

**Leadership Cabinet**  
**Tuesday, October 8, 2024**

Yellowstone Presbytery Leadership Cabinet met via Zoom for its scheduled meeting on Tuesday, October 8, 2024, beginning at 1:00 p.m.

**Cabinet members present:**

RE Melissa Bell  
MWS Ashley Birk  
RE Russ Kline, Moderator  
MWS Jamie Schmeling  
MWS Dave Thompson

**Members excused:**

MWS Karolee Larson

**Others present:**

RE Caroline Fleming, Stated Clerk.

NOTE: MWS Kathy Goodrich, General Presbyter was excused. She is on study leave.

- 1. Opening:** Moderator Russ Kline called the meeting to order at 9:30 a.m. and declared a quorum was present. Ashley Birk led members in prayer.
- 2. Dwelling in the Word & Spirit Sightings:** Russ read Philippians 4: 2-9. The passage reminds us to be kind, and not to be anxious. It encourages us to appreciate all that we have, especially God's peace. It is not enough to read or even to know God's word. We are called to live it. Exposure to it is fine, but that exposure must lead to obedience. We are called to agree with one another in the Lord. We have differing opinions and ideas, but we need to talk with one another and find common ground.

**Spirit Sightings and Prayer Concerns:**

Caroline shared that she will become a great-grandmother in April and was happy for a successful root canal on Monday. Ashley shared the Rockhaven fundraiser exceeded its goal and raised over \$11,000 for the camp. Rockhaven is in its 99<sup>th</sup> year.

Concerns raised were for Chandler, Rockhaven Camp Director, who is having heart surgery, for 100-year-old Dr. Don Hart who fell and broke his hip, and for Jamie's daughter Makala who was bitten by a dog.

Russ concluded our time of sharing with a reading of the Presbytery Vision Statement.

- 3. Stated Clerk contract:** Caroline was dismissed from the meeting as the team went into executive session. After Caroline was called back to the meeting, the following action was taken:
  - **Action:** A motion was made and seconded to recommend to presbytery that the proposed 3% COLA salary increase instead be placed into an education fund for the Stated Clerk. Funds could be carried over for two years. The motion passed.
  - By consensus, Leadership Cabinet will recommend to Presbytery that the Stated Clerk's term end on December 31 and that Caroline Fleming be elected to continue as Stated Clerk for another three-year term.
- 4. Feedback from September retreat:** All enjoyed the in-person retreat and sharing a meal together. We didn't get to spend time visioning, but the time spent sharing with one another was much appreciated. When we have another retreat, perhaps we could start with visioning then spend the remainder of the day sharing and praying for one another. A twice-a-year retreat was suggested.

Some people spoke more than others, and we need to find a way to be sure all have a chance to speak.

As we move forward, we have to begin considering plans for succession. While it may not be very soon, Kathy will be considering retirement, and LC needs to begin discussing what that transition might look like. The Leadership Cabinet is responsible for planning for the succession of leadership.

Everyone agreed that visioning needs to be on our agenda from now on. We need to consider what we do well as a presbytery and cabinet and what we need to change in order to improve.

- 5. Presbytery Meeting Planning:** Presbytery will meet November 1 and 2 in Billings. Plans are in process. The theme will be “Carrying the Light” with the idea of being the 1,000 points of light that carry the Gospel to the world. Plans include Dinner Church Friday evening, two workshops, and presentations from Center Pole and LCM campus ministry. Jamie asked that a time for centering prayer when people can fill themselves with God be included, possibly following Dinner Church. Dave and Jamie offered to lead Dwellings in the Word Friday afternoon and Saturday morning. Team members suggested the offering go to Presbyterian Disaster Relief (PDF) to assist with hurricane clean-up in the southeast.

- **Action:** A motion was made and seconded to receive the presbytery meeting offering for Presbyterian Disaster Relief. The motion passed.

**6. Treasurer’s Report: (Attachment A, B, and C)**

- a. Members received the August financial reports September 21.
- b. The proposed 2025 administrative and program budgets were reviewed. A \$1.00 raise in per capita is proposed, raising per capita to \$59.00
- c. Ric shared a proposal that Yellowstone Presbytery contract with CCB Technology to set up long-term storage in the cloud and retention policies for presbytery. Costs will fall between \$3,000 and \$5,000. Equip and Encourage funds could be used to cover the cost.
- d. Ric will work with Deb Jackson and Caroline Fleming, on posting items on the website.
- e. Members discussed the Administrative Support Fund established to cover the General Presbyter’s salary. Questions arose about origins of the fund and its restrictions. Russ will look into this. We may want to be sure to spend down this fund as Kathy approaches retirement.
  - **Action:** A motion was made and seconded to spend \$3,000 to \$5,000 from the Equip and Encourage Fund to cover setup costs to creating permanent storage in the cloud and retention policies for presbytery documents. The motion passed.
  - **Action:** A motion was made and seconded to recommend Yellowstone Presbytery set the 2025 per capita at \$59.00 with \$10.84 going to General Assembly, \$3.00 going to the Synod, and \$45.16 going to the presbytery. The motion passed.
  - **Action:** A motion was made and seconded to recommend Yellowstone Presbytery adopt the proposed 2025 administrative and program budgets with the change that the originally proposed 3% COLA for the Stated Clerk’s salary instead be placed in a continuing education fund. The motion passed.

- 7. Policy drafts: (Attachment D & Attachment E)** Members reviewed drafts of both an Anti-Racism Policy and an Anti-Harassment Policy. A couple editorial changes were suggested as was the addition of a three-year review of each policy.

- **Action:** A motion was made and seconded to recommend Yellowstone Presbytery adopt both policies with the editorial changes and the addition of a 3-year review. The motion passed.

- 8. Future Meetings:** Members discussed possible 2025 dates for presbytery meetings.
- **Action:** A motion was made and seconded to recommend the following dates and tentative places for 2025 presbytery meetings to Yellowstone Presbytery:
    - i. February 28-March 1, Butte 1<sup>st</sup> Presbyterian Church
    - ii. May 30, Bozeman 1<sup>st</sup> Presbyterian Church
    - iii. October 3 and 4, Billings 1<sup>st</sup> Presbyterian Church
- 9. General Presbyter's Report: (Attachment F)** Members received the General Presbyter's report at 2:25 p.m. and didn't have adequate time to read it. Members are encouraged to read it after the meeting.

**10. Stated Clerk Report:**

- Caroline is seeking the exact name and address to put on a Quit Claim Deed for the property in Valley County and will file it with the county when it is completed.
- She reminded everyone of boundary training November 9
- She had some email issues this month that hopefully are cleared up.
- Annual reports have been requested from all retired and at-large ministers.
- She, Kathy, Ric, Debra Jackson and Debbie Blackburn spent a day cleaning out the presbytery office at 1<sup>st</sup> Presbyterian Church in Bozeman. She will need to take another trip to Bozeman to complete the work.
- She conducted an email vote concerning Sarah Tunall's installation at Manhattan October 27
- The presbytery meeting planning team will meet again via Zoom Friday at 2 p.m.

**11. Other Business:**

- a. Approval of Minutes: Members reviewed the minutes of the July 9 meeting. It was noted that Nicole Bodalski's name was misspelled in item #13. Caroline will correct that.  
\***Action:** A motion was made and seconded to approve the minutes from the July meeting as corrected. The motion passed.
- b. Caroline will add the "Action Items" chart back into the minutes.
- c. Members discussed protecting members who are new to presbytery from immediate inclusion into the work of the presbytery, giving them up to a year to adjust to their new call and to get to know Yellowstone Presbytery. This can be part of a larger conversation about what Presbytery membership means. It was suggested that new people not be asked to serve on teams until they have attended three presbytery meetings. The team will discuss this more at future meetings and consider whether to recommend a change to the Standing Rules to presbytery.

**12. Closing:** With no further business, Russ asked for a motion to adjourn

- **Action:** A motion was made and seconded to adjourn the meeting. The motion passed. Jamie closed the meeting with prayer.

Respectfully submitted,

Carolien Fleming, Stated Clerk

| <b>Leadership Cabinet Action Items</b>      |   |               |
|---|---|---------------|
| Responsible Person(s)                       | Action Item   | Due Date      |
| <b>Ongoing Action Items</b>                 |   |               |
| Personnel committee                         | Update Presbytery's Personnel Policy  | Ongoing       |
| Jamie, Dave, Caroline                       | Create a monthly presbytery newsletter to communicate regularly with our churches and pastors.  | No date set   |
| LC members                                  | Seek people with a passion for earth care who would work with St. Andrew in bringing concerns/ideas to LC and presbytery  | Ongoing       |
| Caroline                                    | Create and send information on mission pledges and where the money goes to churches   | No timeline   |
| LC members                                  | Think about possible equipping topics including how to recognize gifts in others and help them share those gifts, doing evangelism that builds on Ron Pyle's storytelling workshop. | Ongoing       |
| All Members                                 | Send Kathy stories of spirit sightings  | As they arise |
| <b>New Action Items</b>                     |   |               |
| Julie, Melissa, Russ, Dave, Kathy, Caroline | Complete planning for Nov presbytery meeting  | ASAP          |
| Ric   | Complete contract with CCB Technology to set up long-term storage in the cloud and retention policies for presbytery.   | Ongoing       |
| Ric   | Work with Deb Jackson and Caroline Fleming, teaching them to post items on the website.   | ASAP          |

ATTACHMENT A

Presbytery of Yellowstone PCUSA  
Administration Budget Performance

Accrual Basis

|                                     | Six Months     | 2024           | 2025            |             |
|-------------------------------------|----------------|----------------|-----------------|-------------|
| Friday, October 11, 2024            | Jan - Jun 2024 | Annual Budget  | Proposed Budget |             |
| <b>Income</b>                       |                |                |                 |             |
| 4001 · Administrative Support       | 3,779          | 35,000         | 35,000          |             |
| 4004 · Per Capita Income            | 79,273         | 80,040         | 81,066          | Proposed    |
| 4005 · Interest Income              | 820            | -              | -               |             |
| 4006 · Dividend Income              | 656            | -              | -               |             |
| 4007 · Other Income                 | 2              | -              | -               |             |
| <b>Total RECEIPTS</b>               | <b>84,530</b>  | <b>115,040</b> | <b>116,066</b>  |             |
| <b>Expense</b>                      |                |                |                 |             |
| <b>LEADERSHIP CABINET</b>           |                |                |                 |             |
| 6303 · Cabinet Meetings             | 150            | 1,500          | 1,500           |             |
| 6304 · Accounting Fees              | 2,885          | 5,200          | 6,300           |             |
| 6305 · Legal Fees                   | -              | 100            | 100             |             |
| 6306 · Task Force Meetings          | -              | 500            | 500             |             |
| 6307 · Nom/St-Tim/Delegate Mtgs     | -              | 500            | 100             | placeholder |
| <b>Total LEADERSHIP CABINET</b>     | <b>3,035</b>   | <b>7,800</b>   | <b>8,500</b>    |             |
| <b>PASTORAL MINISTRY TEAM</b>       |                |                |                 |             |
| 6506 · PMT Meeting Expense          | 192            | 2,500          | 2,500           |             |
| <b>Total PASTORAL MINISTRY TEAM</b> | <b>192</b>     | <b>2,500</b>   | <b>2,500</b>    |             |
| <b>PERSONNEL EXPENSES</b>           |                |                |                 |             |
| <b>6601 · Admin Manager</b>         |                |                |                 |             |
| 6601.1 · Salary                     | 1,163          | 2,500          | 2,575           | 3%          |
| <b>Total 6601 · Admin Manager</b>   | <b>1,163</b>   | <b>2,500</b>   | <b>2,575</b>    |             |
| <b>6602 · General Presbyter</b>     |                |                |                 |             |
| 6602.1 · Salary                     | 3,530          | 7,060          | 7,272           | 3%          |
| 6602.2 · Housing                    | 13,940         | 27,879         | 28,715          | 3%          |
| 6602.3 · Retirement                 | 1,878          | 3,757          | 3,870           | 3%          |
| 6602.4 · Insurance                  | 6,790          | 13,478         | 18,964          | 3%          |
| 6602.5 · Meals Reimb                | -              | 1,200          | 1,200           |             |
| 6602.6 · Travel Reimb               | -              | 4,000          | 4,000           |             |
| 6602.7 · Telephone                  | -              | 1,200          | 1,200           |             |

|                                     |        |          |          |                                |
|-------------------------------------|--------|----------|----------|--------------------------------|
| 6602.8 · Discretionary Fund         | -      | 1,250    | 1,250    |                                |
| 6602.9 · Study Leave                | -      | 700      | 700      |                                |
| Total 6602 · General Presbyter      | 26138  | 60,524   | 67,171   |                                |
| 6603 · Stated Clerk                 |        |          |          |                                |
| 6603.1 · Salary                     | 11,215 | 22,437   | 22,437   |                                |
| 6603.4 · Travel Reimb               | 987    | 2,500    | 2,500    |                                |
| 6603.5 · Discretionary Fund         | 51     | 500      | 500      |                                |
| 6603.X · Continuing Education Fund  |        |          | 673      | Roll-over unused budget to Fu  |
| Total 6603 · Stated Clerk           | 12,253 | 25,437   | 26,110   |                                |
| 6604 · Payroll Taxes                | 957    | 2,000    | 2,060    | 3%                             |
| Total PERSONNEL EXPENSES            | 40,511 | 90,461   | 95,856   |                                |
| PRESBYTERY EXPENSES                 |        |          |          |                                |
| 6703 · Per Capita Expense           | 17,664 | 17,664   | 19,016   |                                |
| 6704 · Presbytery Meetings          | 915    | 6,000    | 6,000    |                                |
| 6705 · Presbytery Other Exp         | 1,811  | 800      | 2,400    |                                |
| Total PRESBYTERY EXPENSES           | 20,390 | 24,464   | 27,416   |                                |
| PRESBYTERY OFFICE                   |        |          |          |                                |
| 6801 · Copies & Postage             | 232    | 300      | 300      |                                |
| 6802 · Insurance                    | 410    | 400      | 420      | 5% get estimate                |
| 6803 · Office Supplies              | -      | 100      | 100      |                                |
| 6804 · Rent                         | 2,070  | 4,140    | 100      | Close physical office          |
| 6805 · Computer & Telephone Expense | -      | 700      | 600      | Web \$200; Phone \$400         |
| 6806 · Bank Service Charges         | 113    | 250      | 250      |                                |
| Total PRESBYTERY OFFICE             | 2,825  | 5,890    | 1,770    |                                |
| Total Expense                       | 66,952 | 131,115  | 136,042  |                                |
| Net Ordinary Income                 | 17,577 | (16,075) | (21,002) |                                |
| OTHER RECEIPTS                      |        |          |          |                                |
| Transfer from Admin Support         | -      | -        | -        | amount of shortfall from #4001 |
| Transfers from Unrestricted         | -      | 10,075   | 2,654    |                                |
| Transfers from W Yellowstone        | -      | 6,000    | 18,348   | if funds not used in 2024      |
| Total OTHER RECEIPTS                | -      | 16,075   | 21,002   |                                |
| Net Income                          | 25,596 | -        | (0)      |                                |

2025  
Proposed  
Budget

ATTACHMENT B

Presbytery of Yellowstone PCUSA  
Program Budget Performance

Accrual Basis

| Friday, October 11, 2024                        | Eight Months<br>Jan - Aug<br>2024 | 2024<br>Annual<br>Budget | 2025<br>Proposed<br>Budget |              |
|---|-----------------------------------|--------------------------|----------------------------|--------------|
| <b>Income</b>                                   |                                   |                          |                            |              |
| 4002 · Camp Income                              |                                   |                          |                            |              |
| 4002.1 · Summer Camp Fees                       | 10,528                            | 10,000                   | 10,000                     |              |
| 4002.2 · Event Fees                             | -                                 | 2,000                    | 2,000                      |              |
| 4002.3 · Rental of Camp Facilities              | 9,750                             | 12,000                   | 12,000                     |              |
| 4002.5 · Other Camp Income                      | -                                 | 2,000                    | 2,000                      |              |
| <b>Total 4002 · Camp Income</b>                 | <b>20,278</b>                     | <b>26,000</b>            | <b>26,000</b>              |              |
| 4003 · General Mission Pledge                   | 17,194                            | 24,000                   | 24,000                     | Get Estimate |
| <b>Total RECEIPTS</b>                           | <b>37,472</b>                     | <b>50,000</b>            | <b>50,000</b>              |              |
| <b>Expense</b>                                  |                                   |                          |                            |              |
| <b>CAMPING &amp; YOUTH</b>                      |                                   |                          |                            |              |
| 6100 · Camping Expenses                         |                                   |                          |                            |              |
| 6101 · Activities                               | 1,180                             | 1,200                    | 1,200                      |              |
| 6102 · Food                                     | 2,643                             | 3,500                    | 3,500                      |              |
| 6103 · Supplies                                 | 1,410                             | 800                      | 800                        |              |
| 6104 · Transportation                           | 1,230                             | 1,000                    | 1,500                      |              |
| 6106 · Salaries & Wages                         | 11,522                            | 20,740                   | 23,000                     | 3% for Hill  |
| 6107 Pastor Honorarium                          | 1,500                             |                          | 1,500                      |              |
| <b>Total 6100 · Camping Expenses</b>            | <b>19,485</b>                     | <b>27,240</b>            | <b>31,500</b>              |              |
| 6110 · Triennium                                | -                                 | 1,500                    | -                          | Use reserves |
| 6120 · Special Events                           | -                                 | 3,500                    | 3,500                      |              |
| 6200 · Admin Camping Expenses                   |                                   |                          |                            |              |
| 6201 · Advertising & Marketing                  | -                                 | 200                      | 200                        |              |
| 6202 · Copies & Postage                         | -                                 | 100                      | 100                        |              |
| 6203 · Liability Insurance                      | 3,721                             | 3,500                    | 4,000                      | Get Estimate |
| 6206 · Utilities                                | 2,637                             | 3,000                    | 3,000                      |              |
| <b>Total 6200 · Admin &amp; Camping Expense</b> | <b>6,358</b>                      | <b>6,800</b>             | <b>10,800</b>              | Name?        |

|                                       |        |         |          |    |
|---------------------------------------|--------|---------|----------|----|
| Total CAMPING & YOUTH                 | 25,843 | 39,040  | 42,300   |    |
| LEADERSHIP CABINET                    |        |         |          |    |
| 6301 · Intermountain Childrens Home   | -      | 1,500   | 1,500    |    |
| 6302 · Rocky Mountain College         | 1,500  | 1,500   | 1,500    |    |
| Total LEADERSHIP CABINET              | 1,500  | 3,000   | 3,000    |    |
| PASTORAL MINISTRY TEAM                |        |         |          |    |
| 6501 · Training                       | -      | 1,000   | 1,000    |    |
| 6502 · Congregation Ministry          | 100    | 1,000   | 1,000    |    |
| 6503 · Emergency Career Counseling    | -      | 1,000   | 1,000    |    |
| 6504 · Vocations Expense              | -      | 1,200   | 1,000    |    |
| 6507 · Dubuque-Synod of RM CRE cohc   | 313    | -       | 500      |    |
| Total PASTORAL MINISTRY TEAM          | 413    | 4,200   | 4,500    |    |
| PERSONNEL EXPENSES                    |        |         |          |    |
| 6602 · General Presbyter Allocate 45% |        |         |          |    |
| 6602.1 · Salary                       | 6,168  | 9,252   | 9,530    | 3% |
| Total 6602 · General Presbyter        | 6,168  | 9,252   | 9,530    |    |
| 6604 · Payroll Taxes                  | 891    | 336     | 1,400    |    |
| Total PERSONNEL EXPENSES              | 7,059  | 9,588   | 10,930   |    |
| PRESBYTERY EXPENSES                   |        |         |          |    |
| 6702 · Cluster Meetings               | -      | 100     | 100      |    |
| 6705 · Presbytery Other Exp           | -      | 1,000   | 1,000    |    |
| Total PRESBYTERY EXPENSES             | -      | 1,100   | 1,100    |    |
| Total Expense                         | 34,845 | 56,928  | 61,830   |    |
| Net Ordinary Income                   | 2,658  | (6,928) | (11,830) |    |
| OTHER RECEIPTS                        |        |         |          |    |
| Transfers from Program Fund           | -      | 6,928   | 11,830   |    |
| Total OTHER RECEIPTS                  | -      | 6,928   | 11,830   |    |
| Net Income                            | 2,658  | -       | 0        |    |

2025  
Proposed  
Budget



I have contacted CCB Technology, our Microsoft 365 license provider, to assist with setting up long-term storage and retention policies for your organization. The key points are:

- Estimated cost range: \$3,000 - \$5,000
- Services include:
  - Guidance on proper file structure setup
  - Implementation of retention policies based on PCUSA Retention Schedule
  - Ongoing technical support

The proposal aims to set up retention policies for:

- 3-year retention (Bank Deposits)
- 7-year retention (e.g. AP, Bank Statements, Payroll)
- Permanent retention (e.g. Minutes, Annual Financials)
- Employment records (Employment duration + 7 years)

### **Recommendation**

Authorizing this proposal appears to be a prudent decision for several reasons:

1. Expertise: CCB Technology can ensure correct setup of your storage system and retention policies.
2. Compliance: Proper implementation of PCUSA retention schedules will help maintain compliance.
3. Knowledge Transfer: The company can provide ongoing support, reducing reliance on a single individual for system knowledge.
4. Future-proofing: Professional setup now can prevent potential issues and costly fixes in the future.
5. Resource Allocation: Using funds from 3200.03 Equip and Encourage seems appropriate for this type of organizational improvement.

### **Next Steps**

1. Review the detailed proposal from CCB Technology when received.
2. Consider discussing the proposal at the upcoming LC meeting.
3. If approved, work with CCB Technology to develop a detailed implementation plan and timeline.

This investment in proper data management and retention could significantly benefit our operations and compliance efforts in the long run.

### **Funding**

Perhaps *3200.03 Equip and Encourage* would be an appropriate source for the funds?

The Secretary and Clerk would be authorized to contact CCB Technology for technical issue if I am not available.

I will forward their preliminary proposal that I hope to see in the morning, and I can be available to join the LC meeting tomorrow after 1:30.

Ric Tieman 🙄

## YELLOWSTONE PRESBYTERY POLICY AGAINST HARASSMENT

The Presbytery of Yellowstone is committed to maintaining a workplace free from harassment in the workplace or at meetings of the presbytery or any of its committee meetings. Therefore, Yellowstone Presbytery will not tolerate any form of harassment or discrimination based on any of the following characteristics: race, color, gender, gender identity, national origin, age, sexual orientation, sex (including pregnancy), religion, national origin, disability, veteran status, or other characteristic protected by law. Such behavior can be a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the Americans with Disabilities Act of 1990. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, for testifying, or participating in any way in an investigation proceeding or lawsuit under these laws, or against individuals who oppose employment practices that they reasonably believe discriminate against individuals, in violation of these laws. The presbytery will not tolerate intimidation, humiliation, physical or mental abuse in our workplace. Those found to engage in this behavior will be disciplined, up to and including termination.

### DEFINITION

For purposes of this policy, harassment is defined as any unwelcome or offensive conduct that targets one or more of the characteristics listed above and has the purpose or effect of creating an intimidating, hostile, or offensive work environment or that interferes with an individual's work performance. It becomes unlawful when enduring the offensive conduct becomes a condition of continued employment, and/or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, such as:

- The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person directly being harassed, but can be anyone affected by the offensive conduct, also known as third-party harassment.

### TYPES OF HARRASSMENT

- Physical or threatening behavior toward a person or property. In its extreme, such behavior can be considered assault.
- Personal/Psychological harassment can include bullying, where the victim is subjected to unwanted remarks, insults, offensive and derogatory statements.
- Discrimination is directed at someone's race, age, sex, or other form of protected class (as listed above), who is subjected to offensive remarks.
- Cyberbullying is threatening or offensive conduct on social media. It spreads quickly and can easily get out of hand.
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including display of sexually explicit images or texts on the part of supervisors, employees, and nonemployees. (See separate policy against sexual harassment in Yellowstone Presbytery's Administrative Manual.)
- Third-party harassment is when a person witnesses harassment in the workplace and is adversely affected by it.

## **PROCEDURE**

At the time of hire, all new employees will receive a copy of the most current presbytery Policy Against Harassment. Employees have an obligation to report any behavior that they reasonably believe violates the presbytery's anti-harassment policy. Employees who believe they have been subjected to or have witnessed harassment or discrimination are strongly encouraged to inform the harasser that the conduct is unwelcome and must stop and report their experience to the Executive Presbyter, the Moderator of the Leadership Cabinet, the Moderator of the Personnel Committee, or any member of the Personnel Committee. The Personnel Committee must be advised of all allegations of unlawful harassment.

If personal safety for a staff person or others is determined to exist, the offender can be removed from premises. The incident must be reported to the Executive Presbyter and may be followed by an investigation and possible termination.

If serious harassment is observed or reported, such as assault, verbal or written threats, steps should be taken to separate the parties, with or without the aid of police. The incident must be reported to the Executive Presbyter and the Moderator of the Personnel Committee who may take immediate steps as deemed appropriate. If the harassment continues and the staff person wishes to formally document the harassment, a formal letter of complaint must be sent to the Stated Clerk who then initiates an investigation committee according to the Presbytery's policies.

The investigating committee will conduct a fair and thorough investigation into the allegations of harassment while respecting the privacy of the complaining employee and the alleged harasser to the fullest possible extent.

Yellowstone Presbytery will not tolerate any form of retaliation or retribution against an employee who, in good faith, reports acts of harassment and/or discrimination or who participates in an investigation of allegations of harassment.

Intentional sexual harassment is a major violation of PGA policy and will be dealt with accordingly by corrective action, such as counseling, suspension, or termination, depending upon the severity of the violation.

It is the intent of Yellowstone Presbytery to provide a work environment free from verbal, physical, and visual forms [e.g., signs, posters, or documents] of harassment and an environment free of harassment, intimidation, or coercion in any form. Displaying sexually explicit images or text on presbytery property or at meetings of Yellowstone Presbytery or its committees is a violation of presbytery policy. Employees are not allowed to download, archive, edit, or manipulate sexually explicit material from the Internet while using presbytery resources. Any sexually explicit material sent by a fellow employee or received from outside sources should be given to the Executive Presbyter.

All employees are expected to be sensitive to the individual rights of their co-workers. Every employee is expected to attend awareness-raising classes concerning harassment within one year of employment.

## **POLICY REVIEW**

This policy shall be reviewed every three years for improvements and/or updates.

## Presbytery of Yellowstone Anti-Racism Policy

The Presbytery of Yellowstone acknowledges the sin of racism and believes that racism, marginalization, and discrimination are sins against God and humanity that are inconsistent with our Christian values. As our PC(USA) denomination states, "[R]acism is the opposite of what God intends for humanity... [It] is a lie about our fellow human beings, for it says that some are less than others." Therefore, racism in any form is unacceptable within the Presbytery of Yellowstone.

### Definition

We define racism as the combination of social power and racial prejudice to create systems that treat people differently, based on their defined racial group. Privileges are provided for some while dehumanizing, excluding, or oppressing others.

Christ breaks down all the divisions we create. As Christians, it is counter to the faith we proclaim to bolster divisions between God's children, including those based on race and other social inequities. Therefore we, the people, congregations, and body of the Presbytery of Yellowstone stand against racism in any form and pledge to work toward transformation, not just within our Presbytery, but also within the communities in which our congregations reside.

We acknowledge that anti-racism work is and will be difficult, uncomfortable, and ongoing. However, as our denomination affirms: "Because of our biblical understanding of who God is and what God intends for humanity, [we] must stand against, speak against, and work against racism. Anti-racist efforts are not optional for Christians. They are an essential aspect of Christian discipleship, without which we fail to proclaim the Good News of Jesus Christ."

### How We Will Respond

As we strive to become a more anti-racist Body of Christ, we call ourselves to action, in ways that include, but are not limited to the following efforts:

- To continually examine our practices (written, spoken, formal and informal) for influences of racism and acknowledge and remedy those practices when found.
- To continually educate ourselves about racism, through the Presbytery's leadership, congregational studies, and children's & youth programs.
- To use prayer, mindfulness, and the Spirit's guidance, to transform our hearts and souls from the inside out.
- To continue to repent of the role that we individually and collectively have played and continue to play in establishing and maintaining systemic racism.
- To work toward racial equity in recruiting, installing/hiring, training, and retaining employees and leaders.
- To encourage the management of presbytery investments and finances in ways that acknowledge the presence of racial injustice through financial systems, including support of minority-owned or minority-led businesses.
- To engage in acts of restoration and reparation, as a response to disparities of wealth established and maintained by white supremacy.
- To support peacemaking movements that address racism within a spectrum of other intersectional identities.

- To cultivate postures of curiosity, humility, shared humanity, and delight in interactions with all people who have been marginalized.
- To actively listen to, rather than speak at, those of us who are Black, Indigenous, and People of Color.

## **PROCEDURE**

At the time of hire, all new employees will receive a copy of the most current presbytery Anti-Racism Policy. Employees have an obligation to report any behavior that they reasonably believe violates the presbytery's anti-racism policy. Employees who believe they have been subjected to or have witnessed racism are strongly encouraged to inform the other person that the conduct is unwelcome and must stop, then report their experience to the Executive Presbyter, the Moderator of the Leadership Cabinet, the Moderator of the Personnel Committee, or any member of the Personnel Committee.

If serious racism is observed or reported, such as assault, verbal or written threats, steps should be taken to separate the parties, with or without the aid of police. The incident must be reported to the Executive Presbyter and the Moderator of the Personnel Committee who may take immediate steps as deemed appropriate. If the racist harassment continues and the staff person wishes to formally document the problem, a formal letter of complaint must be sent to the Stated Clerk who then initiates an investigation committee according to the Presbytery's policies.

The investigating committee will conduct a fair and thorough investigation into the allegations of racism while respecting the privacy of the complaining employee and the alleged harasser to the fullest possible extent.

Yellowstone Presbytery will not tolerate any form of retaliation or retribution against an employee who, in good faith, reports acts of harassment and/or discrimination or who participates in an investigation of allegations of harassment.

Intentional racism is a major violation of the Presbytery's policy and will be dealt with accordingly by corrective action, such as counseling, suspension, or termination, depending upon the severity of the violation.

It is the intent of Yellowstone Presbytery to provide a work environment free from verbal, physical, and visual forms [e.g., signs, posters, or documents] of racism and an environment free of harassment, intimidation, or coercion in any form. Displaying racist images or text on presbytery property or at meetings of Yellowstone Presbytery or its committees is a violation of presbytery policy. Employees are not allowed to download, archive, edit, or manipulate racist material from the Internet while using presbytery resources. Any racist material sent by a fellow employee or received from outside sources should be given to the Executive Presbyter.

All employees are expected to be sensitive to the individual rights of their co-workers.

## **POLICY REVIEW**

This policy shall be reviewed every three years for improvements and/or updates.

## General Presbyter Report to Leadership Cabinet October 8, 2024

**Study leave:** I thank God for you all, pray for you and will miss meeting with you all in October as I am way on study leave (time and \$ saved up). Back in the Office week of Oct. 21.

We have the rare opportunity to study and visit most of to the sites in Acts which are in Greece, western Turkey and some Aegean/Mediterranean islands. This is particularly applicable as there are so many similarities to our own time as the church is moved to the margin in many parts of the Western US and the world today. How much we can learn from the early Christians about how to be citizens of heaven, be Jesus' disciples/apprentices, be salt and light in holistic ways, sharing and embodying the hope and good news of Jesus, in divided or contentious times, with little regard for the ways of Jesus.

We are "writing" Acts 29 in the power of the Holy Spirit now!

We are excited to share stories and explore insights from this trip with you all and in our churches.

Prayers welcomed for all the Spirit has for us on this pilgrimage Luke wrote about. Please be in touch with us about sharing, preaching, speaking.

After not being able to get away for several years between covid, then the decline and deaths of our moms before and during our sabbatical, followed by 5 more family deaths, we are grateful for a true gift of grace God knew we needed.

And this year we are celebrating the 40<sup>th</sup> anniversary of my ordination, and George's 46<sup>th</sup>!

**Prayers for our country and world**, and God's call to BE citizens of heaven, salt and light, and peacemakers, forgivers and those who love like Jesus amidst those who would fan division or hate or inflict harm.

As I write this, as we are about to leave, the past few weeks and then the next few are fraught with the political challenges in the US (reflecting our spiritual, moral and communal health, I believe), a hurricane brewing to hit and be HUGE, and the anniversary of the Oct. 7 attack on Israel and all that has ensued in this conflict stretching back thousands of years.

Praying for God's protection, grace and shalom. And for ways we as Christ's body can continue to be a contrast community, a thermostat not a mere thermometer in our culture, as we share and embody Christ.

### **Leadership Retreat:**

Thank you to each of you for making time to be at our retreat in September. Many from both the LC and PMT commented then and have continued to, to others and to me, that they were deeply grateful for the chance to be face to face for our fellowship to meet others for the first time, sharing, laughing, praying, crying, listening to one another and the Holy Spirit (I counted 8 - 10 who personally thanked me for following the Spirit and creating more time for sharing, questions, following leads and ideas that emerged as important, and more.

As we often say, following the lead of Stan Ott, we must first BE the people of God *together*, before we DO the work of the people of God.

Several in our midst who have had particularly difficult years with heartache and death, disease, and adversity, approached me with tears in their eyes expressing how meaningful and healing it was and how they experienced the love and grace and connections in Christ as we were together. A few said that presbytery is the ONLY place they find this as it is not how their local church is at this time.

God clearly led some in our midst about the need for many ways for us to be not only praying with and for one another, our ministries, our communities but to be proving training and opportunities for all who

want to be gathering to pray in these times. Gail Beckham and Cheryl Banks and Julie Boksich indicated a desire to meet and see ways God might be leading in this.

**Top priorities for me** include personally, 1-1 and in work with ALL Ministry Teams, to pray for and seek Jesus and HIS leading on behalf of our leaders, bodies and their mission, seek to listen to a wide range of folks, and to identify and develop new leadership from within our various fellowships for what the Holy Spirit has in store.

Also, practicing and seeking to equip and invite leaders, YP Ministry Teams sessions, PNC, in following Jesus in adapting and the Spirit's "new wineskins" needed now, to seek to STOP merely working harder in the ways, with the old mindsets/assumptions... getting busy DOING something/copying what someone else has done...which may have served us well in the past, BUT, no longer are. Helping us all to DISRUPT our old default patterns, pause and pray and to "get up in the balcony" to seek to make many observations and see what are the bigger, the underneath things going on, beneath the mere numbers, survival or .... \$ challenges, and to then reflect, wonder, and formulate questions, to be discerning which then leads to holy experiments, innovations, led by the Spirit in a context and with the gifts and assets, etc. This is an ongoing, looping back process.

The confounding, the shut doors, the "Holy Spirit preventing"...unlearning, and re-learning is similar to what happened in Joppa to Peter, Acts 10, at the house of Simon the Tanner, and other disciples, and then with Paul and companions did in Acts 16, favorites of mine to preach on.

For sharing Implementing this, Tod Bolsinger's new *Practicing Change* series seems to have a lot of promise for many of us, it would seem, with its distilled and actionable info and steps with effective doodles and pictures.

Book 1, ***How Not to Waste a Crisis: Quit Trying Harder*** seems well worth experimenting with.

**My visit to Dubuque** in early August at the invitation of Beth McCaw to be in her installation service as Dean as well as on behalf of YP was worthwhile and hopefully fruitful for a while to come. Relationships and networks are even more ESSENTIAL for the future of ministry with changing landscapes in the culture, with regards to pastors and semi functional systems in our PCUSA for calls and connecting pastors and congregations. Valuable connections with faculty, staff and students as well as meeting many of those teaching in the Dubuque-Synod CRE cohort grant program. More to share.

### **LC – As we seek to keep our presbytery living out its vision in the times and circumstances where God has placed us**

Working with Russ, Caroline and Ric on a wide range of things which fall in LC purview, and which seem to occur with more regularity the past 3 years than in a long while. My work has included:

debrief post GA,

Budgeting projections and work with Ric who has done good work,

Meeting with the presbytery planning team which is a part of our work which both Caroline and I particularly love.

new policies for the presbytery which Caroline did good work on drafts and LC & PMT have been reviewing,

closing our physical office by Dec. 31 as required significant time up front meeting with Ric and Deb and others exploring overall planning and working with FPC staff ahead for relocating items, and then supporting Caroline, Debbie Blackburn ( former St. Clerk who lives locally and is very familiar with a wide range of things), Ric, Deb and George going through items, and files, furniture... The presbytery owes a HUGE thank you to each of these wonderful people moving this team effort along.

Ongoing work on required triennial **boundary training** planning, promo, etc. with Caroline and reps from Glacier as we partner on this. Many good comments and feedback were received after the August training, along with a couple of suggestions. I will be attending the Nov. 9 training and seek to make sure we have a usable recording for education use in our churches.

More will be coming regarding suggestions for training and work with officers and those working with minors.

Please make sure all you connect with know that ruling elders are now REQUIRED to have boundary training.

**PMT** – As a pastor to the pastors, it has been an unusually active and challenging few months with a great deal happening in the lives, health, families, calls of pastors/CRE's, as well as a high number of lay leaders. It is a privilege and trust to share, pray and journey with folks on life's pilgrimage together. With changes that are underway or may well be before too long for a wide range of reasons, we need to be praying for our leaders, churches and the Holy Spirit's power, leading, protection, and provision. Only God can call, and convict and ignite hearts and minds and transform lives with love, life and hope in Jesus in our churches and communities which need salty Christians like never before.

Please continue to pray for the entire cluster of all that is involved as this is a deep seated, many faceted challenge with spiritual, cultural, as well as institutional aspects.

The challenge of the pastor shortage in the country is real and in the PCUSA, worsening, along with little changes made in the many problematic areas of CLC's current ways of operating.

In a 4-day window of time I, and 1-2 PMT liaisons or leaders met with either leaders of or whole PNC's who are REALLY frustrated, angry, feeling 'unlistened' to, scared about the future of their beloved church, and much more. I and PMT leaders are needing to meet a great deal and respond to vastly more needs requests.... than has EVER been the case for decades. And I and PMT, and PNCs are being expected to function as networkers, promoters, head hunters. Usually with scant results. 2 of our congregations have NEVER received a PDP!

It is time consuming, draining and hard. And the "help" needed involves deep systemic and spiritual changes which, barring a second Pentecost, will take time, much prayer, open hearts and spiritual formation, and hearts who want to risk and leave comfort zones and follow where the spirit leads, as Paul and companions did in Acts 16.

As we have been doing for quite a few years now and was reiterated to be in a good meeting with a Prof at Dubuque, when discussing the severe shortage of pastors, especially in small and rural congregations "You have to grow your own!"

PLEASE pray and seek to discern who in the congregations and presbytery may have gifts to be further developed and promoted and invite them to consider joining the ongoing Dubuque cohort. Someone can join AT ANY POINT. The New Testament class starts next and promises to be excellent. The OT one has been valuable. Just ask Caroline!!

Sarah Tunall's installation is Sunday Oct. 27 @ 3:30 followed by celebration dinner. There are some wonderful things happening in Manhattan in just the 5 weeks since she started.

**Rep/Nom Ministry Team** – I have been meeting frequently since mid-summer for training, answering questions, resourcing with new Mod. Lanny Rounds, put into motion a special meeting to nominate a clergy Synod commissioner and alternate [Meeting was postponed to Dec. 7, ZOOM. Candice, Synod Clerk,



had emergency surgery, making excellent progress now] and now weekly with the whole Team who have been prayerful, careful, committed and hard at work seeking to discern the leading of the Spirit for the leadership of YP according to the particular ministry team/role, and a person's gifts, experience, time and calling.

It continues a top priority for me personally, and in work with ALL Ministry Teams, to seek to identify and develop new leadership from within our various fellowships. They and I are deeply grateful for God's provision thus far with quite a few quality people. As was true last two years, and in other presbyteries, fewer and fewer folks are interested in serving 3-year terms on the LC or moderating, or going to GA or synod. Trust in institutions is low. Therefore, it is important to continue a healthy relational culture centered/rooted in Christ with high faith, respect, trust, cultivates community, which listens, is supportive and responsive to needs as well as anticipates and innovates/experiments in response to reflection and the BIG picture are crucial.

**Camping and Youth** - As our first year back at our Westminster Spires site after the destruction and lack of use for 2 seasons, so much went very well, with such prayer, commitment and hard work and love on the part of EACH person (Russ, thank you for Sr. High week) and we are praying for ways and God's people for the future. Visiting at camp during Middle School camp was a blessing. I have been in touch with Daniel on a range of things several times following camp. His report is an important one both in summary, and in assessing and suggesting important areas Camping and Youth, and in consultation with LC need to give serious consideration to. He is looking ahead proactively and realistically with some valuable suggestions.

**Synod** - The Synod Staff Forum of Execs who meet together virtually monthly and 2-3x a year in person, have been discussing the present needs and future collaborations between ourselves as numbers shrink and things continue to shift within our presbyteries. WE have sought to identify and share gifts and expertise among ourselves.

I would like to discuss this further at our November meeting. Fewer presbyteries have full-time Execs than even a few years ago.

Prayers for synod staff - Candice Sweet received a good prognosis following cancer surgery on her tongue but still requires radiation and maybe more. Bobbi, Office Admin for MANY years for the synod, has been on family leave following the tragic death of her 18-year-old son in a car accident this summer.