

YELLOWSTONE PRESBYTERY POLICY FOR ANNUAL REPORTING

In accordance with the *Book of Order*, any teaching elder not actively serving a PCUSA church in Yellowstone Presbytery must report their activities annually to the Pastoral Ministry Team.

Validated Ministry

Those serving in, or wishing to serve in a Validated Ministry, should follow the process outlined in Yellowstone Presbytery's "Policy for Validating a Ministry." Once serving in a validated role, he/she shall submit the Annual Report for Validated Ministers when seeking re-validation for the same ministry. If seeking validation for a new ministry, a new application shall be submitted.

Honorably Retired

Honorably Retired clergy should submit the Annual Report for Honorably Retired Ministers. The status of Honorably Retired is designated by Yellowstone Presbytery. If this status is not granted, a minister member should fill out the appropriate report for either Validated Ministry or Member-at-Large.

For Honorably Retired clergy serving the church in a capacity that might be considered a Validated Ministry, PMT may follow-up on an annual report to discern with the Honorably Retired clergy if further support is needed from the Presbytery to support their service. This conversation would not change one's status as Honorably Retired.

Member-at-Large

Members-at-large should submit the Annual Report for At-Large Ministers. According to the BOO, a member-at-large is defined as anyone who "without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with the criteria in G-2.0503a (standards for Validated Ministry)" (G-2.0503b).

In accordance with the BOO, Yellowstone Presbytery recognizes that some ministers may be limited in their ability to engage in a ministry fulfilling all the criteria for a validated ministry due to family responsibility or other individual circumstances recognized by the presbytery.

In all cases, a member-at-large should make every effort to be involved in the life of a church, ordinarily a PCUSA congregation of Yellowstone Presbytery. In addition, a member-at-large shall report any change of status that occurs during the year to the Pastoral Ministry Team. In the case of employment, validation of such ministries should be sought following the guidelines in Yellowstone Presbytery's "Policy for Validating a Ministry."

Timeline

All minister members serving in a validated ministry, as honorably retired, or as a member-at-large must report their activities annually. Annual reports should be submitted by the end of December each year.

A minister will be notified up to two times if an annual report has not been received. After the third notification, which will be by certified mail, if the report is not received by the date indicated, the Stated Clerk of the Presbytery shall take appropriate action.

In the case of validated ministers and members-at-large, failure to complete an annual report will be reported to the Stated Clerk and the minister shall not have voice or vote at presbytery meetings (per BOO G-2.0508). That information will be included the Stated Clerk's report to the Presbytery.

The BOO does not offer a definitive timeline of how long someone may remain a member-at-large. However, in G-2.0508 says, "If after three years the minister of Word and Sacrament does not meet the criteria for validated ministry or membership-at-large, the presbytery may delete that person's name from the roll of membership and, upon request of a session, dismiss that person to a congregation."

Therefore, if a member-at-large has not completed an annual report for three consecutive years, the Presbytery may delete that person's name from the roll of membership, and, upon the request of a session, dismiss that person to a congregation. Per G-2.0507, such a release requires discontinuance of all functions of the ministry of Word and Sacrament.