

**Pastoral Ministry Team Report
Yellowstone Presbytery Meeting – March 7-8, 2025
First Presbyterian Church in Butte, Montana**

Items for Action from the Pastoral Ministry Team:

PMT recommends that MWS Mary Davis and MWS Dick Davis be placed on the rolls of retired pastors for Yellowstone Presbytery.

PMT makes the following recommendations to Yellowstone Presbytery:

Recommendation 1: PMT recommends Yellowstone Presbytery **not concur** with overture 24-A, F-1.0403: Openness to the Guidance of the Holy Spirit: Unity in Diversity.

Recommendation 2: PMT recommends Yellowstone Presbytery **concur** with overture 24-B, G-1.0104: The Congregation: Other Forms of Corporate Witness (Worshipping Communities, etc.).

Recommendation 3: PMT recommends Yellowstone Presbytery **not concur** with overture 24-C, G-2.0104b, Ordered Ministries of the Church: Gifts and Qualifications.

Recommendation 4: PMT recommends Yellowstone Presbytery **concur** with overture 24-D, G-2.0504b, Pastoral Relationships: Temporary Pastoral Relations.

Recommendation 5: PMT recommends Yellowstone Presbytery **concur** with overture 24-E, G-2.0504b: Pastoral Relationships: Temporary Pastoral Relationships.

Recommendation 6: PMT recommends Yellowstone Presbytery **concur** with overture 24-F, G-2.0610: Preparation for Ministry: Accommodations to Particular Circumstances

Recommendation 7: PMT recommends Yellowstone Presbytery **concur** with overture 24-G-2.0901 Dissolutions of Pastoral Relationships: Congregational Meeting

PMT approved the following motions since the November Presbytery Meeting:

- To approve the contract between CRE Veva Larson and the Anaconda Church, with the addition of pension (Attachment A).

- To Extend CRE Veva Larson's contract for one year, with a full evaluation to be conducted in December of 2025.

- To approve a scholarship in the amount of \$900 from the Linda Hoffer fund for CRE Veva Larson for classes at Dubuque.

- To approve JP Carlson as moderator of the session at the Church of the Big Hole (following the retirement of MWS Mary Davis).

- To approve a motion regarding people who still need to participate in boundary training. They will be asked to watch the video from this year's training and then write a response to written scenarios and send to PMT.

- To authorize Carleen Gaub and Caryn Rein to serve communion at Terry Community Presbyterian Church as invited. (Carleen and Caryn are LPAs licensed in the Lutheran denomination).

- To validate MWS Brent Long and MWS J P Carlson in their respective ministries.

- To approve Sarah Tunall to moderate the session at the Dillon Church.

-To accept the contract, including the family leave, between the Federated Church of Forsyth and Vicki Waddington with the caveat that the contract will be reviewed at a date in the near future since Vicki has been with the church for over 4 months (Attachment B)

-To concur with the Dillon congregation to dissolve the pastoral relationship between the Dillon Church and Rev. Daniel Triller effective February 28, 2025.

-To approve the contract between MWS Ashley Birk and First Presbyterian Church of Bozeman. (Attachment C)

-Approved an installation service for Rev. Jamie Schmeling to be held on April 5, 2025 at 1:00 p.m. at 1st Presbyterian Church of Miles City, MT.

-Acted to receive RE Caroline Fleming (Miles City), RE Danny Pratt (Forsyth), and RE Traci Ruschetti (Butte) as Seekers in the CRE program

-Elected the following as the Administrative Commission to install Rev. Jamie Schmeling as Pastor at 1st Presbyterian Church of Miles City, MT:

MWS Kathy Goodrich (Bozeman)

RE Caroline Fleming (Miles City)

RE Melissa Bell (Lewistown)

MWS Neva Rathbun (Terry)

RE Gail Price (Miles City)

RE Russ Kline (Billings 1st)

RE Danny Pratt (Forsyth)

MWS Dave Thompson (Billings 1st)

MWS Kimmy Briggs (Lewistown)

Rev. Gretchen Wagner, Trinity Lutheran Church, Culbertson will preach (guest)

Submitted by Debbie Blackburn and Neva Rathbun (Co-Moderators)

**COVENANT WITH COMMISSIONED RULING ELDER
FOR PASTORAL SERVICES**

NAME OF CHURCH: First Presbyterian Church, Anaconda, Montana

NAME OF C.R.E: Veva Larson

SERVICE FROM: July 1, 2024 to June 30, 2025

RESPONSIBILITIES OF C.R.E:

1. To provide a worship and teaching ministry including all service of the ministry of the Word, including the Sacraments
2. To provide pastoral services to the congregation and to the community, providing services for weddings, funerals and other pastoral activities/duties including home, hospital and nursing home visitation.
3. Moderate session and meet with Deacons
4. Assist Session members in carrying out assigned tasks, i.e. Church School, PW, VBS, Adult Bible Study, and Lunch Bunch.
5. Attend Ministerial Meetings once a month.
6. To participate in Presbytery, serving on the Teams of the Church.
7. Mentorship: Monthly meetings with assigned mentor and annually with the PMT.
8. Meet and work with mentor regularly.
9. Participate in the Dubuque/Rocky Mountain Synod CRE training in 2024 and 2025.

The salary is for a 22 hour work week not including time for travel. CRE Veva Larson will keep a log of her job activities to help determine her work schedule. Once a month, Veva will provide written reports of her activities.

Effective July 1, 2024:

HOUSING ALLOWANCE: \$27,000.00

TRAVEL: Voucher: Paid at the current federal rate. (Mileage is reimbursed for job related travel. It is not for travel to and from work, Wise River to Anaconda.

CONTINUING EDUCATION EXPENSES: \$600.00

VACATION: 4 weeks (including 4 Sundays)

STUDY LEAVE: 2 week (including 1 Sunday)

Veva was offered the Covenant pension package and accepted it. The pension package will start in January of 2025 with these options: The Defined Benefits Pension Plan, Death and Disability Plan (long term), and the Temporary Disability Plan. Based on 10% of \$27,000.00 the cost will be \$2,700.00 for the year 2025.

The session shall review annually the adequacy of the compensation plan set forth in this contract.

Review of this contract prior to renewal or termination will be by the Session and the Pastoral Ministry Team. This contract will be considered ratified upon the approval of the following parties:

Veva Larson

CRE Veva Larson

July 1st, 2024

July 1, 2024

Sean Larson

Clerk of Session Sean Larson

7/1/24

July 1, 2024

PMT Liaison: Julie Boksich

July 1, 2024

Attachment B

Contract Agreement for Temporary Supply Between The Federated Church and Vicki Waddington, LLP (Licensed Local Pastor, Retired, of the United Methodist Church)

Purpose: To provide pastor services for the Federated Church of Forsyth for a period of one year, to begin on October 1, 2024, as agreed upon by terms stated in this contract including the compensation package. See attachments.

Accountability: The contract employee, Vicki Waddington, will work directly with the Session and be accountable along with the Session to the Presbytery.

Term of Office: Beginning October 1, 2024, for a period of one year, subject to mutual agreement with the Contract Employee, this may be renewed by the Session as necessary after review at the end of the first six months.

Responsibilities:

1. To provide a worship and teaching ministry, including all services of the ministry of the Word.
2. To provide pastoral services to the congregation and to the community, providing services for weddings, funerals and other pastoral activities and duties including visitation.
3. Attend Session meetings and provide training for Elders for their ministry.
4. With church boards and committees as ex-officio member, to assist them in conducting their assigned tasks. i.e., Sunday School, VBS and Communicants classes.
5. Clarify roles of Session and church officers and facilitate communication within the Congregation.
6. Listen to pain and problems, to provide comfort and assistance.

7. Help the Congregation recognize what acts of service God is calling it to, especially by identifying unmet needs in the community and mobilizing the Congregation to service.
8. Requirement of attending a minimum of 2 Presbytery Meetings per year.

Evaluation: Review of the terms of this contract will be made after the first three months by appointed members of the Session. Performance reviews will be conducted semi-annually by the Session based on mutually agreed upon objectives for the previous six months. The Session will annually review the adequacy of compensation as set forth in the compensation plan included in this contract period.

This contract will be considered ratified upon the approval of the following parties:

_____	_____
Contract Employee	Date
_____	_____
For the Session	Date
_____	_____
For the Pastoral Ministry Team of Yellowstone Presbytery	Date

**Compensation Plan
Contract agreement with Vicki Waddington
and Federated Church of Forsyth**

\$1,000.00 per month

Base Salary

This compensation package is based on no more than 5 days per month for scheduled office hours, not to exceed 40 hours per month; and which includes 2 hours for twice monthly Sunday Worship pulpit supply.

Additional mileage reimbursement to be paid by Treasurer upon receipt of voucher.

This contract provides for **2** weeks of paid vacation.

A minimum of \$200.00 for professional expenses, to be paid upon receipt of vouchers.

An amount of \$300.00 for continuing education expenses, to be paid upon receipt of vouchers.

There are no allowances for Community Involvement, Health Insurance, Pension and Housing as they are not applicable.

This compensation plan is considered ratified upon the approval of the following parties:

Contract Employee

Date

For the Session

Date

For the Pastoral Ministry
Team of Yellowstone Presbytery

Date

The Federated Church of Forsyth
Paid Family and Medical Leave
(Revised 01/31/2025)

Introduction:

This Family and Medical Leave Policy, if combined with other leave options is intended to provide a comprehensive leave program. Together, this leave program provides paid leave for life circumstances such as birth, foster placement, or adoption of a child, care for a family member with a serious health condition, care for your own serious health condition, healing following a loss or tragic event.

Paid Family and Medical Leave Policy:

Under this policy, you are eligible for up to **12** weeks of paid leave in a calendar year. You are eligible for multiple leaves during a calendar year provided you do not exceed a total of **12** weeks annually.

You may use Paid Family and Medical Leave for:

- a. The birth of a child and in order to care for a child.
- b. The adoption or placement of a child for foster care with you and to care for the child. Leave for birth, adoption or foster care of a child must be taken within one (1) year of the birth or placement of the child.
- c. To care for an immediate family member with a serious health condition.
- d. Your own serious health condition that makes you unable to perform the functions of your position.
- e. Your own healing following a loss or tragic event when under medical care.

Serious Health Condition Definition

A serious health condition is:

- A condition that requires inpatient care at a hospital, hospice, or residential medical care facility. Including any period of incapacity or any subsequent treatment in connection with inpatient care.
- A condition that requires continuing care by a licensed care provider (ex. Surgery, physical therapy after surgery).
- Illnesses of a serious and long-term nature, resulting in recurring or lengthy absences (ex. Migraines, restorative surgeries); or
- A chronic or long-term health condition which, if left untreated, would result in a period of incapacity of more than three (3) days (for example: cold or flu that incapacitates you for more than 3 days and you are under the care of a physician).

You must provide the Treasurer with a note from a medical provider explaining the need for leave and the length of leave.

Benefits During Leave

The Federated Church will continue your health benefits during the leave period at the same level and under the same conditions as if you did not take leave. If you choose not to return to work for reasons other than a continued serious health condition of your own or your family member or circumstances beyond your control, The Federated Church may require you to reimburse the amount it paid for your health insurance premium during the leave period. For any optional benefits you may receive such as dental, flexible spending account, etc., deductions will continue to be taken from your pay during any paid leave or for unpaid leave. The Federated Church will advance your portion of the cost for these benefits. On return to work, The Federated Church will agree with you on repayment of these advanced costs, in full, through payroll deductions.

Use of Paid Time Off During Leave

Before using Family and Medical Leave, you must use any paid sick time you have available, although you may hold back three (3) sick days. If you use all your sick time and you are still on Family and Medical Leave, you will continue to receive your full pay up to 3 weeks annually.

Status After Leave

If you take leave under this policy, you will be able to return to the same position you were in when your leave started.

When you return from Family and Medical Leave under this policy, you must provide a return-to-work note from a medical provider.

ATTACHMENT C

The following renewal contract between the session of First Presbyterian Church Bozeman, MT and the Rev. Ashley Birk, is for the purpose of providing pastoral services as Interim Pastor of the Church for a period of one year, to begin on January 16, 2025.

Duties:

The pastor will be responsible to:

- Plan, prepare and lead the worship services and the technology team
- Administer the sacraments and officiate at weddings, baptisms, and funerals
- Be a teacher of the Word by providing spiritual and administrative leadership to the congregation, including its Christian Education ministries and Rockhaven Camp
- Encourage and support youth and adult engagement in mission and service
- Serve as primary staff liaison to LCM Campus Ministry, communicating regularly with LCM's Campus Pastor
- Lead new members classes
- Supervise the staff as head of staff and administration
- Moderate Session and Congregational meetings and train newly elected officers
- Serve as an ex-officio member of the Endowment Board of Trustees, committees of Session, and the Deacons
- Author PresbEnews articles and other church communications as needed/appropriate
- Engage in pastoral care, such as hospital visitations when allowed, be aware of and provide support for those with special concerns and struggles, coordinate with the deacons regarding congregational care concerns and visitation
- Disciple, equip, empower and challenge members and friends of the congregation to grow deeper in faith, discover and identify their individual gifts, and participate in ministry and mission; enabling them to know they are valued and needed in this body of Christ and sent into the world as Christ's ambassadors
- Be an active member of Yellowstone Presbytery
- Inspire, guide, assist and be the leader/facilitator of the congregation in forming a vision for the future and moving forward in the process of selecting a called, installed pastor
- Lead and equip the church in understanding, engagement with, and mission in the wider community
- Nurture one's own physical and spiritual life and love for God, engaging in regular spiritual practices, including Sabbath keeping, and praying for the congregation and community

The congregation and session will be responsible to:

- Partner with the pastor in the shared work of transitional ministry
- Pursue an active faith life, seeking to continually grow in faith and respond to God's callings
- Support the pastor in her ministry
- Provide regular compensation according to the terms outlined below
- Provide a performance review to the pastor at least annually; provide an exit interview upon completion of the pastor's interim ministry
- Pray for the pastor during this contract period
- Negotiate goals for contract period
- Participate in the wider ministry and mission of Yellowstone Presbytery, when needed/as appropriate

During the length of this agreement, the pastor will be accountable to the presbytery. It is understood that the pastor will become an active member of Yellowstone Presbytery. Should the Interim Pastor have any serious differences or difficulties with any former pastor of this congregation, the matter will be immediately referred to the presbytery. It is understood that the pastor will not be involved in any way with the Pastor Nominating Committee, except to facilitate that committee's regular reports to the session and the congregation, and to advise the committee in terms of process *if needed and only in consultation with and agreement of the presbytery liaison*. Any concerns or suggestions about the congregation's search for a new pastor shall be carried to the presbytery liaison. It is understood by all parties that the pastor under contract may not be considered for the installed pastoral position in this congregation.

This agreement may be terminated by either party (session or pastor) upon 45 days written notice.

This agreement may be extended in one to 12 month periods, upon written notice to, and the approval of, the presbytery. It is understood that the pastor will participate in any training/discussions sponsored by and/or requested by presbytery and will participate in an exit interview conducted by presbytery.

TERMS:

The pastor is employed on a full-time basis serving approximately 40 hours per week, and will be compensated as follows:

Effective Salary \$100,255 [reflects 3% Cost of Living Adjustment], to be split between Cash Salary and Housing Allowance as follows:

\$55,755 Cash Salary [entirety of COLA applied to cash salary]

\$44,500 Housing Allowance

Board of Pensions fees to cover Pension and Health (formula 26% of effective salary): 26,066 [updated total]

Retirement Savings \$1,200

Mileage Allowance \$900 reimbursable

Study Allowance \$1500 reimbursable, cumulative to 3 years

Discretionary Allowance \$400 reimbursable

Total package: \$130,321.00 [note: this is \$8,975 less than the 2024 package due to the reduction in Board of Pensions medical insurance coverage costs]

Other Benefits:

5 weeks of vacation including 5 Sundays

2 weeks of study leave including 2 Sundays cumulative to 6 weeks in 3 years

Follow the Yellowstone Presbytery Family Leave Policy as attached

Severance upon Termination or Expiration of Contract:

Termination by Session:

- a.) If a new pastor is identified by the PNC prior to the termination of this agreement, the session shall give written notice of termination of this contract to the Interim Pastor of at least 45 calendar days (as specified above). If the Interim Pastor has not yet obtained other employment by the contract termination date, the session shall continue Effective Salary (Cash Salary plus Housing Allowance) and Board of Pensions benefits for no more than an additional 45 calendar days after termination. In addition, the Interim shall be compensated for earned (accrued but unused) vacation and study leave time upon the completion of service. The severance period shall begin the day after the contract terminates.
- b.) If the session terminates the interim pastor agreement for another reason, other than for cause, before the end of the contract, after presbytery concurrence, the session shall continue Effective Salary (Cash Salary plus Housing Allowance) and Board of Pensions benefits for no more than an additional 45 calendar days after termination. In addition, the Interim shall be compensated for earned (accrued but unused) vacation and study leave time upon the completion of service. The severance period shall begin the day after the contract terminates. If termination is for cause, no severance will be provided; however, accrued vacation and leave time will be paid.
- c.) If the interim pastor obtains other employment within the severance period, the interim pastor shall notify the session, and compensation shall end as of the beginning date of the new service.

Termination by Interim Pastor

If this agreement is terminated by the Interim Pastor, after presbytery concurrence, the termination date shall be no sooner than 45 calendar days after the session receives written notice from the Interim Pastor (as specified above). The Interim Pastor may choose to use vacation/study leave during this period, if available. The Interim shall be compensated for any

earned (accrued but unused) vacation and study leave time upon the completion of service. If the Interim Pastor terminates the agreement, s/he forfeits any compensation beyond the 45-day period.

Expiration of Agreement

If the Session's desire is to let the interim pastor contract expire, the Session shall provide 45 days' notice and continue salary, housing, and Board of Pensions benefits for no more than an additional 45 calendar days following the expiration of the contract, unless the Interim Pastor is retired or has obtained other employment. In addition, the Interim shall be compensated for earned (accrued but unused) vacation and study leave time upon the completion of service. The severance period shall begin the day after the contract expires.

APPROVALS:

The session approved this contract and its conditions on ___ 1 / .1. 3 / _ _c_i. 5 -----

Signed: (clerk of session) a<i4Aa..d.l e/4-. Date 2/12/25

I agree to accept the terms of this contract.

Signed: (pastor) /W.../ Date: ./101:i.o-?S

The presbytery approv:ft'his **contr** conditions on _____

Signed: (pastor) _____ Date: _____

Signed copies to be given to: 1) the minister, 2) clerk of session, 3)the presbytery and 4) the minister's presbytery of membership/care (if other than the presbytery of this congregation)

