

Our Vision

Yellowstone Presbytery – guided and sustained by Scripture, the Holy Spirit, and prayer--is a community rooted in the love of Jesus Christ.

We will . . .

Gather Together

for God's glory and spiritual synergy*.

Equip and Encourage

disciple-making congregations and leaders for living the Gospel . . . intentionally becoming more like Christ; ably sharing our faith; impacting our communities; worshipping in loving response to God; and mutually supporting and training leaders.

Go Out to join Christ in Christ's mission in our communities, Montana, and the world . . . embodying and sharing Christ's Good News; loving and serving, as we are commanded, in our words, actions, and relationships.

* **Synergy: from the Greek syn-ergos, συνεργός meaning "working together"**

Presbytery of Yellowstone Leadership Cabinet May 6, 2014

Billings 1st, Billings, MT

Gathering Together

- 9:30 Fellowship
- 10:00 Opening prayer & lighting of Christ candle
- Roll call, quorum, approval of docket
- Approval of minutes of March 14, 2014
- Dwelling in the Word – (Susan)

Equipping and Encouraging

10:30 Spiritual and Vision Implementation

- Review Team – Debbie (status report)
- Dreams and Goals for 2014-15
- Lunch

12:00

Organizational Responsibilities

1. Hearing from Pastoral Ministry Team – Dave Thompson
2. Plans for presbytery meeting 06/27-28, Butte
 - Mission interpretation portion
 - Resourcing the presbytery
 - Other
3. Plans for convocation/presbytery meeting 11/6-8, Bozeman
4. Budget & finance report
 - Development of Higher Ed grant process
5. International Peacemaker proposal
6. Personnel report
7. Co-general presbyters report
8. Stated Clerk report
 - Insurance coverage update
 - Administrative Manual (see proposed Table of Contents)

Going Out

- 2:00 Closing prayer and adjournment

**Presbytery of Yellowstone
Leadership Cabinet Meeting Minutes
March 14, 2014
1st Church, Bozeman, Montana**

Moderator Jody called the meeting to order at 10:05 a.m.

Present were:

Jody McDevitt
Debbie Blackburn
Jed Cauffman
Susan Thomas
Dan Holland

Absent/Excused

Don Holland
Lanny Rounds

Also Present:

George Goodrich, Co-General Presbyter
Kathy Goodrich, Co-General Presbyter
Ron Hanson, Stated Clerk
Curt Kochner, Moderator of Camping & Youth

1. **Opening Prayer** – The opening prayer was offered by Jody.
2. **Christ Candle** – Jody read the Litany of the Christ Candle and lit the Christ Candle.
3. **Quorum** – The Clerk declared that a Quorum was present.
4. **Docket** – The docket was approved by consensus.
5. **Minutes of January 31, 2014.**
 - ✓ The LC voted to approve the minutes of the January 31, 2014 meeting.
6. **Dwelling in the Word** – Jody led the time spent dwelling in John 3:1-10. There was a time of sharing what this Scripture was saying to the Presbytery and also to individuals.
7. **Becoming the NEW Leadership Cabinet (Part I)** – This portion of the meeting was spent reviewing the Manual of Administrative Operations documents about the Leadership Cabinet and the Fifth Strand. This served to remind everyone of the specific responsibilities of the Leadership Cabinet. It was decided to have a time on the docket at every meeting for a financial update (relative to the current year budget). Ron will send out (before the next meeting) a Table of Contents page for the Manual of Administrative Operations. Time was also spent having each person reflect on why he/she was there, what gifts each person brings, and what resources each person needs. There was a definite feeling of excitement about what lies ahead. In order to evaluate the new structure, a Review Team will be needed. This Team's primary responsibility will be to listen. Debbie will convene this team. Several other names were suggested to be on the Review Team. Jody will make calls and report back with a list of three to five people for this team.
8. **Lunch** – The Leadership Cabinet recessed for lunch after Jody gave a blessing for the meal.
9. **Becoming the NEW Leadership Cabinet (Part II)** - After lunch the group continued to focus on the organizational responsibilities of the Leadership Cabinet.
10. **Calendar for LC meetings** – Future meeting dates were set as follows:
 - May 6, 2014 (Billings)
 - September 9, 2014 (Bozeman)
 - October 14, 2014 (Bozeman)In addition to these dates, phone meetings may be scheduled as needed.
At the May meeting we will work on our goals (priorities). Dave Thompson, moderator of the PMT will be asked to join us for part of the May meeting.
11. **Planning ahead for Presbytery Meetings** – There was a discussion about mission interpretation at Presbytery meetings. George will contact Paul Cannon about getting the information the old Mission Committee collected on each churches involvement in mission. The possibility of having part of the June Presbytery meeting at St Timothy's Chapel was discussed. Ron will check on this and report back to the LC. Dan Holland also offered the possibility of an activity on the Wise River in connection with the June Presbytery meeting. It was noted that in the past there have been a few mission projects scheduled prior to Presbytery meeting. This should be a continuing effort.

12. **Budget and Finance Report** – Dan Holland reported there are no problems currently with income and expenses. Dan and Ron will work on a process for the LC to receive and approve grant applications for Higher Ed. This process will also need to be applied to all grant applications. They will report back at the May LC meeting as we will need to present the process at the June Presbytery meeting.
13. **Personnel Report** – Susan Thomas will get with Debbie Funke in order to get an update on the status of various personnel matters.
14. **Co-General Presbyters Report** – Kathy and George handed out copies of their report (attached). A major unknown is how and when they might transition to part-time status. Susan, Dan, and Ron will work with George and Kathy to look at possibilities.
15. **Stated Clerk's Report** – Ron requested action regarding the Covenant with Glacier Presbytery.
 - √ The LC voted to approve the Stated Clerk's signing of the covenant with Glacier Presbytery. Ron also reviewed the insurance coverage that YP currently has.
 - √ The LC voted to approve the insurance coverage as presented. The State Clerk is instructed to gather additional information on increased coverage and associated costs. Ron will bring this to the May meeting.
16. **Special Called Presbytery Meeting** – A phone conference call is needed in order to elect an alternate Teaching Elder commissioner to this year's General Assembly. Doug Johnson is next on the list and has confirmed that he would be able to attend.
 - √ The LC voted to call a special Presbytery Meeting (conference call) on March 27, 2014 at 12:30 p.m. The purpose of the meeting will be to elect an alternate Teaching Elder commissioner to GA. Ron is to have the meeting announcement sent out March 17th. He will also instruct Susan S. to send out a reminder the day before the meeting.
17. **Adjournment** – Jody gave the closing prayer and the meeting was adjourned at 2:15 pm.

I. Pursue Vision Statement

- a. Practices - Dwelling in the Word, etc.
- b. Relationships - Further Development
- c. Procedures - Refinement

II. The Implementation of the New Structure

- a. **Leadership Cabinet** Oriented with priorities and goals – Jody McDevitt
 - i. Enable the Presbytery-voted duty description for Leadership Cabinet
 - ii. Mission Interpretation
Fifth Strand, etc.
 - iii. Resourcing the Presbytery and leaders
 - 1. Convocation
 - 2. Ministry teams
 - iv. Presbytery Meetings
- b. **Ministry Teams to function well**
 - i. Pastoral Ministry team – Dave Thompson
 - ii. Camping and Youth Ministry Team – Curt Kochner
 - iii. Representation and Nominating Ministry Team – Gayle Holland
 - iv. Permanent Judicial Committee -
- c. **Task Forces Operational**
 - i. Inform Leadership Cabinet as to what is lacking from old structure
 - 1. Mission Committee
 - 2. Higher Ed Committee
 - 3. Vocations is now with Pastoral Ministry Team
 - 4. Personnel Committee
 - ii. Mission Interpretation - help leadership Cabinet frame this for pby.
 - iii. Vision Casting
 - iv. Leadership discernment and development
 - v. Budgeting with Cabinet
 - vi. Team building and orienting...
- d. **Regional Cluster Development**
 - i. Spiritual Formation and Discipleship of participants
 - ii. Equipping of laity and clergy
 - iii. Clergy Support
 - iv. Retreats, forums..
 - v. Mission development
- e. **Communication Development**
 - i. Yellowstone Currents
 - ii. Website usage
 - iii. Social Media? Other...
- f. **Budget Development**

- i. Interpretation
 - ii. Fundraising
 - iii. Grant development
 - iv. Trimming expenses and reallocating existing funds.
- III. **Head-of-staff** / new office format / adapt personnel assignments
Our job and others.
- IV. **Monitor the Reactions of YP Congregations to Decisions of the 2014 General Assembly**
 - a. Pre-empt mis-information with accurate info...
 - b. Without being alarmist
- V. **Spiritual Formation and Discipleship**
 - a. My certification
 - b. Spiritual direction of pastors
 - c. Group Spiritual direction
- VI. **Pastoring Pastors and Leaders – Spiritual Formation and Discipleship**
 - a. Clusters
 - b. Phone calls
 - c. Other
- VII. **Preaching and Vision-Casting with sessions**
- VIII. **Assist Curt Kochner in leading the Summer Camping Program at Westminster Spires**
- IX. **Relating to other Judicatories** / Denominational entities.
 - a. RMC and Intermountain Boards
 - b. Synod Responsibilities
 - c. MAC and ecumenical relationships
 - d. Disciples of Christ / United Church of Christ developing relationships
- X. **Train GA Commissioners and alternates - Kathy**
- XI. **Evaluation of new structure and functions**

The Yellow are Priorities. The rest as time permits and in accord with the Current Job Description.
Delegate where possible.

Narrative Report
Yellowstone Presbytery
Budget & Finance
May 6 Leadership Cabinet Meeting

Our report has one attachment, which serves to supplement this narrative. The attachment is:

March 31, 2014 Treasurer's report (consolidated)

We have not utilized the consolidated report in the past as a presentation item, but we thought we might do so this time in order to determine if it provides enough information for LC. The report consists only of summary line items from the administrative and program budgets for the first three months of the year. It is a remarkably positive report as George and Kathy's fundraising efforts have been quite successful early in the year. All other areas are status quo.

Respectfully Submitted,

Dan Holland, Budget & Finance
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Presbytery of Yellowstone - Bozeman MT
Treasurer's Report as of March 2014 for General Fund (Administrative)

Tuesday, April 15, 2014

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Account # Account Name

Period Activity YTD Balance Annual Budget Annual Budget Remaining

Income

Per Capita	\$393.75	\$64,448.00*	\$80,400.00	\$15,952.00
Synod Partnership Funds	\$2,500.00	\$7,500.00	\$30,000.00	\$22,500.00
Total Other income	\$18,350.00	\$22,045.00*	\$40,000.00	\$17,955.00
Transfers	\$0.00	\$0.00	\$54,300.00	\$54,300.00
Total Income	\$21,243.75	\$93,993.00*	\$204,700.00	\$110,707.00

Expense

Pastoral Ministry Team	\$787.52	\$1,981.88*	\$6,300.00	\$4,318.12
Committee on Nominations	\$0.00	\$90.40*	\$200.00	\$109.60
Com. on St Timothy's Chapel	\$0.00	\$101.95*	\$300.00	\$198.05
Delegates to Other Bodies	\$29.85	\$29.85	\$400.00	\$370.15
Payroll Taxes	\$248.55	\$872.12	\$3,645.00	\$2,772.88
Per Capita	\$0.00	\$25,769.86*	\$25,349.00	(\$420.86)
Admin. Manager	\$1,926.36	\$7,371.05*	\$24,790.00	\$17,418.95
General Presbyter	\$8,366.34	\$21,574.37	\$91,273.00	\$69,698.63
Stated Clerk	\$1,294.48	\$3,930.46*	\$15,347.00	\$11,416.54
Treasurer	\$579.06	\$1,737.18*	\$6,946.00	\$5,208.82
Personnel	\$12,166.24	\$34,613.06*	\$138,356.00	\$103,742.94
Leadership Cabinet	\$140.06	\$700.31	\$5,050.00	\$4,349.69
Presbytery Expenses	\$297.00	\$1,383.74	\$8,300.00	\$6,916.26
Presbytery Office	\$1,091.49	\$3,815.67	\$16,800.00	\$12,984.33
Total Expense	\$14,760.71	\$69,358.84*	\$204,700.00	\$135,341.16

Difference

\$6,483.04 \$24,634.16 \$0.00

* = Income/Expense exceeds amount budgeted to date

Presbytery of Yellowstone - Bozeman MT
Treasurer's Report as of March 2014 for General Fund (Program)

Tuesday, April 15, 2014
Account # Account Name

	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
Income				
Pledge	\$1,770.82	\$6,684.23*	\$25,000.00	\$18,315.77
Camp Income	\$80.00	\$3,318.00	\$20,000.00	\$16,682.00
Program Transfers	\$0.00	\$0.00	\$37,200.00	\$37,200.00
Total Income	\$2,600.82	\$10,841.72	\$83,700.00	\$72,858.28
Expense				
Camping & Youth	\$413.85	\$7,844.72	\$36,050.00	\$28,205.28
Higher Education	\$833.33	\$2,499.99	\$16,700.00	\$14,200.01
Pastoral Ministry Team	\$0.00	\$29.95	\$3,700.00	\$3,670.05
Leadership Cabinet	\$0.00	\$0.00	\$4,000.00	\$4,000.00
Mt. Association of Churches	\$0.00	\$0.00	\$3,750.00	\$3,750.00
Presbytery Expenses	\$1,299.31	\$3,749.96	\$19,500.00	\$15,750.04
Total Expense	\$2,546.49	\$14,124.62	\$83,700.00	\$69,575.38
Difference	\$54.33	<u>(\$3,282.90)</u>	\$0.00	

* = Income/Expense exceeds amount budgeted to date

Proposal for the Yellowstone Presbytery Leadership Council May 6, 2014

From Susan Barnes, pastor, St. Andrew Presbyterian Church

International Peacemaker: I propose Yellowstone Presbytery host an International Peacemaker from the PCUSA for a week between September 19 and October 12. In 2014, peacemakers come from the Caribbean, Colombia, Madagascar, Malawi, Mexico, Philippines, Russia, and Syria. Some will be accompanied by mission workers. Since Yellowstone Presbytery sponsored agricultural exchanges with Siberian farmers in the 90s, I would list one of the two Russian peacemakers as our top choice (we get three choices).

I will provide flyers for the June presbytery commissioners to take to their churches, then contact them by e-mail, US mail or phone so that interested churches can sign up.

Leadership: I will take the lead making the itinerary for the peacemaker, with an emphasis on reaching smaller churches in smaller towns. In my experience, smaller towns don't have easy access to international speakers the way cities and university towns do. This is one way the presbytery can support our smaller churches at no charge to them.

I itinerated international peacemakers for five years in Indian Nations Presbytery, and helped in presbyteries in Eastern Oregon and East Iowa. If the Leadership Council approves this, I will get a team together to help me with planning the visit.

Cost to the presbytery: \$450 to the Presbyterian Peacemaking Program (this pays for the Peacemaker's insurance, air transportation, etc.)

Cost to individual churches: meals, housing, and peacemaker's transportation to next church.

Rationale: Every peacemaker I've met has blessed me by providing food for my soul, stories for my sermons, and common ground with other Presbyterians. They enlightened my congregations in their worship leadership, Bible studies, school presentations and deep compassion.

Peacemakers have shared Christ's gospel with me by

- showing that repentance, forgiveness, and reconciliation is possible even in war and trauma;
- interpreting scripture in exciting ways new to me;
- eating at my table and talking with my children;
- and letting me know they face many of the same congregational issues I do!

In addition, I agree with the PCUSA's website:

The peacemakers and mission co-workers will share stories of how churches in these countries live out the Gospel. Our hope is that this will deepen and broaden the faith life of the Presbyterians who hear these stories. They bring unique experiences and stories from their work:

- a. Addressing the root causes of poverty, particularly as it impacts women and children
- b. Working for healing and reconciliation in cultures of violence and brokenness
- c. Sharing the Good News of God's love in Jesus Christ
- d. Responding to natural and human-caused disasters
- e. Embodying and advocating for God's vision of a just and peaceful world.

YELLOWSTONE PRESBYTERY

Manual of Administrative Operations

Table of Contents

- I. Who We Are**
- II. Our Vision**
- III. Our Operating Principles**
 - Practices
 - Relationships and Partnerships
 - Processes
 - Structure (Org. Chart and Leadership Cabinet/Ministry Team duties including a position description for each moderator)
 - Short Term Emphasis Items (The 5th Strand)
- IV. Our Officers (Position Descriptions)**
- V. Our Employees (Position Descriptions)**
- VI. Our Rules of Conduct for Our Work (Standing Rules)**
- VII. Our Policies and Guidelines that Direct and Support Our Work**
 - Personnel Policy
 - Equal Employment Opportunity Policy
 - Sexual Misconduct Policy
 - Discernment Policy
 - CRE Policy
 - Fiscal Policy
 - Property Disposal Policy
 - Planning Calendar
 - Mentor Policy
 - Other Policies (not yet identified)
- VIII. Our Resources**
 - Balance Sheet (Updated Annually)
 - Designated/Restricted Funds and other Funds (Purpose and Restrictions)
 - Current Year Budget
 - Westminster Spires (Special Use Permit)
 - St. Timothy's Chapel (Standing Rules, Financial Procedures Document and Long Range Plan)
 - Covenants and Partnerships
 - Rocky Mtn. College
 - Glacier Presbytery
- IX. Other**
 - Articles of Incorporation
 - Annual Corporate Filing Paper
 - Insurance Coverage