cause that docket and related reports to be distributed to all members and commissioners of the presbytery and interested persons at least fifteen (15) days prior to the meeting.
- S5.04.6 To report to the presbytery at each stated meeting every action taken by the Presbytery Council since the last stated meeting.
- S5.04.7 To nominate to the presbytery for election a moderator and members of the Nominating Committee, said nominations being distributed with the call and docket for the final stated meeting of the year; and to name members to Presbytery Council's Personnel and Budget and Finance Committees.
- S5.04.8 To exercise responsibility for the oversight of persons employed by the presbytery, including its officers, through the development of appropriate personnel policies, position descriptions, criteria for satisfactory performance, regular review and evaluation of performance, and recommendation to the presbytery requisite salary and allowances.
- S5.04.9 To develop and regularly to review an Administrative Manual for the presbytery, which shall include the presbytery's Standing Rules, policies, position descriptions, procedures and guidelines for councils, Committees and commissions, and all related documents. The Administrative Manual shall be adopted by the presbytery by majority vote, and shall be subject to amendment at any stated meeting of the presbytery, upon recommendation of the Presbytery Council.
- S5.05 The Presbytery Council shall constitute the Board of Trustees of the corporation of the presbytery, as provided in the Book of Order of the Presbyterian Church (U.S.A.), and shall perform the duties and functions established for the Board of Trustees in the Articles of Incorporation, according to the laws of the state of Montana. The Council shall make recommendation to the presbytery concerning the disposition, sale, or lease of all property held by the presbytery and its

particular churches, according to the requirements of the Book of Order of the Presbyterian Church (U.S.A.).

S6.0 STANDING COMMITTEES

S6.01 The presbytery will delegate particular aspects of their task to councils, commissions, and committees as is needed for the mission and ministry of the presbytery and as may be required by the Book of Order. (G.9.0901)

S6.02 The Nominating Committee process as stated in G.9.0801 shall be followed for the selection of all persons serving on Council, committees, task forces, and representatives to other governing bodies. Specifically, no person may serve as an elected or appointed member of a particular council, committee, task force or related governing body for consecutive terms, full or partial for more than six years.

S7.0 AMENDMENTS AND SUSPENSION

S7.01 These Standing Rules may be amended by a two-thirds vote of the members of the presbytery present and voting at any stated meeting of the presbytery, providing that notice in writing has been given at the preceding stated meeting.

S7.02 These Standing Rules may be temporarily suspended at any stated meeting of the presbytery by a four-fifths vote of the members of the presbytery present and voting.

S7.03 All former “Standing Rules for Yellowstone Presbytery” are hereby declared null and void.

Document History:

- Approved by Presbytery 1/29/94, Miles City
- Revision #1 - June 3-4, 1996, Harlowton
- Revision #2 - November 14-15, 1997, Anaconda
- Revision #3 - February 3, 2001, Terry
- Revision #4 – February 14, 2004, Springhill (04-11.4)
- Revision #5 – March 4, 2008, Miles City (08-28.4)

**Committee Assignments and Duties
Conforming To
The Restructured Operational Format
for the
Presbytery of Yellowstone**

“We have different gifts, according to the grace given us. If a person’s gift is prophesying, let them use it in proportion to their faith. If it is serving, let them serve; if it is teaching, let them teach; if it is encouraging, let them encourage; if it is contributing to the needs of others, let them give generously; if it is leadership, let them govern diligently; if it is showing mercy, let them do it cheerfully.”

Romans 12:6-8

ADMINISTRATIVE FUNCTIONS

Presbytery Council

Purpose: To coordinate through the committees of presbytery and council the work of the presbytery to assure that its administrative and mission functions are faithfully fulfilled in keeping with the mission statement of the presbytery. To arrange all aspects of presbytery meetings, to include worship. To coordinate a range of programs between congregations encompassing stewardship, Christian education and general congregational health and vitality. Assure the continued success and viability of the presbytery’s campus ministry or chaplaincy programs. Conduct long range planning, prepare and oversee the budget and serve the trustee functions of the presbytery.

The Presbytery Council shall be comprised of 16 voting members. They include the moderators of each standing committee of the presbytery or presbytery council (11), the moderator and vice moderator of the presbytery, the moderator of the presbytery council, the moderator of the New Church Development Commission and the moderator of Presbyterian Women in the presbytery.

The council will meet at least six times per year and three of those meetings shall be held not less than one month prior to the next stated meeting of the presbytery. In addition the council may meet as frequently as necessary to accomplish the coordination and planning essential to the faithful discharge of its responsibilities.

Duties:

1. The primary duty of the council shall be the coordination of the work of the committees of the presbytery and council to assure that the mission of the presbytery is carried out. It shall, on behalf of the presbytery, ascertain that administrative and program budgets are properly maintained and regularly review the relationship of those areas in light of the mission objectives.
2. The duties and powers of the presbytery council shall be those set forth and subject to the constitution for the Presbyterian Church (U.S.A.) to:
 - a. Upon recommendation of its Budget and Finance Committee, the council shall annually submit to the presbytery a consolidated budget for mission, ministry, administration and programs based on the requests from its committees to include distributable mission support from the Synod of the Rocky Mountains and the General Assembly.

- b. Negotiate with representative of the Synod of the Rocky Mountains and the General Assembly for the equitable distribution of mission funds available to aid receiving presbyteries.
 - c. Recommend to the presbytery, upon review, all requests from individuals, congregations, or special interest groups for financial appeals, whether for current operations or capital campaign funds with particular concern for requests from congregations and presbytery entities.
 - d. Prepare the docket for stated meetings of the presbytery to include worship and special event planning.
 - e. Report to the presbytery at each stated meeting actions taken by the council since the last stated meeting.
 - f. Prepare a slate of nominees for the moderator and members of the presbytery Nominations Committee.
 - g. Through its Personnel Committee, exercise responsibility for the oversight of persons employed by the presbytery through the development of appropriate personnel policies, position descriptions, criteria for satisfactory performance, regular reviews and evaluations, as well as recommendations of appropriate salary and allowances.
 - h. Develop, maintain, and regularly review an administrative manual for the presbytery which shall include the policies, position descriptions, procedures and guidelines for the presbytery, council, committees and commissions as well as all related documents. The administrative manual shall be adopted by the presbytery and shall be subject to amendment at any stated meeting of the presbytery upon recommendation of the council.
 - i. Constitute the board of trustees of the corporation of the Presbytery of Yellowstone as provided in the Book of Order of the Presbyterian Church (U.S.A.). It shall perform the duties and functions established for the board of trustees in accordance with its articles of incorporation filed with the Office of the Secretary of State complying with the laws of the State of Montana. In this capacity the council shall make recommendations to the presbytery concerning the disposition, sale, or lease of all property held by the presbytery and its particular churches according to the Book of Order of the Presbyterian Church (U.S.A.).
 - j. Review proposed amendments to the constitution of the Presbyterian Church (U.S.A.) and make recommendations to the presbytery for its action.
3. The presbytery may designate other responsibilities to the council as it may deem necessary to assure smooth, uninterrupted functions of the presbytery, its planning, personnel procedures and financial process.

Budget & Finance Committee (of the Presbytery Council)

Purpose: This committee shall attend to the active financial oversight and stability of the presbytery. It shall be a committee of Presbytery Council responsible and reporting regularly to that body. It shall prepare the annual consolidated budget for the presbytery as well as sub-budgets for administration and mission and exercise fiscal responsibility for the proper oversight and administration of those budgets.

The Committee shall consist of three (3) members; 2 Elders and 1 Clergy as equally representative of geography and gender as possible. It shall meet as frequently as necessary to discharge its responsibilities.

Duties:

- D. Annually prepare budgets for the administrative and program functions of the presbytery.
- E. Oversee administration of the budgets reporting monthly to moderator of Presbytery Council appropriate sections to each committee on the status of their budget.
- F. Oversee the work of the Treasurer.
- G. Arrange for the full financial review of all books and records relating to the finances once each year by a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors should not be related to the Treasurer(s)..
- H. Arrange for a published annual report of all financial activities of the presbytery.
- I. Be responsible for the receipt and proper accounting of all funds accorded to the presbytery from General Assembly, Synod and appendant congregations of the presbytery.
- J. Any expenditure in excess of a given budget line unit (Committee, Commission, Task Force) must be reviewed by the Finance Committee and approved by Presbytery Council.
- K. The policies and procedures of this committee will be reviewed annually by the Presbytery Council to determine their appropriateness.

Personnel Committee (of the Presbytery Council)

Purpose: This is a committee of Presbytery Council and shall be responsible for the administration of the Personnel Policy of the presbytery to include affirmative action. It will attend to a comprehensive annual review process of all staff employees of the presbytery, make recommendations to Presbytery Council regarding compensation, pension benefit and health care programs. To draft and review all contracting material used by the Presbytery and maintain it in accordance with fair employment practices. It will likewise be responsible for interviewing all candidates for staff positions as well as recommending selected candidates to Presbytery Council for contracting. In like manner, it will also recommend changes in or termination of contractual relationships.

This Committee shall consist of four (4) members; 2 Elders and 2 Clergy as equally representative of geography and gender as possible. The Committee shall meet at least quarterly and as frequently as its duties may require.

Duties:

- L. Conduct appropriate search procedures, interview and recommend for contracting all selected applicants for staff positions.
- M. Conduct comprehensive annual reviews of all staff employees and make appropriate recommendations to Presbytery Council accordingly.
- N. Be pro-active in supervising staff and attend to their concerns as well as those of presbytery committees.
- O. Approve all requests for vacation, leave of absence and separation of service.
- P. Draft and maintain all employment contracts and position descriptions utilized by the presbytery.
- Q. Develop and maintain a Personnel Policy Manual and actively administer this policy and review their policies and procedures to assure their appropriateness.
- R. Recommend annually to Presbytery Council a compensation package for each staff employee.

Committee on Ministry

Purpose: To provide pastoral care, support and oversight of Ministers of the Word and Sacrament, Commissioned Lay Pastors and other church professionals. Those functions and powers as outlined in the Book of Order pertaining to such care and oversight will be the responsibilities of this committee. It will also provide care for the congregations relative to their relationship with the Presbytery and Ministers of the Word

and Sacrament, Commissioned Lay Pastors and other church professionals.

This committee shall consist of twelve (12) members; 6 Elders and 6 Clergy as equally represented by geography and gender as possible. It shall meet not less than four times per year and as often as necessary to carry out its work.

Duties:

The primary duty of the Committee On Ministry shall be to serve as the Pastor and counselor to the Ministers of Word and Sacrament, Commissioned Lay Pastors and other church professionals enrolled as members of the Presbytery.

The duties and powers of the Committee On Ministry shall be those set forth in the constitution of the P.C.(U.S.A.) to:

- S. Consult with congregations and implement adequate pastoral care where they have less than full time pastoral services.
- T. Place, supervise and support Commissioned Lay Pastors after they have been commissioned by the Presbytery.
- U. Develop support systems for clergy, clergy families and other church professionals.
- V. Facilitate relationships between congregations, ministers and the presbytery and settle difficulties in those relationships on behalf of the presbytery when possible and expedient.
- W. Have the authority to dissolve pastoral and other staff relationships in cases where the congregation, minister and/or staff concur.
- X. Be responsible to the Presbytery for the supervision and implementation of the Plan of Compensation currently in use in the presbytery as set forth in the Manual of Operations.
- Y. Represent with the presbytery the interests of all persons who are members of the Pension Plan of the P.C.(U.S.A.) including active and retired ministers, church employees and beneficiaries of same. It shall have the authority to disburse funds set aside by the presbytery for the particular needs of minister members, spouses and their dependents.
- Z. It shall appoint, in coordination with the Mission Committee liaisons (one from each committee) to each congregation who will be the focus of care for the Presbytery and these committees.
- AA. Examine every Minister and Commissioned Lay Pastor who seek membership in Presbytery on their Christian faith, theology, the sacraments and the polity of the denomination and shall make recommendation to the presbytery on each applicant, who shall likewise be subject to further examination by the presbytery prior to reception.
- BB. It will annually review its policies and procedures to determine their appropriateness.

Committee on Vocations

Purpose: The Committee shall be responsible for the care, support and oversight of inquirers and candidates for the Ministry of Word and Sacrament, Christian educators and Commissioned Lay Pastors. The committee will carry out the seeker, learner and preparation for commissioning process for Commissioned Lay Pastors as outlined in the CLP program of presbytery. The committee will be proactive in identifying and assisting congregations, in concert with the Mission Committee's revitalization efforts, where a Commissioned Lay Pastor may well be a key factor in enabling the nurture, well being and renewal of such churches.

The committee shall consist of four (4) members; 2 Elders and 2 Clergy as equally representative of geography and gender as possible. It shall meet not less than three times per year and as often as necessary to properly carry out its duties.

Duties:

- A. Develop clear procedures for inquirers and candidates for ministry consistent with the Book of Order.
- B. Develop clear and consistent procedures to fulfill the responsibilities assigned to the

- C. Committee On the Preparation for Ministry as defined in the Book of Order.
- C. Develop a program to identify, acquaint and encourage potential candidates for Minister of the Word and Sacrament, Christian educator and Commissioned Lay Pastor.
- D. Administer, promote and carry out the Commissioned Lay Pastor Program recognizing its distinct and unique advantages for congregational renewal in our marginalized churches.
- E. Conduct an annual review and update the Commissioned Lay Pastor Manual policy and procedures to assure their appropriateness.
- F. Nominate to the General Assembly Committee on Cooperative Examinations an individual who will be a reader of examinations for candidates for ordination.
- G. Theological Education: Actively promote throughout the presbytery theological educational opportunities and the denomination's 1% Fund for Theological Education.

Nominations Committee

Purpose: The committee shall be responsible for identifying, recruiting, nominating and assimilating leadership into the presbytery structure as well as for other governing bodies as requested. It shall coordinate its efforts with the Committee on Representation in keeping with the Book of Order.

This committee shall consist of six (6) members; 2 Clergy, 2 laywomen, and 2 laymen as equally representative of geography and gender as possible. It shall meet not less than three times per year.

Duties:

- H. Develop and maintain a skills bank of both laity and clergy for use in the whole presbytery.
- I. Identify and recruit lay and clergy leadership for the presbytery structure using the skills bank and other reliable sources.
- J. Design and administer a means of properly assimilating new leadership into the presbytery structure to include proper indoctrination.
- K. Design and annually make available to local congregations a training workshop for nominating committees.
- L. Be prepared to fill vacancies on presbytery committees as they occur off normal tern cycle.
- M. To annually review their policies and procedures to assure their appropriateness.
- N. Nominate moderators annually for each of the presbytery committees.

Committee on Representation

Purpose: This committee is mandated by the General Assembly and it shall address all matters of inclusiveness to encompass proper distribution of human resources by age, gender, race and color on all committees/commissions of the Presbytery. It will also address as closely as possible the geographical balance of said distribution of talents. It is empowered to assure General Assembly that these responsibilities have been diligently carried out.

This Committee shall be comprised of three (3) members; 2 Elders and 1 Clergy. It shall meet not less than two times per year and as many times as required to coordinate its duties with the Personnel and Nominations Committees.

Duties:

- A. Are specifically outlined in detail in the Book of Order (G-9.0105).
- B. It shall work in cooperative consultation with the Nominations Committee and the Personnel Committee to assure that all matters pertaining to participation and inclusiveness are properly implemented and carried out.

Permanent Judicial Commission

Purpose: The Permanent Judicial Commission of the Presbytery is the first appellate "court" in the judicial process of the denomination and is a part of the process whereby church discipline is implemented. The

primary purpose of church discipline is to make clear the significance of membership in the body of Christ to preserve the purity of the church. To correct or restrain wrongdoing and to restore the unity of the church by removing or ameliorating the causes of discord and division. Accordingly, it shall receive and process remedial or disciplinary cases transmitted from the local Sessions as the originating judicatory.

The Commission shall be comprised of seven (7) members composed of ministers and elders in numbers as nearly equal as possible, with the additional member being either a minister or an elder; no more than one of its elder members may be from one of the presbytery's constituent churches. The term of office shall be six years.

Duties: The procedures and duties of the Permanent Judicial Commission shall be those spelled out in the Rules of Discipline (chapters D-1 - D-14) of the Book of Order.

MISSION FUNCTIONS

Camping and Youth Committee

Purpose: This committee shall be responsible for developing, implementing and maintaining a comprehensive summer camping and year round activities program for the presbytery.

The committee shall consist of nine (9) members; 6 laypersons and 3 clergy as equally representative of geography and gender as possible. The committee will meet not less than quarterly and as frequently as necessary to faithfully discharge its responsibilities.

Duties:

- O. Design a long range camping program that will be self-supporting and in that process continue to explore options for future camp facilities.
- P. Develop and implement a year round youth program encouraging youth from across the presbytery to participate in such activities.
- Q. Develop and implement a comprehensive summer camping program.
- R. Supervise the development and utilization of Westminster Spires Camp at Red Lodge.
- S. Create and implement an effective, consistent youth ministry program for the presbytery that complements the General Assembly model for Youth Connections.
- T. Coordinate the promotion, registration and attendance of the youth of the presbytery to local, Synod and national youth events and camps.
- U. Maintain and annually review the Camp Policy Manual and administer accurate fiscal policy and practice and review policies and procedures to assure their appropriateness.
- V. Resource local congregations in developing local youth ministry programs.

New Church Development Commission

Purpose: This is a new and currently temporary commission of presbytery with all the powers accorded to a commission by the Book of Order. It shall have the responsibility of exploring the possibilities for new church opportunities in key demographic areas of the presbytery. It shall have the authority to proceed to dialogue with existing churches or other constituencies in such targeted areas regarding the possibilities for new church development and encourage their support for such a process to move forward and take place.

The Commission shall consist of nine (9) members; composed of ministers of the Word and sacrament and elders in numbers as nearly equal as possible with the additional member being either an elder or a minister of the Word and Sacrament. It shall meet as frequently as necessary to faithfully discharge its responsibilities.

Duties:

- A. To identify communities throughout the presbytery, utilizing demographic studies and other defining appurtenances, where new church development would be both advantageous,

- conducive and responsive to growth and revitalization of the body of Christ in said defined areas.
- B. To enable and assist such potential new congregations in their developmental process; providing counsel and guidance in all matters essential to their involvement as a strong, vital worshipping community of faith.
- C. To pursue facility considerations and innovative financing arrangements for same to intentionally encourage new church development and placement.

Higher Education Committee

Purpose: This committee shall be responsible for the coordination and oversight of all activities of the respective campus ministries at Montana State University-Billings, Montana State University-Bozeman. It will address the matters of accountability and effectiveness of the entities entrusted with the direction of the campus ministries, as well as the accountability to the Synod of The Rocky Mountains, Yellowstone Presbytery and its constituent congregations to their awareness of, support for and efforts on behalf of ministries in higher education. Included in the committee's considerations shall be information regarding Rocky Mountain College and its chaplaincy program.

The Committee shall consist of ten (10) members to include the campus pastor/chaplain at each of the aforementioned campuses, a lay member from each of the campus entities, a designated representative from Yellowstone Presbytery, and one representative from each church in communities where campus ministries are operating, i.e. two from Billings, one from Bozeman. Each church shall select its representative and each campus/college ministry theirs. The committee will meet at least four times per year.

Duties:

- A. Identify financial needs and resources for campus ministries and for Rocky Mountain College and its chaplaincy program to include giving opportunities by local churches, grants and other fund raising venues.
- B. Advocate for and promote higher education ministries in the presbytery to the Synod and General Assembly of the P.C.(U.S.A.).
- C. Actively seek opportunities to promote higher education with the churches of the presbytery to include sending names of students who are attending the respective campuses, giving opportunities and the special Pentecost Offering.
- D. Seek opportunities to expand campus ministry with the tribal colleges in Montana, i.e. Fort Peck, Little Big Horn and Montana Tech and Western Montana College.
- E. Promote joint ministry opportunities between the campus ministries and investigate ecumenical ministries with other denominations and the Montana Association of Churches.
- F. Annually review their policies and procedures as to their appropriateness.
- G. Resource higher education ministries in local congregations.

Mission Committee

Purpose: This committee shall be responsible for carrying out the mission initiatives of the mission statement of Yellowstone Presbytery. Its work will be reflective of the very heart and soul of what we should be about. It will develop and maintain programs to address the health and vitality of the constituent congregations of the presbytery as well as programs that address all aspects of outreach ministries. The committee shall be divided into two areas of specific concern. One will be congregational health and vitality and the other mission initiatives. It will have a moderator and two vice-moderators, each responsible for one of the areas of specific concern.

The committee shall consist of twelve (12) members; 8 Elders and 4 Clergy and as many co-opted members as necessary to carry out the responsibilities of each special area of concern.

The Committee will meet as a body of the whole at least four times per year, with each of the sub-committees meeting independently a like number of times and as many times as necessary to accomplish the wide variety and nature of their work.

Duties:

Congregational Health & Vitality

- H. Christian Education Coordination: Provide support, train and financial assistance where needed to sustain viable, quality C.E.
- I. Stewardship Education & Interpretation: Provide resources, seminars and consultation to assist congregations in successful stewardship interpretation.
- J. Resource Center/Book Store: Provide a book store at every convocation. Promote the use of the resource center and monitor its use.
- K. Promotion of the Western National Leadership Training (WNLT) event: Provide a member to the planning event.
- L. Congregational Mission Liaisons: Develop and train teams, in concert with the Committee on Ministry, that will pro-actively visit and consult with each congregation, addressing their needs and concerns and assist in and at the same time adding a positive face to the presbytery.
- F. Relate to the New Church Development Commission: Actively and intentionally support the New Church Development Commission.
- G. Promote evangelism and outreach.
- H. Promote older adult ministries.

Mission

- I. Keep before the presbytery the Great Ends of the Church which are the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.
- B. Outreach opportunities: Identify, explore and actively encourage mission outreach opportunities.
- C. Peacemaking: Coordinate and promote peacemaking efforts and opportunities.
- D. Mission Itineration: Keep the mission activities of the denomination in from of the presbytery's congregations and itinerate missionaries to them.
- E. Hunger Action Enabler: Support the work of this position that seeks to keep before the presbytery the matter of hunger around the globe. Among these efforts is providing support and interest in the equal exchange endeavors (e.g. coffee, sweat-free T's, etc) and promote the cents-ability meal program, promoting these efforts not only a presbytery functions but in each of its constituent congregations in coordination with the Outreach Committee.
- F. Intermountain Children's Home: Acknowledge the value and asset the children's home affords the presbytery and actively support its work.
- G. Promotion of Special Offerings: Actively promote across the presbytery all special offering efforts of the denomination.
- H. Montana Association of Churches (MAC): Promote the presbytery's interaction with MAC and assist in its work.

St. Timothy's Memorial Chapel Committee

Purpose: St. Timothy's Chapel is a unique and special gift accorded to the Presbytery of Yellowstone. This committee is charged with the maintenance of the facility, its financial support and stability, the providing of pastoral support for its worship services as well as administration and promotion of ancillary services that the Chapel Committee, in consultation with Presbytery Council, deem appropriate to its charter.

This committee shall be comprised of nine (9) members; 5 Elders and 4 Clergy *and* by terms of the deed of gift, provisional members elected to one year terms, to include at least 2 ecumenical representatives and 2 members of the donor family. It shall meet at least four times per year and as often as necessary to the

conduct of its work.

Duties:

- A. Maintain an active program of worship services during its normal months of operation and continue to explore the possibilities for expanded use of the facility to better meet the emerging needs of the surrounding community.
- B. Maintain accurate financial accounting of all funds collected by and/or disbursed to the Chapel Committee for the process of operating the Chapel and work with the Finance Committee of Presbytery Council to assure the accuracy and integrity of all accounting procedures to include proper oversee of all investment accounts.

Presbyterian Women

Purpose: To bring the needs, concerns and report on the important activities of the Presbyterian Women's program of the presbytery, recognizing that women bring a wide and critically important variety of talents and services to the denomination as a whole and to the Presbytery in particular.

Duties:

To carry out effectively and efficiently the programs and works ascribed to this body of Presbyterian Women by its denominational charter.

"As a prisoner for the Lord, then I urge you to live a life worthy of the calling you have received."
(Ephesians 4:1)

Approved by Presbytery February 8, 2003, Billings (03-19.1)
Amended by Presbytery March 4, 2008, Miles City (08-17.2)

PRESBYTERY COUNCIL

Purpose: To coordinate through the committees of presbytery and council the work of the presbytery to assure that its administrative and mission functions are faithfully fulfilled in keeping with the mission statement of the presbytery. To arrange all aspects of presbytery meetings, to include worship. To coordinate a range of programs between congregations encompassing stewardship, Christian education and general congregational health and vitality. Assure the continued success and viability of the presbytery's campus ministry or chaplaincy programs. Conduct long range planning, prepare and oversee the budget and serve the trustee functions of the presbytery.

The Presbytery Council shall be comprised of 16 voting members. They include the moderators of each standing committee of the presbytery or presbytery council (11), the moderator and vice moderator of the presbytery, the moderator of the presbytery council, the moderator of the New Church Development Commission and the moderator of Presbyterian Women in the presbytery.

The council will meet at least six times per year and three of those meetings shall be held not less than one month prior to the next stated meeting of the presbytery. In addition the council may meet as frequently as necessary to accomplish the coordination and planning essential to the faithful discharge of its responsibilities.

Duties:

1. The primary duty of the council shall be the coordination of the work of the committees of the presbytery and council to assure that the mission of the presbytery is carried out. It shall, on behalf of the presbytery, ascertain that administrative and program budgets are properly maintained and regularly review the relationship of those areas in light of the mission objectives.
2. The duties and powers of the presbytery council shall be those set forth and subject to the constitution for the Presbyterian Church (U.S.A.) to:
 - a. Upon recommendation of its Budget and Finance Committee, the council shall annually submit to the presbytery a consolidated budget for mission, ministry, administration and programs based on the requests from its committees to include distributable mission support from the Synod of the Rocky Mountains and the General Assembly.
 - b. Negotiate with representative of the Synod of the Rocky Mountains and the General Assembly for the equitable distribution of mission funds available to aid receiving presbyteries.
 - c. Recommend to the presbytery, upon review, all requests from individuals, congregations, or special interest groups for financial appeals, whether for current operations or capital campaign funds with particular concern for requests from congregations and presbytery entities.
 - d. Prepare the docket for stated meetings of the presbytery to include worship and special event planning.
 - e. Report to the presbytery at each stated meeting actions taken by the council since the last stated meeting.
 - f. Prepare a slate of nominees for the moderator and members of the presbytery Nominations Committee.
 - g. Through its Personnel Committee, exercise responsibility for the oversight of persons employed by the presbytery through the development of appropriate personnel policies, position descriptions, criteria for satisfactory performance, regular reviews and evaluations, as well as recommendations of appropriate salary and allowances.
 - h. Develop, maintain, and regularly review an administrative manual for the

presbytery which shall include the policies, position descriptions, procedures and guidelines for the presbytery, council, committees and commissions as well as all related documents. The administrative manual shall be adopted by the presbytery and shall be subject to amendment at any stated meeting of the presbytery upon recommendation of the council.

- i. Constitute the board of trustees of the corporation of the Presbytery of Yellowstone as provided in the Book of Order of the Presbyterian Church (U.S.A.). It shall perform the duties and functions established for the board of trustees in accordance with its articles of incorporation filed with the Office of the Secretary of State complying with the laws of the State of Montana. In this capacity the council shall make recommendations to the presbytery concerning the disposition, sale, or lease of all property held by the presbytery and its particular churches according to the Book of Order of the Presbyterian Church (U.S.A.).
 - j. Review proposed amendments to the constitution of the Presbyterian Church (U.S.A.) and make recommendations to the presbytery for its action.
3. The presbytery may designate other responsibilities to the council as it may deem necessary to assure smooth, uninterrupted functions of the presbytery, its planning, personnel procedures and financial process.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

COUNCIL COMMITTEES

Three Committees of Presbytery are selected by and report directly to the Presbytery Council:

- 1 - Committee on Budget & Finance
Presbytery Council Duties - # 2.a
- 2 - Committee on Nominations
Presbytery Council Duties - #2.f.
- 3 - Committee on Personnel
Presbytery Council Duties - #2.g.

ADMINISTRATIVE FUNCTIONS

Budget & Finance Committee

(A committee of the Presbytery Council)

Purpose: This committee shall attend to the active financial oversight and stability of the presbytery. It shall be a committee of Presbytery Council responsible and reporting regularly to that body. It shall prepare the annual consolidated budget for the presbytery as well as sub-budgets for administration and mission and exercise fiscal responsibility for the proper oversight and administration of those budgets.

The Committee shall consist of three (3) members; 2 Elders and 1 Clergy as equally representative of geography and gender as possible. It shall meet as frequently as necessary to discharge its responsibilities.

Duties:

- A. Annually prepare budgets for the administrative and program functions of the presbytery.
- B. Oversee administration of the budgets reporting monthly to moderator of Presbytery Council appropriate sections to each committee on the status of their budgett.
- C. Oversee the work of the Treasurer.
- D. Arrange for the full financial review of all books and records relating to the finances once each year by a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors should not be related to the Treasurer(s)..
- E. Arrange for a published annual report of all financial activities of the presbytery.
- F. Be responsible for the receipt and proper accounting of all funds accorded to the presbytery from General Assembly, Synod and appendant congregations of the presbytery.
- G. Any expenditure in excess of a given budget line unit (Committee, Commission, Task Force) must be reviewed by the Finance Committee and approved by Presbytery Council.
- H. The policies and procedures of this committee will be reviewed annually by the Presbytery Council to determine their appropriateness.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

Amended by Presbytery March 4, 2008, Miles City (08-17.2)

Nominations Committee

(A committee of Council)

Purpose: The committee shall be responsible for identifying, recruiting, nominating and assimilating leadership into the presbytery structure as well as for other governing bodies as requested. It shall coordinate its efforts with the Committee on Representation in keeping with the Book of Order.

This committee shall consist of six (6) members; 2 Clergy, 2 laywomen, and 2 laymen as equally representative of geography and gender as possible. It shall meet not less than three times per year.

Duties:

- A. Develop and maintain a skills bank of both laity and clergy for use in the whole presbytery.
- B. Identify and recruit lay and clergy leadership for the presbytery structure using the skills bank and other reliable sources.
- C. Design and administer a means of properly assimilating new leadership into the presbytery structure to include proper indoctrination.

- D. Design and annually make available to local congregations a training workshop for nominating committees.
- E. Be prepared to fill vacancies on presbytery committees as they occur off normal tern cycle.
- F. To annually review their policies and procedures to assure their appropriateness.
- G. Nominate moderators annually for each of the presbytery committees.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

COUNCIL COMMITTEES

Three Committees of Presbytery are selected by and report directly to the Presbytery Council:

- | | |
|-------------------------------------|------|
| 1 – Committee on Budget and Finance | 2.11 |
| 2 – Committee on Nominations | 2.12 |
| 3 – Committee on Personnel | 2.13 |

ADMINISTRATIVE FUNCTIONS

Personnel Committee (of the Presbytery Council)

Purpose: This is a committee of Presbytery Council and shall be responsible for the administration of the Personnel Policy of the presbytery to include affirmative action. It will attend to a comprehensive annual review process of all staff employees of the Presbytery, make recommendations to Presbytery Council regarding compensation, pension benefit and health care programs. To draft and review all contracting material used by the Presbytery and maintain it in accordance with fair employment practices. It will likewise be responsible for interviewing all candidates for staff positions as well as recommending selected candidates to Presbytery Council for contracting. In like manner, it will also recommend changes in or termination of contractual relationships.

This Committee shall consist of four (4) members: 2 Elders and 2 Clergy as equally representative of geography and gender as possible. The Committee shall meet at least quarterly and as frequently as its duties may require.

Duties:

- A. Conduct appropriate search procedures, interview and recommend for contracting all selected applicants for staff positions.
- B. Conduct comprehensive annual reviews of all staff employees and make appropriate recommendations to Presbytery Council accordingly.
- C. Be pro-active in supervising staff and attune to their concerns as well as those of presbytery committees.
- D. Approve all requests for vacation, leave of absence and separation of service.
- E. Draft and maintain all employment contracts and position descriptions utilized by the presbytery.
- F. Develop and maintain a Personnel Policy Manual and actively administer this policy and review their policies and procedures to assure their appropriateness.
- G. Recommend annually to Presbytery Council a compensation package for each staff employee.

TO BE ADDED:

- H. Oversee, supervise, guide and support Co-Presbyters on behalf of Yellowstone Presbytery and its committees.

Approved by Presbytery February 8, 2003, Billings (03-19.1)
Amended by Presbytery March 3, 2008, Miles City (08-xx.x)

2.10

Evaluation of Stated Clerks and Executive Presbyters

Constitutional Musing Note #14

The *Book of Order* at G-9.0405 gives directives to every governing body above the session, in consultation with the governing body above and below it, to develop a manual of administrative operations. Such manuals, according to G-9.0704, are to set forth clearly the process for filling all executive and administrative staff positions in all governing bodies above the session, guaranteeing the principles of participation and representation found in G-4.0403 and G-9.0104, and requiring that a representative search committee for these positions be set forth clearly in the manuals called for in G-9.0405.

At G-9.0701a the *Book of Order* requires, in regard to executives, that "... [a]dditional responsibilities, along with the process of calling, the method of annual review of work, and the matter of reelection or termination of employment, shall be set forth clearly in the manuals called for in G-9.0405...." We believe it is the wise presbytery and synod that is also clear in those manuals about the position of the Stated Clerk, as well as all the other positions on the presbytery or synod staff.

There is little information in the *Book of Order* about how presbyteries and synods ought to evaluate their stated clerk or executive. However, we are gaining enough experience in this subject area to comment. We do so in light of the enormous amount of time and energy that governing bodies expend in this area.

Evaluating the Stated Clerk

The Stated Clerk is one of two elected officers of middle governing bodies required by the Constitution (at G-9.0201), the other being the moderator. In carrying out ecclesiastical functions (i.e. *Book of Order* responsibilities: keeping minutes, writing official correspondence, giving constitutional opinions, staffing administrative and judicial commissions) the clerk is responsible directly to the governing body itself. However, a presbytery may surely delegate that oversight responsibility to another group (possibilities will be discussed below).

Part of the difficulty we see in evaluating stated clerks is that most middle governing bodies assign more than solely ecclesiastical responsibilities to their clerks. We often see responsibilities such as staffing programmatic committees, acting as recording secretary for council, or being an office manager or treasurer in position descriptions for stated clerks. For these more administrative and programmatic responsibilities the clerk is essentially a member of the staff team of which the executive is usually the head. Ideally, there should be a position description for the stated clerk role and a separate position description covering the programmatic tasks being expected of the person holding the stated clerk's role. Often the oversight, review, and evaluation of those different roles will be conducted by different bodies.

G-9.0404b says only that middle governing bodies will establish administrative staff positions and establish personnel and employment policies. G-11.0103v and G-12.0102r require only that the governing body is to "provide for regular review" of the relationship between the governing body's mission and structure.

All this means that there is no constitutionally mandated review process for the stated clerk (or the executive staff). This is an area where the polity allows for great flexibility.

We often hear clerks suggest that only the governing body itself has authority to evaluate the clerk. We do not agree. We believe a middle governing body may lodge that responsibility in whichever group it chooses, whether that be a personnel committee, its council, or a staff relations committee. A very common practice is for the governing body's personnel committee (and we do not believe it is constitutionally significant whether this is a committee of the governing body or its council) to do the evaluation for both types of responsibilities for the stated clerk. However, the committee needs to be very deliberate in distinguishing between ecclesiastical and administrative/programmatic responsibilities. This is where the different position descriptions will be helpful. Careful delineation in the standing rules of the governing body about these various roles may also provide guidance.

Although the executive probably will be involved in the supervision of the programmatic tasks being done by the person who is also the stated clerk, the spirit of our polity is violated by a policy that gives the executive the responsibility to evaluate the stated clerk's ecclesiastical performance. We do not believe that giving the executive responsibility to evaluate the clerk violates any particular provision of the *Book of Order*; however, we believe such an arrangement virtually guarantees conflict in the presbytery. In our experience, few conflicts are as threatening to the mission of a middle governing body as a conflict between its clerk and executive. Nevertheless, we believe it critical that the executive, if there is one, be involved in the evaluation process for both the stated clerk's ecclesiastical and programmatic/administrative responsibilities. This may be best accomplished if the committee conducting the review seeks out the opinions and observations of the executive in making its evaluation.

Evaluating the Executive Presbyter

It is our experience that the middle governing body executive is the most politically vulnerable staff person or officer in our system. In practice it is more difficult to evaluate an executive than it is to evaluate a stated clerk since many of the responsibilities assigned to executives are harder to evaluate objectively than are those for a clerk. Accordingly we urge a governing body to exercise great care in developing procedures and structures for evaluating its executive. The governing body needs to develop a process that will elicit both positive and negative feedback in a context that will be useful for both the executive and the evaluating body.

Since there are fewer *Book of Order* provisions regarding executives than there are for stated clerks, there is even less consistency across our church in the duties individual governing bodies assign to their executives. Some have position descriptions that look very much like that of a chief executive officer. Other position descriptions have a more programmatic/missional focus. Still others have a more “pastor to pastor” focus. The focus usually dictates the composition of the group doing the evaluations.

Again, we believe the middle governing bodies have a great deal of discretion in formulating an evaluation process. A governing body may delegate this responsibility to a personnel committee, its council, or to a staff relations group of some kind. Note that we believe the responsibility must be lodged with a group, not an individual. We believe the stated clerk always ought to be

consulted in the evaluation of an executive, but we again do not believe it wise for the clerk to provide staff services in that process. The clerk should not be the evaluator, which would almost always result in conflict in the presbytery.

For Both Stated Clerks and Executives

We believe several observations are equally relevant in evaluations of a stated clerk or an executive.

Who might have input?

1. Whatever evaluation process is utilized should contain a component that seeks to gather information from a wide range of members of the governing body on their experiences with the clerk or executive. At minimum, a deliberate attempt should be made to contact the committees or groups to which the person provides support.
2. Evaluation processes should also seek to ascertain the experience of persons in the higher and lower governing bodies in their work with the clerk or executive. This information will give the evaluators a very different kind of information than will be gleaned by surveying the governing body's own committee members and other staff.
3. Other staff persons are often a source of important information on both clerks and executives (and the interaction between them). However, great care must be given to assuring that information shared with the evaluating committee or council will not be given to the clerk or executive in a form that would put the staff persons at risk for actual or perceived retaliatory actions. The other staff persons need to feel and be safe.

Stated clerks are always (and executives are often) elected for a term. Annual reviews are usually helpful for both the clerk and the governing body. During the last year of the term the evaluating group should organize a more comprehensive review process with input from a much wider range of participants. This is also a time to seriously consider whether the current position description accurately describes what the stated clerk or executive is really doing.

What should be included?

There is such great diversity as to how middle governing bodies are organized that we hesitate to propose a "model process" for evaluation. Each governing body must develop its own policy in light of its unique organization. Our experience suggests that whatever processes are utilized, there are several questions that should be asked of persons whose opinions are sought in the evaluation:

1. What is your current responsibility in this governing body? (elder, pastor, member of a committee, etc.)
2. In what capacity have you worked with the SC/Exec?
3. Was the SC/Exec's participation helpful? Timely? Was information clearly stated?
4. In your experience, does the SC/Exec return phone calls, answer correspondence, keep appointments in a timely manner?

5. We suggest that the committee conducting the evaluation include a copy of the current position description and ask a few questions relating to the specific responsibilities described there. This will vary quite dramatically from governing body to governing body.

The Office of Governing Body Relationships or the Department of Constitutional Services will be happy to review such processes upon request. We are also willing to provide counsel to committees or councils responsible for conducting evaluations of stated clerks or executives upon request. We would also like to point out that the Office of Governing Body Relations (888-728-7228 ext. 8360) has released a guide to middle governing body searches which presbyteries and synods will find useful in recruiting and selecting executives and stated clerks.

What about termination?

There is a sense in middle governing bodies that the relationship with a stated clerk or executive cannot be ended prior to the end of a term. We do not believe this to be the case. We believe a middle governing body may terminate its relationship with its clerk or executive pursuant to the procedures described in G-9.0705 at any time.

A governing body may follow any procedures it deems wise in terminating an executive or a stated clerk, but we have learned (from the General Assembly Permanent Judicial Commission) that if a governing body has a policy, it must be followed. See *Brown v. Presbytery of San Diego* (*Minutes*, Part I, 1995, p. 129). We also learned that the relationship may be terminated for a variety of reasons. In that case, the Commission noted that a governing body may sever its relationship for a reason as simple as “a desire for leadership in a different direction or change in style of leadership.” (*Minutes*, Part I, 1995, p. 129) The Brown case dealt with an executive, but the rationale seems equally applicable to a stated clerk. If a governing body reorganized, or wanted a different style, we believe it can remove the clerk and elect a new one, even though we are not aware of a judicial commission ruling on that circumstance.

Issued July, 2008

To be deleted

To be added

ADMINISTRATIVE FUNCTIONS

Nominations Committee:

Purpose: The committee shall be responsible for identifying, recruiting, nominating and assimilating leadership into the presbytery structure as well as for other governing bodies as requested. It shall coordinate its efforts with the Committee on Representation in keeping with the Book of Order.

This committee shall consist of six (6) members; 2 Clergy, 2 laywomen, and 2 laymen as equally representative of geography and gender as possible. It shall meet not less than three times per year.

Duties:

- A. Develop and maintain a skills bank of both laity and clergy for use in the whole presbytery.
- B. Identify and recruit lay and clergy leadership for the presbytery structure using the skills bank and other reliable sources.
- C. Design and administer a means of properly assimilating new leadership into the presbytery structure to include proper indoctrination.
- D. ~~Design and annually make available to local congregations a training workshop for nominating committees.~~
- E. Be prepared to fill vacancies on presbytery committees as they occur off normal term cycle.
- F. To annually review ~~their~~ *the Nominating Committee* policies and procedures to assure their appropriateness.
- G. Nominate moderators annually for each of the presbytery committees *except Presbyterian Women and Nominating Committee.*
- H. Inform nominees once they are elected by presbytery. Inform moderators of election of their committee members.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

Paragraph H added by Presbytery March 4, 2008, Miles City (08-xx.x)

2.12.1

ADMINISTRATIVE FUNCTIONS

Personnel Committee (of the Presbytery Council)

Purpose: This is a committee of Presbytery Council and shall be responsible for the administration of the Personnel Policy of the presbytery to include affirmative action. It will attend to a comprehensive annual review process of all staff employees of the Presbytery, make recommendations to Presbytery Council regarding compensation, pension benefit and health care programs. To draft and review all contracting material used by the Presbytery and maintain it in accordance with fair employment practices. It will

likewise be responsible for interviewing all candidates for staff positions as well as recommending selected candidates to Presbytery Council for contracting. In like manner, it will also recommend changes in or termination of contractual relationships.

This Committee shall consist of four (4) members: 2 Elders and 2 Clergy as equally representative of geography and gender as possible. The Committee shall meet at least quarterly and as frequently as its duties may require.

Duties:

- A. Conduct appropriate search procedures, interview and recommend for contracting all selected applicants for staff positions.
- B. Conduct comprehensive annual reviews of all staff employees and make appropriate recommendations to Presbytery Council accordingly.
- C. Be pro-active in supervising staff and attune to their concerns as well as those of presbytery committees.
- D. Approve all requests for vacation, leave of absence and separation of service.
- E. Draft and maintain all employment contracts and position descriptions utilized by the presbytery.
- F. Develop and maintain a Personnel Policy Manual and actively administer this policy and review their policies and procedures to assure their appropriateness.
- G. Recommend annually to Presbytery Council a compensation package for each staff employee.

TO BE ADDED:

- H. Oversee, supervise, guide and support Co-Presbyters on behalf of Yellowstone Presbytery and its committees.

Approved by Presbytery February 8, 2003, Billings (03-19.1)
Amended by Presbytery March 3, 2008, Miles City (08-xx.x)

2.10

ADMINISTRATIVE FUNCTIONS

Personnel Committee (H. R. Committee) (of the Presbytery Council)

Purpose: The Personnel Committee, in cooperation with the (Co) General Presbyter, makes reports and recommendations to Council regarding the presbytery's personnel and staffing needs, administers the presbytery's personnel policies and evaluates the presbytery staff performance in order to realize the presbytery's strategic mission and vision. George Goodrich is staff to the Personnel Committee.

Committee Membership: The Personnel Committee (H. R. Committee) will be comprised of four members, two elders and two pastors, one of whom is appointed by council as committee Moderator and reports to the Council as a member of Council. (It should be noted that as far as possible the elder members of this committee should have business or personnel background in addition to evidencing and exemplary Christian faith).

Meetings: The Committee shall meet at least quarterly, in person or by conference call, and more frequently as its duties may require.

Specific Duties: The Personnel Committee will...

- A. Pray for, support, contact and listen to the staff persons, elected leaders, and the mission and ministry of the presbytery. The main goal is to make sure they succeed in their ministry with the presbytery.
- B. Draft, review, amend, and/or maintain the following documents on a yearly basis:
 - Position descriptions for exempt and non-exempt* personnel, with Council approval.
 - The Presbytery's Personnel Policy (including sexual misconduct policy), with Council approval.
 - A manual (including a code of ethics, grievance policy, etc.) for all presbytery staff, with Council approval.
 - Contracts for employment and compensation and appropriate records of hours, etc. through Budget and Finance for Council approval. To include written verification of employee and presbytery acceptance of said terms.
 - Records of yearly personnel reviews based on job descriptions in files for each employee.
 - Records of training and additional education recommended to and undertaken by each employee.
 - Legislated changes in employment law.
- C. Towards effective fulfillment of B, above:
 - a. Oversee, supervise, guide and support Co-General Presbyters on behalf of Yellowstone Presbytery, its Council, and its committees.

- b. Communicate the expectations of the Council and Presbytery to each staff member:
 - i. Through formal ways like job descriptions, performance reviews.
 - ii. Through informal ways such as regular conversations.
 - c. Be pro-active in supervising staff and attuned to their concerns as well as those of presbytery committees.
 - i. Through formal ways like job descriptions, performance reviews.
 - ii. Through informal ways such as regular conversations.
 - d. Conduct comprehensive annual reviews, based on job descriptions, of exempt employees and make appropriate reports and recommendations to Council.
 - e. Receive reports from Head of Staff on the non-exempt performance and compensation reviews.
 - f. Approve exempt staff requests for vacation, and approve with Council, leaves of absence, and separation from service.
 - g. Recommend annually in June to the Budget and Finance Committee a compensation package for each staff employee and advocate for this package to Council and to Presbytery.
 - h. Plan with each staff person appropriate training and continuing educational opportunities.
 - i. Assist the Council in developing, maintaining and supporting position descriptions of all moderators, particularly as these interface with presbytery staff.
 - j. Retain an attorney, if one is not a member of the personnel committee, to advise the committee and Head of Staff on all of the above as needed.
- D. When a staff vacancy occurs, the committee moves to address the need by conducting appropriate advertising, search procedures, and interviews and recommending for hiring to Council / Presbytery a selected applicant for the staff positions.
- E. Pray: Your committee work is different from the personnel work of the local United Way. It is a special calling by the Church to use your talents in this special way to further the mission and ministry of Christ's Church in the Presbytery.
- *Exempt staff: Salaried personnel, namely the Co-General Presbyter and Stated Clerk.
 - *Non-exempt staff: Hourly employees, namely the Treasurer and the Administrative Assistant.

Approved by Personnel Committee 4/24/08
 Proposed to Presbytery Council 4/28/08
 Pending approval by Presbytery 5/17/08

**Position Description: Administrative Assistant/Bookkeeper
Presbytery of Yellowstone**

Title: Administrative Assistant/Bookkeeper

Purpose: To serve as a member of the presbytery staff, assisting the Co-Interim General Presbyters, the Stated Clerk, and the presbytery committees in the fulfillment of the mission of the Presbytery of Yellowstone. This position is part-time (approximately 20 hours per week) and hourly.

Accountability: This person is employed by the presbytery and is accountable to the Co-Interim General Presbyters in consultation with the Stated Clerk and the Personnel Committee of the presbytery.

General Goal of the Position: To provide efficient, accurate and effective administrative and bookkeeping services to the presbytery office.

Principal Responsibilities:

I. Administrative Support

1. To serve as receptionist for the presbytery office, providing general information and networking to ministers, committees, church members and the public.
2. To produce normal correspondence, reports, minutes and directories as needed.
3. To serve as registrar for the presbytery's youth and camping programs.
4. To coordinate incoming and outgoing mail, faxes and e-mail.
5. To maintain presbytery files.
6. To manage the general office operations (calendars, supplies, resources, petty cash)
7. To assume additional duties as may be assigned or required.
8. To maintain appropriate confidentiality.

II. Bookkeeping

1. To maintain complete and accurate records of income and expenses.
2. To reconcile bank statements and balance accounts monthly.
3. To prepare checks and vouchers for current expenses for signatures.
4. To work with the Treasurer in providing payroll services.
5. To prepare regular financial reports of the Treasurer and Budget and Finance Committee.

Evaluation: There is an annual review and evaluation of performance in accordance with the personnel policies of the presbytery.

Document: Drafted 10/19/2004; Approved by Council 10/22/2004;
Adopted by Presbytery October 23, 2004

**Position Description: Treasurer
Presbytery of Yellowstone**

Title: Treasurer

Purpose: To serve as the financial officer of the Presbytery of Yellowstone as a member of the presbytery staff to assist the presbytery in fulfilling its mission and goals. This position is part-time (approximately five hours per week).

Accountability: This person is elected by the presbytery, and is responsible to the presbytery through the Personnel Committee of Council reporting to the presbytery.

General Goal of the Position: As financial officer, the Treasurer oversees the financial activities of the presbytery and coordinates financial matters with members of the presbytery staff and the Budget and Finance Committee.

Relationships: The Treasurer serves ex officio as a member of Council, the Budget and Finance Committee and works collegially with the presbytery staff.

Principal Responsibilities:

I. Financial Officer

1. To oversee and manage presbytery accounts in accordance with established procedures.
2. To review invoices, receipts and expense vouchers to ensure compliance with established procedures.
3. To keep careful records of gifts, pledges, stock conversions, tax listings, and statistics.
4. To sign payroll, expense and miscellaneous checks as required.
5. To invest presbytery funds as authorized by Council.
6. To communicate with churches regarding mission pledges, per capita, insurance coverage.
7. To advise the Budget and Finance Committee and Council in financial matters.
8. To report on the financial condition of the presbytery to Council and Presbytery.
9. To suggest names of qualified auditors to Council and to interface with the auditor engaged to insure compliance with standard accounting procedures.

II. Budget

1. To assist the Budget and Finance Committee in developing the budget.
2. To develop and revise budget worksheets as requested.
3. To provide budget and financial information to the committee, to Council and to Presbytery.

Evaluation: There is an annual review and evaluation of performance in accordance with the personnel policies of the presbytery.

Document: Drafted 10/19/2004; Approved by Council 10/22/2004
Adopted by Presbytery October 23, 2004

**STATED CLERK
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION**

ACCOUNTABILITY: The Stated Clerk is accountable to the Presbytery with a cooperative relationship with the General Presbyter as Head of Staff. Presbytery Council Personnel Committee shall be responsible for the performance review.

PURPOSE: Perform all duties prescribed in the Book of Order and the Standing Rules of the Presbytery pertaining to documents and records. Responsible for all the communication to other governing bodies of the actions of the presbytery as assigned to the Stated Clerk. Facilitate meetings of the presbytery.

MODE OF ELECTION AND TERM: The Stated Clerk shall be elected by the Presbytery for a three-year term as prescribed in the Standing Rules, and shall be eligible for re-election without limit.

RESPONSIBILITIES:

The Stated Clerk shall have the duties and responsibilities set forth in the Book of Order and the Presbytery's Administrative Manual, as well as the following duties:

1. PRESBYTERY SUPPORT AND MEETINGS:

- a. Attend all meetings of the Presbytery, recording accurately and publishing regularly the transactions of the Presbytery, and maintaining an accurate record of the attendance of ministers of the Word and Sacrament ("ministers") and elder commissioners at all meetings of the Presbytery.
- b. Maintain an accurate roll of the particular churches of presbytery, as well as of the ministers, CLP's, certified Christian educators, clerks of session and treasurers.
- c. In cooperation with the council and presbytery staff, prepare a proposed docket for stated meetings of the Presbytery.
- d. Send to each minister and each clerk of session due notice of all stated and special meetings of the Presbytery, together with the docket and supporting documents.
- e. Support the Council in making arrangements for meetings of the Presbytery, e.g., sites, meals, meeting rooms and equipment.
- f. Notify those elected or appointed to a Presbytery office, committee, commission, or unit of their selection.

g. Serve as parliamentarian for presbytery with reference to the Standing Rules of the Presbytery, the Book of Order and Robert's Rules of Order.

h. Update and maintain the Administrative Manual.

2. RECORDS, REPORTS AND ROLLS:

a. As custodian, maintain all ecclesiastical and historical records of the Presbytery.

b. In support of and in cooperation with Committees and Commissions.

i. maintain the roll, records, and files of inquirers and candidates under the care of presbytery.

ii. process all calls, contracts, dissolutions, and transfers of ministers, providing for the orderly reception and dismissal of ministers within the bounds of the Presbytery.

iii. Provide such advisory services as may be required by Presbytery Committees or relating to judicial process.

c. Prepare and present in writing to each meeting of the presbytery a report of appropriate matters coming to the attention of the Stated Clerk since the prior meeting.

d. At the proper time, supply each church with forms for their annual reports and receive the same.

e. Exercise responsibility for the presbytery's annual review of session records of particular churches.

f. Prepare and forward the reports of the Presbytery required by the Synod and General Assembly.

3. TRAINING AND ORIENTATION

a. Support orientation for new elder commissioners and minister members to presbytery.

b. Support orientation for commissioners to Synod and General Assembly.

4. MISCELLANEOUS

a. May annually attend the meetings of the Stated Clerks' Conference.

b. Serve as an interpreter of the Book of Order, Administrative Manual, and, in cooperation with the General Presbyters, the policies and actions of the presbytery regarding polity and constitutional issues to

the presbytery, to its council, committees, commissions, units and staff, and when requested to do so, to the congregations, sessions and members of the presbytery.

- c. Process all ecclesiastical correspondence from governing bodies, referring it to the Council and appropriate committees, commissions or units of presbytery and process all matters relating to judicial process.
- d. Process all legal transactions of presbytery upon action of the trustees of the presbytery as a corporation of Montana.
- e. Serve as the secretary of the presbytery council and COM and any Disciplinary committees and administrative commissions which may be appointed.
- f. Notify Clerks of Sessions of the Presbytery of the per capita assessments on an annual basis.
- g. Attend annual Synod minute review usually in April in Denver.
- h. Maintain and work from a tickler file assuring presbytery's compliance with all legal and ecclesiastical matters.
- i. Perform all such other duties, functions, and services as may be assigned by the presbytery from time to time.

Qualifications for the Stated Clerk

SKILL SETS, EXPERIENCE AND AREAS OF EXPERTISE

The Stated Clerk shall possess:

- In-depth knowledge of the workings of the denomination, the requirements of the Book of Order of the Presbyterian Church (U.S.A.) and the current edition of Robert's Rules of Order.
- Strong interpersonal skills as a skilled manager who demonstrates warmth, patience, care, concern and competence in a people-intensive environment.
- Ability to demonstrate a cooperative, flexible spirit as a team player.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to manage a number of activities at one time and be extremely detail oriented.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to work with others and instill a collegial relationship with the presbytery staff, presbytery council, presbytery committee volunteers and members of the churches within the presbytery.
- Good written and verbal communication skills.

- An ability to provide reports, documents, letters in a timely and completed manner.

PERSONAL CHARACTERISTICS

- Is committed to Jesus Christ, informed by the Scriptures and guided by the Book of Confessions and the Book of Order of the Presbyterian Church (U.S.A.)
- Is committed to the stated Mission of the presbytery and to the Short-Term Mission Priorities.
- Appreciates the racial/ethnic and theological diversity of our denomination and presbytery.
- Possess a commitment to and a genuine sense of, the connectional nature of the Presbyterian Church and demonstrates this commitment to the local churches, Synod, and General Assembly.
- Possess personal integrity, spiritual wholeness, broad intellectual interests, humor and humility.

Approved by Council on June 11, 2008

To Be Approved by Presbytery on March 3, 2009

Presbytery/presbytery documents/administrative manual/position description stated clerk

**STATED CLERK
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION**

ACCOUNTABILITY: The Stated Clerk is accountable to the Presbytery with a cooperative relationship with the General Presbyter as Head of Staff. Presbytery Council Personnel Committee shall be responsible for the performance review.

PURPOSE: Perform all duties prescribed in the Book of Order and the Standing Rules of the Presbytery pertaining to documents and records. Responsible for all the communication to other governing bodies of the actions of the presbytery as assigned to the Stated Clerk. Facilitate meetings of the presbytery.

MODE OF ELECTION AND TERM: The Stated Clerk shall be elected by the Presbytery for a three-year term as prescribed in the Standing Rules, and shall be eligible for re-election without limit.

RESPONSIBILITIES:

The Stated Clerk shall have the duties and responsibilities set forth in the Book of Order and the Presbytery's Administrative Manual, as well as the following duties:

1. PRESBYTERY SUPPORT AND MEETINGS:

- a. Attend all meetings of the Presbytery, recording accurately and publishing regularly the transactions of the Presbytery, and maintaining an accurate record of the attendance of ministers of the Word and Sacrament ("ministers") and elder commissioners at all meetings of the Presbytery.
- b. Maintain an accurate roll of the particular churches of presbytery, as well as of the ministers, CLP's, certified Christian educators, clerks of session and treasurers.
- c. In cooperation with the council and presbytery staff, prepare a proposed docket for stated meetings of the Presbytery.
- d. Send to each minister and each clerk of session due notice of all stated and special meetings of the Presbytery, together with the docket and supporting documents.
- e. Support the Council in making arrangements for meetings of the Presbytery, e.g., sites, meals, meeting rooms and equipment.
- f. Notify those elected or appointed to a Presbytery office, committee, commission, or unit of their selection.

g. Serve as parliamentarian for presbytery with reference to the Standing Rules of the Presbytery, the Book of Order and Robert's Rules of Order.

h. Update and maintain the Administrative Manual.

2. RECORDS, REPORTS AND ROLLS:

a. As custodian, maintain all ecclesiastical and historical records of the Presbytery.

b. In support of and in cooperation with Committees and Commissions.

i. maintain the roll, records, and files of inquirers and candidates under the care of presbytery.

ii. process all calls, contracts, dissolutions, and transfers of ministers, providing for the orderly reception and dismissal of ministers within the bounds of the Presbytery.

iii. Provide such advisory services as may be required by Presbytery Committees or relating to judicial process.

c. Prepare and present in writing to each meeting of the presbytery a report of appropriate matters coming to the attention of the Stated Clerk since the prior meeting.

d. At the proper time, supply each church with forms for their annual reports and receive the same.

e. Exercise responsibility for the presbytery's annual review of session records of particular churches.

f. Prepare and forward the reports of the Presbytery required by the Synod and General Assembly.

3. TRAINING AND ORIENTATION

a. Support orientation for new elder commissioners and minister members to presbytery.

b. Support orientation for commissioners to Synod and General Assembly.

4. MISCELLANEOUS

a. May annually attend the meetings of the Stated Clerks' Conference.

b. Serve as an interpreter of the Book of Order, Administrative Manual, and, in cooperation with the General Presbyters, the policies and actions of the presbytery regarding polity and constitutional issues to

the presbytery, to its council, committees, commissions, units and staff, and when requested to do so, to the congregations, sessions and members of the presbytery.

- c. Process all ecclesiastical correspondence from governing bodies, referring it to the Council and appropriate committees, commissions or units of presbytery and process all matters relating to judicial process.
- d. Process all legal transactions of presbytery upon action of the trustees of the presbytery as a corporation of Montana.
- e. Serve as the secretary of the presbytery council and COM and any Disciplinary committees and administrative commissions which may be appointed.
- f. Notify Clerks of Sessions of the Presbytery of the per capita assessments on an annual basis.
- g. Attend annual Synod minute review usually in April in Denver.
- h. Maintain and work from a tickler file assuring presbytery's compliance with all legal and ecclesiastical matters.
- i. Perform all such other duties, functions, and services as may be assigned by the presbytery from time to time.

Qualifications for the Stated Clerk

SKILL SETS, EXPERIENCE AND AREAS OF EXPERTISE

The Stated Clerk shall possess:

- In-depth knowledge of the workings of the denomination, the requirements of the Book of Order of the Presbyterian Church (U.S.A.) and the current edition of Robert's Rules of Order.
- Strong interpersonal skills as a skilled manager who demonstrates warmth, patience, care, concern and competence in a people-intensive environment.
- Ability to demonstrate a cooperative, flexible spirit as a team player.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to manage a number of activities at one time and be extremely detail oriented.
- Ability to exercise discretion with sensitive and confidential information.
- Ability to work with others and instill a collegial relationship with the presbytery staff, presbytery council, presbytery committee volunteers and members of the churches within the presbytery.
- Good written and verbal communication skills.

- An ability to provide reports, documents, letters in a timely and completed manner.

PERSONAL CHARACTERISTICS

- Is committed to Jesus Christ, informed by the Scriptures and guided by the Book of Confessions and the Book of Order of the Presbyterian Church (U.S.A.)
- Is committed to the stated Mission of the presbytery and to the Short-Term Mission Priorities.
- Appreciates the racial/ethnic and theological diversity of our denomination and presbytery.
- Possess a commitment to and a genuine sense of, the connectional nature of the Presbyterian Church and demonstrates this commitment to the local churches, Synod, and General Assembly.
- Possess personal integrity, spiritual wholeness, broad intellectual interests, humor and humility.

Approved by Council on June 11, 2008

To Be Approved by Presbytery on March 3, 2009

Presbytery/presbytery documents/administrative manual/position description stated clerk

POSITION DESCRIPTION

YELLOWSTONE PRESBYTERY

TITLE: TREASURER

PURPOSE:

This is a part-time, hourly position whose purpose is to provide all normal Treasurer services in support of Yellowstone Presbytery and its mission.

PRINCIPAL RESPONSIBILITIES:

1. To keep careful records of the funds received and disbursed by the presbytery.
1. To audit and pay such vouchers and bills as are properly presented.
2. To keep careful records of gifts, pledges, stock conversions, tax listings, and statistics.
3. To report financial activities to the presbytery council on a monthly basis and to the presbytery on a quarterly basis.
4. To invest presbytery funds as authorized by council.
5. To notify churches of delinquent per capita payments and receipts of those funds.
6. To serve as a member of Presbytery Council without vote.
7. To work closely with the council's budget and finance committee and serve as a resource for managing and establishing budget recommendations.
8. To assist in the development of and participate in an annual review of the presbytery fiscal policy .
9. To maintain contact with the co-interim general presbyters and interim stated clerk ~~Stated Clerk/General Presbyter~~ to assist in enabling the presbytery in its mission.
10. To make an annual report of financial operations of the presbytery which shall be audited by a Certified Public Accountant at the end of each term of service of the Treasurer, and on an annual basis by responsible accountants identified by the Presbytery Council.

ACCOUNTABILITY:

As a part-time employee of Yellowstone Presbytery the treasurer is responsible to the Presbytery through the ~~Presbytery Council and its Personnel Committee~~ co-interim general presbyters.

EVALUATION:

The ~~Personnel Committee~~ co-interim general presbyters will conduct a six-month probationary review, and at least annual reviews thereafter, and evaluation of the incumbent. The focus of these reviews/evaluations will be on the accomplishment of the position's principal responsibilities and the quality of the incumbent's performance.

Presbytery Documents: Administrative Manual

PRESBYTERY OF YELLOWSTONE
SEXUAL MISCONDUCT POLICY

Introduction:

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior.

Human sexuality is an integral part of who we are as persons. However it can become the basis for oppression, where trust relationships are breached and persons are abused.

The purposes of this policy are:

1. To prevent and eliminate sexual abuse within the Presbytery of Yellowstone.
2. To safeguard the Church's members and staff from abuse through any form of sexual misconduct.
3. To seek justice by assuring effectiveness of the church's administrative, investigative and judicial process in determining truth, protecting the innocent, and dealing appropriately with those who victimize others.
4. To promote proper healing of all persons and congregations where sexual misconduct has occurred.

Definition:

Sexual abuse of another person is any offense involving sexual conduct in relation to

1. Any person under the age of eighteen years or anyone over the age of eighteen years without mental capacity to consent, or
2. Any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position. (D-10.0401b)

Prevention:

1. All candidates, ministers, and employees of the Presbytery of Yellowstone are required to sign a written acknowledgment (see Attachment 'A' [to be developed by presbytery]) indicating that they have received a copy of this Sexual Misconduct Policy and [the Presbytery's Statement of Ethics if one exists. Blackhawk Presbytery has developed one]. Such acknowledgment will be kept in the person's personnel file.

2. All ministers seeking new calls within the Presbytery of Yellowstone shall complete the Personal Information Form currently being distributed by the Call Referral Services of the PC(USA), including Part IV, Sexual Misconduct Information or its successor form.

It is further the policy of Presbytery that employees and volunteers other than ministers complete an Employee/Volunteer Questionnaire. (See Attachment “B” [one source of such a checklist would be Hammar/Cobble or presbytery writes its own])

3. The employing body is responsible for contacting references for prospective ministers, employees, or volunteers.
4. The Presbytery of Yellowstone and all its agencies, committees, and affiliates will adhere to this policy, including its standards, procedures, and practices.
5. This policy shall be distributed to all ministers, employees, volunteers, and entities of the Presbytery of Yellowstone. The policy shall be made available to all persons who accuse others of misconduct as well as those accused of misconduct.
6. The Presbytery of Yellowstone will provide a training workshop for each new minister, employee, or volunteer. Failure to attend such workshop (see Attachment “C” for syllabus [a number of presbyteries have workshop models]) will result in dissolution of the relationship.

Response Coordination Team:

1. The response coordination team (hereafter RCT) will be appointed by the (name of appoint group such as COM) to assist the Presbytery officers, committees, and staff in responding to allegations of sexual abuse. Such RCT will not have the responsibility of dealing directly with needs of the persons and groups affected by such allegations. Rather it shall coordinate the Presbytery’s response to such allegations. There shall be ___ members of the RCT composed of three classes; one member shall be designated as the convener.
2. Whenever an allegation of sexual abuse is received by any member or staff of Presbytery, that person shall contact the convener of the RCT.
3. The role of the RCT in response to allegations of sexual misconduct shall be to consult with appropriate staff, officers, and committees of the Presbytery concerning appropriate ways to meet the needs that arise in the context of a sexual misconduct case and who is responsible for each task.

4. An additional role of the RCT shall be to provide or arrange for training for persons serving on entities of the Presbytery of Yellowstone to perform the tasks listed below:

Tasks to be Addressed by the Governing Body:

1. Required reporting
 - a. To insurance carriers
 - b. To appropriate local, state, or federal authorities if the allegations involve the abuse of a minor child or other criminal behavior.
2. Contact with the accuser and/or alleged victims and family
 - a. Meeting their needs (i.e. counseling, advocacy)
 - b. Interviews in relation to the investigation
3. Contact with the accused and family
 - a. Meeting his/her needs (i.e. counseling, advocacy)
 - b. Interviews in relation to the investigation
4. Contact with the session and congregation (if a congregation is involved)

Based upon need-to-know decisions, in order to help the session and congregation survive

5. Contact with others affected

This may include other persons in a presbytery or an agency.

Disciplinary Process:

All allegations of sexual misconduct will be investigated through the appropriate process. In cases of members under the jurisdiction of the Presbytery of Yellowstone, judicial process as provided in the Rules of Discipline will be followed. In cases involving employees, the provisions of the personnel policy will be followed. For employees who are members of Presbytery, both personnel policy provisions and disciplinary process will apply.

Judicial Process:

If the clerk receives written allegations under D-10.0100, the clerk shall convene the team charged with selecting the members of the investigating committee (D-10.0201) which shall meet as soon as possible after its formation. The investigating committee shall conduct its investigation in accordance with D-10.0202 and Attachment "D"

[“Investigating Committee and Judicial Process,” Polity Reflection paper #3]. The investigating committee shall maintain regular contact with the person making the allegations, keeping her/him informed about the status of the investigation. Under no circumstances shall the investigating committee contact the person being accused without first advising the person making the allegations of the date of that contact.

Administrative Process:

Following an accusation of misconduct against a staff member of the Presbytery of Yellowstone or a member of presbytery serving a church or agency, the appropriate committee (COM or Personnel) shall consult with the accuser, the accused, and the involved session or board of oversight to ascertain whether the circumstances would be aided by the person accused being advised to take an administrative leave. If the person accused refuses and the presbytery believes it imperative, the presbytery may proceed under G-11.0103o or the personnel policy to remove the person. The (COM or other body) may also request that an administrative commission be appointed to deal with the discord caused by the alleged misconduct.

The COM will maintain a list of interim or supply pastors trained in responding to congregations where abuse has occurred. The COM will also work carefully with the session to recognize and deal with denial and anger that typically accompanies abuse allegations.

Conclusion:

After all the procedures outlined above have been carried out the RCT shall coordinate an evaluation, seeking responses from persons and groups involved in the response to the allegation of misconduct.

[In several places, there are notations concerning documents which might be appended to this draft policy in order to provide helpful resources for any presbytery to consider appending to or incorporating in a policy as it is formed. Some exist as documents produced by Constitutional Services; others have suggested sources. This model policy is suggested to serve as the basis for development of a policy for your presbytery. Contact the members of the Constitutional Services department to discuss the assumptions and specifics of this policy.]

Draft to Personnel Committee – December 23, 2004

Recommended by Personnel Committee - _____

Adopted by Presbytery - _____

Camping and Youth Committee

Purpose: This committee shall be responsible for developing, implementing and maintaining a comprehensive summer camping and year round activities program for the presbytery.

The committee shall consist of nine (9) members; 6 laypersons and 3 clergy as equally representative of geography and gender as possible. The committee will meet not less than quarterly and as frequently as necessary to faithfully discharge its responsibilities.

Duties:

- A. Design a long range camping program that will be self-supporting and in that process continue to explore options for future camp facilities.
- B. Develop and implement a year round youth program encouraging youth from across the presbytery to participate in such activities.
- C. Develop and implement a comprehensive summer camping program.
- D. Supervise the development and utilization of Westminster Spires Camp at Red Lodge.
- E. Create and implement an effective, consistent youth ministry program for the presbytery that complements the General Assembly model for Youth Connections.
- F. Coordinate the promotion, registration and attendance of the youth of the presbytery to local, Synod and national youth events and camps.
- G. Maintain and annually review the Camp Policy Manual and administer accurate fiscal policy and practice and review policies and procedures to assure their appropriateness.
- H. Resource local congregations in developing local youth ministry programs.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

Higher Education Committee

Purpose: This committee shall be responsible for the coordination and oversight of all activities of the respective campus ministries at Montana State University-Billings, Montana State University-Bozeman. It will address the matters of accountability and effectiveness of the entities entrusted with the direction of the campus ministries, as well as the accountability to the Synod of The Rocky Mountains, Yellowstone Presbytery and its constituent congregations to their awareness of, support for and efforts on behalf of ministries in higher education. Included in the committee's considerations shall be information regarding Rocky Mountain College and its chaplaincy program.

The Committee shall consist of ten (10) members to include the campus pastor/chaplain at each of the aforementioned campuses, a lay member from each of the campus entities, a designated representative from Yellowstone Presbytery, and one representative from each church in communities where campus ministries are operating, i.e. two from Billings, one from Bozeman. Each church shall select its representative and each campus/college ministry theirs. The committee will meet at least four times per year.

Duties:

- A. Identify financial needs and resources for campus ministries and for Rocky Mountain College and its chaplaincy program to include giving opportunities by local churches, grants and other fund raising venues.
- B. Advocate for and promote higher education ministries in the presbytery to the Synod and General Assembly of the P.C.(U.S.A.).
- C. Actively seek opportunities to promote higher education with the churches of the presbytery to include sending names of students who are attending the respective campuses, giving opportunities and the special Pentecost Offering.
- D. Seek opportunities to expand campus ministry with the tribal colleges in Montana, i.e. Fort Peck, Little Big Horn and Montana Tech and Western Montana College.
- E. Promote joint ministry opportunities between the campus ministries and investigate ecumenical ministries with other denominations and the Montana Association of Churches.
- F. Annually review their policies and procedures as to their appropriateness.
- G. Resource higher education ministries in local congregations.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

Presbyterian Women

Purpose: To bring the needs, concerns and report on the important activities of the Presbyterian Women's program of the presbytery, recognizing that women bring a wide and critically important variety of talents and services to the denomination as a whole and to the Presbytery in particular.

Duties:

To carry out effectively and efficiently the programs and works ascribed to this body of Presbyterian Women by its denominational charter.

"As a prisoner for the Lord, then I urge you to live a life worthy of the calling you have received."
(Ephesians 4:1)

Approved by Presbytery February 8, 2003, Billings (03-19.1)

Committee on Representation

Purpose: This committee is mandated by the General Assembly and it shall address all matters of inclusiveness to encompass proper distribution of human resources by age, gender, race and color on all committees/commissions of the Presbytery. It will also address as closely as possible the geographical balance of said distribution of talents. It is empowered to assure General Assembly that these responsibilities have been diligently carried out.

This Committee shall be comprised of three (3) members; 2 Elders and 1 Clergy. It shall meet not less than two times per year and as many times as required to coordinate its duties with the Personnel and Nominations Committees.

Duties:

- A. Are specifically outlined in detail in the Book of Order (G-9.0105).
- B. It shall work in cooperative consultation with the Nominations Committee and the Personnel Committee to assure that all matters pertaining to participation and inclusiveness are properly implemented and carried out.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

St. Timothy's Memorial Chapel Committee

Purpose: St. Timothy's Chapel is a unique and special gift accorded to the Presbytery of Yellowstone. This committee is charged with the maintenance of the facility, its financial support and stability, the providing of pastoral support for its worship services as well as administration and promotion of ancillary services that the Chapel Committee, in consultation with Presbytery Council, deem appropriate to its charter.

This committee shall be comprised of nine (9) members; 5 Elders and 4 Clergy *and* by terms of the deed of gift, provisional members elected to one year terms, to include at least 2 ecumenical representatives and 2 members of the donor family. It shall meet at least four times per year and as often as necessary to the conduct of its work.

Duties:

- A. Maintain an active program of worship services during its normal months of operation and continue to explore the possibilities for expanded use of the facility to better meet the emerging needs of the surrounding community.
- B. Maintain accurate financial accounting of all funds collected by and/or disbursed to the Chapel Committee for the process of operating the Chapel and work with the Finance Committee of Presbytery Council to assure the accuracy and integrity of all accounting procedures to include proper oversee of all investment accounts.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

Committee on Vocations

Purpose: The Committee shall be responsible for the care, support and oversight of inquirers and candidates for the Ministry of Word and Sacrament, Christian educators and Commissioned Lay Pastors. The committee will carry out the seeker, learner and preparation for commissioning process for Commissioned Lay Pastors as outlined in the CLP program of presbytery. The committee will be proactive in identifying and assisting congregations, in concert with the Mission Committee's revitalization efforts, where a Commissioned Lay Pastor may well be a key factor in enabling the nurture, well being and renewal of such churches.

The committee shall consist of four (4) members; 2 Elders and 2 Clergy as equally representative of geography and gender as possible. It shall meet not less than three times per year and as often as necessary to properly carry out its duties.

Duties:

- A. Develop clear procedures for inquirers and candidates for ministry consistent with the Book of Order.
- B. Develop clear and consistent procedures to fulfill the responsibilities assigned to the Committee On the Preparation for Ministry as defined in the Book of Order.
- C. Develop a program to identify, acquaint and encourage potential candidates for Minister of the Word and Sacrament, Christian educator and Commissioned Lay Pastor.
- D. Administer, promote and carry out the Commissioned Lay Pastor Program recognizing its distinct and unique advantages for congregational renewal in our marginalized churches.
- E. Conduct an annual review and update the Commissioned Lay Pastor Manual policy and procedures to assure their appropriateness.
- F. Nominate to the General Assembly Committee on Cooperative Examinations an individual who will be a reader of examinations for candidates for ordination.
- G. Theological Education: Actively promote throughout the presbytery theological educational opportunities and the denomination's 1% Fund for Theological Education.

Approved by Presbytery February 8, 2003, Billings (03-19.1)

Attachment #1

COVENANT

Between

PRESBYTERY OF GLACIER AND PRESBYTERY OF YELLOWSTONE

PREAMBLE

IN CONFORMITY WITH THE PRINCIPLES FOUND IN THE REFORMED FAITH SUCH AS “BEING OPEN TO AND RESPONSIVE TO THE LEADING OF THE HOLY SPIRIT” AND IN ORDER TO RESPOND TO GOD’S CALL IN THIS TIME AND THIS PLACE, WE HEREBY ENTER INTO A COVENANT RELATIONSHIP BETWEEN GLACIER AND YELLOWSTONE PRESBYTERIES TO FURTHER THE MINISTRY THAT EACH OF US HAS BEEN CALLED TO IN THE STATE OF MONTANA.

COVENANT

We renew this covenant to promote and further a spirit of cooperation, wise stewardship of resources, and faithful service to our Lord.

Therefore we recommend the following: We will commence this process by meeting together as follows:

1.
 - A. Plan a statewide convocation to be held annually in September.
 - B. Consider a joint-concurrent presbytery meeting in conjunction with the annual convocation.
 - C. To continue meeting jointly-concurrently as presbytery councils, once a year.
 - D. After each joint-concurrent meeting there will be a written evaluation.
 - E. Other units/committees of both presbyteries are encouraged to hold joint-concurrent meetings. Perhaps in conjunction with joint-concurrent presbytery council meetings.
2. Review this covenant annually.
3. The recommendations to be considered by both Presbytery Councils for approval and implementation by both presbyteries.

MONTANA! WHERE THE SKIES ARE BLUER AND THE PEOPLE ARE FEWER!

Approved by Yellowstone Presbytery – September 26, 2000

Amended version approved by Yellowstone Presbytery – October 25, 2003

Covenant renewed – November 3, 2007