

**Presbytery of Yellowstone - Special Meeting
August 28, 2024**

24-040. Opening of the Meeting

The Presbytery of Yellowstone met for a special meeting on Wednesday, August 28, via Zoom, beginning at 10:30 a.m. The meeting was called to order and opened with prayer by the Moderator, MWS Mary Grace Reynolds. A quorum was declared present.

***Action:** A motion was made and seconded to approve the agenda. The motion passed.

This special meeting was called by the Pastoral Ministry Team (PMT) of Yellowstone Presbytery in consultation with Representation/Nomination Team (Rep/Nom) Chairperson Lanny Rounds of Yellowstone Presbytery for the following reasons:

1. To examine Rev. Sarah Tunall and act on the recommendation from the Pastoral Ministry Team to accept her into membership in Yellowstone Presbytery and as the called, installed pastor at Manhattan Presbyterian Church.
2. To act on the recommendation from the Pastoral Ministry Team to approve the terms of call agreed upon between Rev. Sarah Tunall, Manhattan Presbyterian Church and PMT. (*See attached Terms of Call*)
3. To act on the recommendation from the Pastoral Ministry Team that the PMT be authorized to act on behalf of Yellowstone Presbytery to elect an Administrative Commission to install Rev. Sarah Tunall as the pastor at Manhattan Presbyterian Church.
4. To act on the recommendation from the Pastoral Ministry Team that MWS Jamie Schmeling, and RE John Sacklin be elected to serve as ordination exam readers and that MWS Harlan (Lanny) Rounds be elected alternate ordination exam reader.
5. To act on the recommendation from the Pastoral Ministry Team that Rev. David Andrew be allowed to labor outside the bounds of Yellowstone Presbytery to serve as pulpit supply once a month at the Potomac Church in Glacier Presbytery.
6. To act on the recommendation from the Pastoral Ministry Team that Yellowstone Presbytery set a 3% increase over 2024 numbers in effective salary for 2025 (\$56,402 for full-time pastor with 3 years or less ordained ministry and \$59,004 for full-time pastor with more than 3 years ordained ministry). (*See attached Recommended 2025 Minimum Salaries*)
7. To act on the recommendation from the Pastoral Ministry Team that Yellowstone Presbytery require full Board of Pension coverage be offered to Ministers of the Word and Sacrament and CREs who work 20 hours or more based on a pastoral leaders' and their dependents' needs.
8. To act on the recommendation from the Representation & Nomination Team to elect Daniel Triller to the work of Clergy Commissioner for The Synod of the Rocky Mountains, in Colorado on September 16, 2024. And to nominate Ashley Birk to the role of Alternate Clergy Commissioner.

24-041. Present at the meeting:

Ruling Elders with vote attending:

1. RE Debbie Ernst, Bozeman, PMT Co-Moderator
2. RE Cheryl Banks, PMT, 1st Pres., Billings
3. RE Stephanie Bergstrom, Manhattan
4. RE Julie Boksich, Church of the Big Hole
5. RE Cal Boyle, St. Timothy's Chapel Moderator
6. RE Marie Hamilton, Dillon
7. RE Nancy Pehl, Terry
8. RE John Sacklin, Bozeman
9. RE Jim Tarr, St. Andrew, Billings

Ministers of Word and Sacrament Members Present: (Note absences and excused absences are not reported for Special Meetings of this Presbytery)

Ashley Birk, Warren (Rusty) Craig, George Goodrich, Kathy Goodrich, Karolee Larson, Freeman McCall, Neva Rathbun, Mary Grace Reynolds (Moderator), Jamie Schmeling, Dave Thompson.

Others Present: RE Caroline Fleming, Stated Clerk, Miles City; RE Ric Tieman, Treasurer, Bozeman RE Jim Lovell, Manhattan PNC; RE Kathy Whitsitt, Manhattan PNC; RE Debbie Blackburn, Manhattan PNC, MWS Sarah Tunall, Corresponding member & guest.

24-042. Interview with Sarah Tunall:

Jim Lovell, Chairperson of the Manhattan PNC, introduced Sarah Tunall as the selected candidate for the pulpit at the Manhattan Presbyterian Church. A congregational meeting was held August 25, and members voted to call Sarah as their pastor. Sarah spoke about herself and her journey as she decided to serve Manhattan Presbyterian Church. Presbytery members present examined Sarah. Questions included how she would answer someone who asked how one knows God loves them, what prompted her to return to pastoral church ministry, what her experience with a troubled church has taught her, her history of involvement with the wider church and how she would like to participate in Yellowstone Presbytery, what helps her to "delight in God," what spiritual disciplines she practices, how she works with other denominations, how she feels about following a 30-year pastorate, and her vision for ministry.

Sarah was excused to a break room and the floor was opened for discussion. Members noted pleasure that a young, industrious pastor feels called to Manhattan and appears to be a good fit.

***Action:** Debbie Ernst, on behalf of the PMT, moved that the presbytery approve Sarah Tunall as a member of Yellowstone Presbytery and as the called, installed pastor for Manhattan Presbyterian Church. The motion passed Unanimously.

24-043. Terms of Call: (Attachment A) The terms of call presented by Debbie Ernst meet the presbytery minimum requirements. Clarification was given concerning the sabbatical offered.

***Action:** Debbie Ernst, on behalf of the PMT, moved Yellowstone Presbytery approve the terms of call agreed upon between Rev. Sarah Tunall, Manhattan Presbyterian Church and PMT. The motion passed unanimously.

Sarah was welcomed back into the meeting and welcomed into the presbytery. She plans to arrive in Manhattan on Sunday, September 1, and will begin work on Wednesday, September 4. She was invited to stay for the remainder of the meeting as a member of Yellowstone Presbytery.

24-044. Administrative Commission for Sarah Tunall's Installation:

***Action:** Debbie Ernst, on behalf of the PMT, moved that the PMT be authorized to act on behalf of Yellowstone Presbytery to elect an Administrative Commission to install Rev. Sarah Tunall as the pastor at Manhattan Presbyterian Church. The motion passed unanimously.

Members paused for prayer thanking God for Sarah's response to God's call and for safe travels as she comes to Montana.

24-045. Ordination Exam Readers:

***Action:** Neva Rathbun, on behalf of the PMT, moved that MWS Jamie Schmeling, and RE John Sacklin be elected to serve as ordination exam readers and that MWS Harlan (Lanny) Rounds be elected alternate ordination exam reader. The motion passed unanimously.

24-046. Recommendation to Allow David Andrew to Labor Outside Presbytery Bounds:

***Action:** Neva Rathbun, on behalf of the PMT, moved that Rev. David Andrew be allowed to labor outside the bounds of Yellowstone Presbytery to serve as pulpit supply once a month at the Potomac Church in Glacier Presbytery. The motion passed unanimously.

24-047. 2024 Minimum Salary Requirements: (Attachment B)

***Action:** Neva Rathbun, on behalf of the PMT, moved that Yellowstone Presbytery set a 3% increase over 2024 numbers in effective salary for 2025 (\$56,402 for full-time pastor with 3 years or less ordained ministry and \$59,004 for full-time pastor with more than 3 years ordained ministry). The motion passed unanimously.

24-048. Board of Pension Coverage:

***Action:** Neva Rathbun, on behalf of the PMT, moved that Yellowstone Presbytery require full Board of Pension coverage be offered to Ministers of the Word and Sacrament and CREs who work 20 hours or more based on a pastoral leaders' and their dependents' needs.

Discussion followed.

***Action:** A motion was made and seconded to allow Debbie Blackburn voice at the meeting. The motion passed.

Clarification was offered that the pastoral leader must be offered coverage based on his or her needs. Coverage is already required by the presbytery. The PMT motion offers pastors flexibility to accept or reject coverage as fits the pastor's needs. Some pastors may not need coverage.

The PMT motion requiring full coverage be offered by churches passed unanimously.

24-049. Rep/Nom report and nomination: (Attachment C)

***Action:** Representation & Nomination Team nominates Daniel Triller to the work of Clergy Commissioner for The Synod of the Rocky Mountains meeting in Colorado on September 16, 2024, and nominates Ashley Birk to the role of Alternate Clergy Commissioner.

Moderator Mary Grace Reynolds called for nominations from the floor three times. With no further nominations, the nominations were closed and the motion passed unanimously.

24-050. Closing:

***Action:** A motion was made and seconded to adjourn the meeting. The motion passed.

Sarah Tunall closed the meeting with prayer.

**The next meeting of Yellowstone Presbytery is November 1 & 2, 2024
1st Presbyterian Church, Billings**

Respectfully Submitted,

Caroline Fleming, Stated Clerk

Manhattan Presbyterian Church

Pastoral Call

Manhattan Presbyterian Church of Manhattan, Montana, belonging to Yellowstone Presbytery, being well satisfied with your qualifications for ministry and confident that we have been led by the Holy Spirit as one whose service will be profitable to the spiritual interest of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, Sarah Tunall, to undertake the office of Solo Ordained Minister of Word and Sacrament of this congregation, beginning September 4, 2024 promising you in the discharge of your duty all proper support encouragement and allegiance in the Lord.

That you may be free to devote full-time to the ministry of Word and Sacrament among us, we promise and obligate ourselves to pay you in regular monthly payments the following effective salary and following vouchered expenses:

Effective salary	Reimbursable expenses (by voucher)	
Cash Salary	\$ 39,000	Automobile Expense (IRS Rate) \$1,800
Fair Rental Value of Manse	\$ 16,000	Professional Expenses \$1,000
Housing Allowance	\$ 5,000	Continuing Education \$1,000
Total	<u>\$60,000</u>	Moving Costs \$7,500
Full medical, pension, disability, and death benefit coverage under the Board of Pensions (\$23,400)		
Ski Pass	Church to provide an individual ski pass for Bridger Bowl	
Manse Utilities	To be paid by the pastor	
Paid Vacation	4 weeks including 4 Sundays	
Paid Continuing Education	2 weeks including 2 Sundays	
Family Leave Policy	As adopted by Yellowstone Presbytery	
Sabbatical	See attached Sabbatical Leave Policy	

In the seventh year of service, the congregation will provide for a three-month (not to exceed 6 consecutive weeks) Sabbatical Leave, continuing the salary and benefits for that period, and providing for pulpit supply in the pastor's absence. (Manhattan Presbyterian Church Sabbatical Leave Policy attached.)

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have subscribed our names this 25th day of August, 2024.

Jim Lovell, PNC Chair

Stephanie Bergstrom

Debbie Blackburn

Patty Dworshak

Marie Westphal

Kathy Whitesitt

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the Presbytery Policy and the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

Vote of the congregation at the meeting was _____ in favor of the candidate and _____ opposed.

(signed)

RE Debbie Ernst (PMT Co-Moderator)
Moderator of the Congregational Meeting

Certification of Call

A. Action by Presbytery of Call

The Presbytery of Yellowstone has reviewed and approved this call.

Date of action (Signed)

Stated Clerk or Authorized Signer

B. Action by the Minister's/Candidate's Presbytery

The Presbytery finds it expedient (not expedient) to release

_____ to accept this call.

Date of action (Signed)

Stated Clerk or Authorized Signer

C. Acceptance of the Call

This is to certify that I have received and accepted the call.

Date of action (Signed)

Minister

Complete and sign four original copies. When all parties have signed, an original copy goes to 1) the minister, 2) the calling church, 3) the presbytery of call and 4) the minister 's presbytery' of membership/care.

Pastor Job Description (Manhattan Presbyterian Church)

- Plan, prepare, and lead Spirit-filled worship services
- Teach the Word and provide spiritual leadership
- Equip congregation members to deepen their personal faith and grow spiritually ● Foster a deep prayer life within the church
- Work with the worship team to lead the congregation in song, prayer, and worship
- Perform baptism, wedding, and funeral services
- Partner with the congregation to engage in pastoral care such as hospital visitations, prayers with those who are struggling
- Support those with special concerns and struggles
- Facilitate the congregation's use of individual talents and gifts so everyone contributes and has a sense of belonging -
- Empower congregational leadership for ministry and church administration teams ● Evaluate current ministries, identify new family-focused ministry opportunities, and equip teams to pursue those ministries
- Serve as an ex-officio member of ministry and administration teams (note: Pastor & Session will work together to build a process for forming administrative teams in a mutually agreeable timeframe)
- Reach out to the Manhattan churches to foster cooperation, joint ministries
- Facilitate and participate in youth and adult mission trips
- Moderate session and congregational meetings
- Train newly elected officers
- Participate in Presbytery meetings and teams
- Collaborate with elders on classes for new members

Manhattan Presbyterian Church Sabbatical Leave Policy

Introduction:

Policy for Sabbatical Leave.

Sabbatical Leave is beneficial, both to ministry professional, and to this Church. Sabbatical Leave will help individuals to refocus their vision and find renewed sense of call. Often, Sabbatical leave is needed to find a new or intensive continuing educational experience not made possible in a shorter time period. Sabbath is the call from God in a busy world, and in the busy church. Sabbatical leave can offer valuable refreshment and rejuvenation for those who labor continuously for God's people, new vision for continued service, and renewed compassion for the beloved children of God who comprise the church. Sabbatical offers the church a time to reflect on their future, a time for members to exercise new gifts for service in the church, and for the church as a whole to renew its call as part of the priesthood of all believers.

Definition

Sabbatical Leave is a planned time of study and renewal by which one seeks personal and professional

growth. It is an opportunity for an individual to disengage from regular and routine tasks so that their ministry may be viewed from a new perspective, and their soul renewed to serve refreshed. It is not a prolonged vacation. Through reflection, prayer, rest, study and travel, one finds the promise of God who sustains us through a period of reflection, leading to the renewal of energy upon the return to the permanent call.

Dialogue in Preparation for Sabbatical

The Pastor and Session will dialogue together to come up with suitable forms of leave that will benefit all involved, and not place too much of a burden on the church, nor ignore the full need of the staff member. Sabbatical is incorporated in the Terms of Call.

1. Eligibility: Sabbatical Leave is a benefit offered at the discretion of the church, by the authority of the Session for the Minister of Word and Sacrament. When Sabbatical leave involves a change in the Terms of Call, it is subject to the approval of the Session, the congregation, and the presbytery. Manhattan Presbyterian Church's Minister of Word and Sacrament is eligible for Sabbatical Leave during the 7th year of service within the congregation.

2. The Pastor will bring a proposal to the Session at least six months prior to the beginning of the proposed leave and prior to approval of the church budget for the calendar year when leave is to be taken. The proposal should include details on how the time will be used, proposed arrangements for covering the staff member's congregational duties, and any cost associated with the proposed leave.

3. Continuing Education money that has accrued for up to three (3) years may be used for the cost of Sabbatical.

4. The time of Sabbatical is a total of three (3) months subject to a limit of 6 consecutive weeks at a time. The year it is taken shall include continuing education time, so that the staff member's continuing education time is the Sabbatical time. It will not include vacation time, so that the Pastor's vacation time shall be intact.

5. Well before the leave begins, the Pastor and the Session will inform the congregation about the Sabbatical. As the Sabbatical is included in the Terms of Call, the leave does not need approval by the Congregation. An explanation of the policy and the accepted plans for the leave period is appropriate.

6. The session will communicate with Yellowstone Presbytery for support before and during the time of the leave. Grants from outside agencies or institutions may be available to support the Sabbatical leave but are not widely available and are the responsibility of the Teaching Elder with assistance of the session and Yellowstone Presbytery. The presbytery is a resource for helping with staffing issues, pulpit supply, and pastoral care.

7. Upon completion of the Sabbatical Leave, at an acceptable time, the Pastor will report to the Session and the congregation about the leave, including the value of the sabbatical leave.

August 2024

Yellowstone Presbytery Recommended 2025 Minimum Salaries

PMT recognizes that Yellowstone Presbytery continues to remain near the bottom for compensation for pastors serving in the Presbyterian Church (USA). Given that it is important to compensate pastors enough to live without financial stress, PMT asks that every congregation engage in meaningful discussion regarding compensation at the local level. On the next page we have provided five guiding questions to shape those conversations. These figures represent a 3% increase in minimum effective salaries for 2025 and are based on fulltime of a 40-hour work week, which should be pro-rated for part-time positions. Please read below about CRE and part-time considerations, for optional ways you can financially assist your pastor without increasing BOP dues, and for the process to petition PMT for relief.

PMT again invites congregations who struggle to meet these minimums to petition to PMT for a reduction in the minimum effective salary you can pay a pastor. See next page for instructions for petition to PMT. In addition, PMT recommends at least a similar cost-of living adjustment for all clergy currently making above minimum.

Full-Time Pastor with 3 years or less (up to 36 months) of Ordained Ministry:

Effective Salary: \$56,402.

The Board of Pensions requires that the manse amount be at least 30% of all other effective salary.

Board of Pension dues will vary from pastor to pastor based on need. Full medical benefits are required for a pastor and his/her dependents based on their needs. Please contact Christine Long, Board of Pensions Church Consultant for help in establishing the correct BOP amount for your pastor at CLong@pensions.org or (215) 587-7260.

Full-Time Pastor with more than 3 years (37 months or more) of Ordained Ministry:

Effective Salary: \$59,004

The Board of Pensions requires that the manse amount be at least 30% of all other effective salary items.

Board of Pension dues will vary from pastor to pastor based on need. Full medical benefits are required for a pastor and his/her dependents based on their needs. Please contact Christine Long, Board of Pensions Church Consultant for help in establishing the correct BOP amount for your pastor at CLong@pensions.org (215) 587-7260.

Additional Benefits for All Pastors (regardless of years of experience)

Continuing Education \$600/year (which can be accrued for up to three years)

Travel - Vouchered at the current federal rate

Study Leave - 2 weeks (cumulative to 6 weeks) including 2 Sundays

Vacation - 4 weeks including 4 Sundays

Family Leave Policy in accordance with Yellowstone Presbytery's Policy

Commissioned Ruling Elder (CRE)

The CRE salary is 75% of the Full-Time Pastor salary, pro-rated for part-time.

Part-Time Considerations

Part-time pastors and part-time CREs should also receive 4 weeks of vacation including 4 Sundays and 2 weeks of study leave including 2 Sundays. Part-time pastors and parttime CREs should receive \$600/year (which can be accrued for up to 3 years) for Continuing Education.

Optional ways you can financially assist your pastor without increasing BOP dues:

1. A church can reimburse a pastor up to ½ of their FICA (Social Security and Medicare) directly to the minister who does not have to report the reimbursement to BOP (called the SECA effect). It does, however, get reported to the I.R.S. as taxable income.
2. If a minister contributes to a BOP 409(3)(b) pension, the church can match the pastor's contribution and the church match is not included in the effective salary.
3. A church can reimburse a pastor for out-of-pocket expenses with no effect on effective salary.
4. Create an FSA (Flexible Spending Account) and/or DCAP (Dependent Care) through Hello Further for your pastor.

Petition Process

Churches finding themselves in a scenario where they are unable to meet these minimum salaries should research and document the actual numbers for a Master's Level teacher (including years of experience) and the police chief in your community. These numbers can be provided to PMT to petition for a lower minimum salary, but the exact numbers must be provided. All these requests will be taken seriously.

Questions for Congregations

Based on Jamie Dunlop's Budgeting for a Healthy Church

1. Church: What do other churches in the community pay their staff?
2. Non-Church: How much does a local school teacher with a Master's degree, school principal or police chief make?
3. Replacement Cost: If your pastor were to leave, would you need to increase the compensation package in order to attract an individual who would do the job equally well? (Dunlop, 80)
4. Personal Budget: What makes for a sustainable family budget at different stages of life in your community (including the cost of childcare)?
5. Housing: What is the median price to purchase a home in the same zip code as the church? Could your pastor afford to live in the zip code he/she is serving?

PMT is interested in knowing these numbers, so we would welcome your committees to share these numbers back to PMT, so that they can better inform our conversations for future minimum salary guidelines.

REPRESENTATION/NOMINATION COMMITTEE

Yellowstone Presbytery's Committee on Representation and Nominations met at 10:00 A.M. on August 17, 2024, via Zoom. Rev. Lanny Rounds (Moderator), Terry Johnson, and Sandy Welch attending.

Following a discussion by the members of the Rep/Nom committee nominate:

Daniel Triller. to the work of Clergy Commissioner for The Synod of the Rocky Mountains, in Colorado on September 16, 2024, and nominate Ashley Birk to the role of Alternate Clergy Commissioner to the Synod meeting mentioned above.