

Standing Rules
St. Timothy's Memorial Chapel
Suggested changes to Standing Rules

(Items crossed out to be eliminated. Items underlined to be added)

Article I-Name of Organization

The name of the organization is St. Timothy's Memorial Chapel. Its affairs are administered by the St. Timothy's Memorial Chapel Committee in Cooperation with the Presbytery of Yellowstone of the Presbyterian Church (U.S.A.)

Article II-Statement of Mission

St Timothy's Chapel has been established as original papers show: (1) To provide an inspiration setting for Sunday worship ~~for a 12 week summer period ending Labor Day a selected number of weeks~~ during June, July and August for vacationers, summer residents, and interested persons from Georgetown Lake and wider environs; (2) To provide a setting for ~~wedding services~~ Christian weddings and other Christian services subject to the guidelines of the Chapel Committee; (3) To provide a place, subject to prior scheduling, for religious retreats and conferences, church related meetings, small concerts, and other events in keeping with this mission statement; (4) To make the facilities available ecumenically to other Christian groups, subject to the guidelines and scheduling of the Chapel Committee;(5) To provide a distinctively Christian setting for meditation for ~~the many~~ persons who visit the chapel area during weekdays.

Change Rationale:

- Adds flexibility to the number of services. At the request of worshipers we have held services through August which amounts to 13 weeks.
- Services other than weddings may be held—such as approved baptisms and memorial services.
- Phrase “the many” is unnecessary

Article III-Members

St Timothy's Chapel is a specialized ministry and not a constituted congregation, nor is the summer pastor installed. Thus, there is no category of communicant

membership as is the case in a duly constituted Christian congregation with an installed pastor.

Membership of the Chapel Committee consists of ~~seven (7)~~ up to 7 Presbyterians from the area of whom up to ~~3~~ 3 shall be Presbyterian pastors. One of the ~~7~~ 3 shall be elected ~~chair~~ Moderator of the Committee. In addition, there shall be up to ~~seven (7)~~ five (5) ecumenical members committed to the ministry from area non-Presbyterian congregations; and up to four (4) representatives of the donor family. Attention shall be paid to achieving an appropriate balance between men and women members. The summer pastor(s), representatives of the Yellowstone Presbytery, and other members of the donor family may attend meetings in an ex-officio capacity without a vote. ~~The position of Treasurer and calendar secretary are is ex-officio without vote.~~

Nomination and election to the Chapel Committee is only as described in Article V of these Standing Rules. No individual member of the Chapel Committee is authorized to act on his/her own without prior permission of the ~~entire~~ committee. ~~All action normally begins in sub-committees which is then recommended to the entire Chapel Committee in meeting which provides authorization unless prior exception is made.~~

Change Rationale:

- Membership number is adjusted to reflect actual availability of qualified persons to fill the membership categories and to equalize the number of Presbyterians and ecumenical members.
- Finding a treasurer outside of the committee is nigh unto impossible.
- Entire committee implies a unanimous vote rather than a majority vote.
- Gender balance is always sought on Presbyterian committees but actual balance may vary from year to year due to availability.
- Since the Chapel currently operates as a committee of the whole, the requirement for action to begin in sub-committee (or any *ad hoc* committees) can be eliminated or kept as is -- allowing for the exception as noted in anticipation of creating these committees per Article VI.

Article IV – Worship Services and Meetings

Worship services consistent with the Presbyterian tradition are held on Sunday mornings during the summer. The Chapel is also available for such activities as outlined in Article II.

~~Funerals are not held at the Chapel. Baptism or the Lord's Supper are not observed in the summer Sunday morning services. Any exception would require the prior approval of both the Chapel Committee and the Presbytery of Yellowstone. Other denominations than Presbyterian may hold baptisms and Communion if in keeping with accepted practices of denominations involved.~~

Christian Memorial services may be conducted at the Chapel when in keeping with the accepted practices of the denominations involved. A columbarium niche, if available, may be purchased from the Chapel for the deposit of ashes.

Christian Baptisms may be conducted at the Chapel when in keeping with the accepted practices of the denominations involved.

The Lord's Supper may be celebrated during Sunday morning services with the required approval of the Chapel Committee and the Presbytery of Yellowstone.

The Chapel Committee meets at least three times during the calendar year at pre-set times either in person or including one meeting as a conference call. Additional meetings may be called at the initiative of the chair of the Chapel Committee and/or at least two Committee members with a minimum of 10 days prior notice to the entire Committee. A quorum shall include at least three Presbyterian members of the Committee. Email votes are authorized.

At the three preset meetings the agenda shall include review of previous committee minutes, financial report, communications from Presbytery, schedule up-date and reports on pending matters. The winter meeting (1) shall be the Annual Meeting and shall include approval of an annual budget; selection of the summer pastor(s); organist, and custodian; and approval of an annual report to the Presbytery of Yellowstone. The late spring/early summer meeting (2) shall include review of chapel use guidelines; summer calendar; publicity for the chapel program; decision on a summer benefit concert for area public services or other special events; orientation of the summer pastor(s) as needed. The late summer meeting (3) shall include an evaluation of the summer program using established

criteria; election of committee members and officers; review of sub-committee assignments; review of the upkeep needs of the Manse, Chapel and grounds. A conference call, or email vote, may be used to take into account individual member needs and driving distances provided adequate subject material is provided well ahead of the conference call or email vote.

Change Rationale:

- Add phrase : “Worship Services” to title to reflect other permitted services.
- Memorial services are a natural accompaniment to the columbarium.
- Baptisms reflect the Chapel commitment to welcoming all into the love and protection of the Lord. The assembled family and guests who are present pledge to guide and nurture the baptized.
- A conference call takes into account individual member needs and driving distances.

Article V- Governance and Elections

The oversight of St Timothy’s Memorial Chapel is vested in St. Timothy’s Memorial Chapel Committee which consists of persons as described in Article III. The Chapel in its work is guided by the Form of Government of the Presbyterian Church (USA).

Replace Nominating Committee paragraph with: The Chapel Committee as a whole will serve as a nominating committee for the position of summer pastor and Chapel Committee officers.

Chapel Committee members, unless elected to an unexpired term, are customarily elected for a 3 year term. Members are arranged as equally as possible in up to 3 classes so that term expirations will not disrupt continuity in the work of the Chapel Committee. Other nominations may be made from the floor. ~~Non-attendance of three consecutive regularly scheduled terminates membership on the committee.~~

~~The Personnel Committee,~~The Chapel Committee, prior to the winter meeting reviews possibilities for the position of summer pastor(s). ~~Before submitting a name to the Chapel Committee, the willingness of the candidate to serve shall be ascertained.~~ Suggestions for summer pastor(s) may be received from other committee members or interested persons. ~~The approved candidate(s) shall be reported to the Committee on Ministry of the Presbytery of Yellowstone for concurrence.~~ The expectation is that the Pastors shall be affiliated with the

Presbyterian Church (U.S.A) and in good standing with the same. ~~Following approval by the Committee on Ministry, the pastor in question must secure similar approval from the presbytery in which he/she holds membership.~~ Appointments are for a given year but may be continued at the discretion of the Chapel Committee.

Article VI – Sub-Committees

~~There shall be sub-committees of the Chapel Committee which, however titled, shall provide oversight for the following areas: Nominations; Personnel; Program (including worship, special programs, weddings; and other uses) Building and Grounds (including custodian); Finance and Investments (including budget reports) and Publicity. Sub-committee membership shall be by three year terms arranged in classes. All Sub-committees shall have job descriptions. The Chapel Committee as a whole will serve as a nominating committee for the position of summer pastor and Chapel Committee officers.~~

The ~~chair~~ Moderator of the Chapel Committee may appoint ad hoc sub-committees to carry on certain work of the Chapel. Sub-committees meet periodically at least annually (~~occasionally even by telephone conference calls are permissable~~) to fulfill their job. The sub-committee chair or someone designated by him or her is to report at each meeting of the Chapel Committee.

Standing and *ad hoc* committees shall be established as needed by the Chapel Committee.

Article VII – Budget and Finances

~~References to Rev Anderson and Rev McCabe seem out of place in a Standing Rules. More appropriate to history documents.~~

~~St. Timothy's and the house for the summer pastor(s) were a gift by the members of the John W. Bowman family of Sterling, Illinois, working with Rev. Dr. H.R. Anderson as advisor, organizing pastor and first summer pastor and Rev. Dr. Joseph McCabe. Within several years of its opening in 1965 it was self-supporting. Income is derived from Sunday offerings during the summer, use fees from weddings, receptions, conferences, and other events approved by the Chapel Committee, special designated and undesignated gifts administered as invested funds by the Chapel Committee, the income from Trust Funds given by the donor~~

family and administered by the Presbyterian Church (U.S.A.) Foundation, earnings paid to the Chapel Committee through the Presbytery of Yellowstone.

An annual budget for the Chapel program is approved at the beginning of each calendar year and monitored during the year by the committee. The annual ~~audit~~/financial report is approved by the Chapel Committee, ~~and audit a financial review is arranged for, and a copy of that financial review is provided to the~~ Presbytery of Yellowstone. The minimum standards of financial procedures as outlined in the form of Government shall be observed. The budget indicates the remuneration for the part-time summer staff needed for the program. The pastoral remuneration includes free use of the manse.

Article VIII – Governing Rules

~~Where the Standing Rules do not provide the Book of Order of the Presbyterian Church (U.S.A.) provides guidance. At meetings of the Chapel Committee or its sub-committees, parliamentary procedures is to be followed in accordance with Robert’s Roles of Order. For more specific information on these procedures see the official job descriptions.~~

Where these Standing Rules do not provide, the Book of Order of the Presbyterian Church (USA) provides guidance. At all meetings of the Chapel Committee (as well as at all sub- and *ad hoc* committees), it is expected that business will be conducted decently and in order -- and with the use of Robert’s Rules of Order, if the chair so directs.

Change Rationale:

- “Customarily” allows for flexibility in availability of desired members.
- “Other nominations...” is not relevant to this paragraph.
- Striking “non-attendance...” allows for flexibility in member circumstances and acknowledges that all members can be informed by email as well as solicited by email for comments and approvals as needed.
- The Chair or his/her designate is the most appropriate person to discuss membership with a candidate to assure full understanding of the role. All Chapel Committee members are to suggest possible candidates.

Article IX – Amendments

The Standing Rules may be amended upon 30 days written notice (which shall include a copy of the proposed amendments and its rational) by a majority of those present at a meeting of the Chapel Committee. Amendment is to have concurrence of the Presbytery of Yellowstone.

A provision of these Standing Rules may be suspended by the Chapel Committee if a demonstrated need is shown and for a specific period. Such action shall be fully recorded in the minutes of the meeting.

Article X – Gen

The following are the official papers of the Chapel Committee and provide guidance on questions not specifically dealt with in the Standing Rules: (1) The History of St. Timothy's Chapel; (2) Job Descriptions for the Sub-Committees and the Paid staff; (3) Descriptions of the Chapel's Sunday Worship (i.e. Bulletin); ~~and (4) Description of the Manse and surrounding Area.~~

Change Rational:

- Adding the Bulletin describes our Sunday Worship. The rest is not needed since pastors are returning most every year. For new pastors we can provide adequate information from other sources including our website.

Proposed changes 10/10/2017

This Financial Procedures document was developed 15 years ago. At that time there was an effort by some in presbytery to receive income from Fund 2. Since St, Timothy's had other funds available (Fund 3) the thinking seemed to be that not all of the quarterly income from Fund 2 was needed by St. Timothy's. (See below for a description of Funds 1, 2 and 3).

To my knowledge, Presbyteries effort to receive funds from Fund 2 no longer exists. Therefore, it seem appropriate to critically review, and possibly adjust the Financial Procedures document.

There has been no attempt to reorganize the document though putting all statements regarding budgeting together might make it more useful.

FINANCIAL PROCEDURES FOR ST TIMOTHY'S MEMORIAL CHAPEL And the PRESBYTERY OF THE YELLOWSTONE

ACCOUNTS

- St. Timothy's Memorial Chapel of the Yellowstone Presbytery checking account (to be maintained at a Butte or Anaconda bank). This account is used to pay for all routine and usual expenses incurred by the Chapel in conducting its ministry program.
- St. Timothy's Memorial Chapel Fund #1 (John W. & Crete Dillon Bowman Fund 1, Account 52-0010-85 with the Presbyterian Foundation). Income from this trust, received on a quarterly basis, is to be used specifically for maintenance and program expense of St. Timothy's Chapel. It's understood that this is a donor-restricted account.*
- St. Timothy's Memorial Chapel Fund #2 (John w. & Crete Dillon Bowman Fund 2, Account 52-0060-24 with the Presbyterian Foundation). Income from this fund is to be used for maintenance and program expense of St. Timothy's Memorial Chapel, and in particular, for the placement and compensation of the summer minister of St. Timothy's. If the Chapel no longer exists, or the income available is more than sufficient to provide for the purposes set forth above, then such income or excess may be used for corporate purposes of the Presbytery of the Yellowstone. It's understood that this is a donor-restricted account.*
- St. Timothy's Memorial Chapel Fund #3. Significant contributions and specified donations, past and future, will account for the majority of this fund. Fund #3 will be the principle source of funding for St. Timothy's long-range plan. It is designated as donor restricted and may be drawn down as needed to supplement on-going annual expenses of the Chapel nor otherwise covered. Fund #3 will include all investment instruments such as stocks, C.D.'s, money market funds etc. that are currently held by the Chapel Committee.

* The donor restrictions for Fund 1 and Fund 2 are not the same.

PROCEDURES

The Presbytery ~~Council~~ Leadership Cabinet shall designate a sub-committee of two from its members ~~(not more than three)~~, and the Chapel Committee shall designate a subcommittee of two of its members ~~(not more than three)~~. ~~These four people who~~ will be known as the St. Timothy's Chapel Financial Management Group (Management Group for short). The Management Group will have the responsibility to review and recommend to presbytery ~~develop~~ the annual ~~and multi-year~~ budget for the Chapel in accordance with the Chapel's annual and long-range plan. ~~This budget will be submitted annually to the Chapel Committee for its concurrence and to the Council for its approval.~~

The Management Group will also have the responsibility to develop the investment procedures for Fund #3 to include the types and amounts of investment in the various financial instruments that are available. The goals and objectives of the St. Timothy's Chapel Committee will be considered by the Management Group in making their decisions. The Management Group will meet as often as is necessary to complete their responsibilities but it is anticipated that two or three meetings per year will be sufficient.

The treasurer of St. Timothy's Memorial Chapel Committee will serve as an assistant treasurer to the treasurer of Yellowstone Presbytery with authority only for St. Timothy's funds. The assistant treasurer will have day-to-day responsibility for handling disbursements from the St. Timothy's Memorial Chapel checking account. ~~The assistant treasurer will be co-signatory's on the checking account. Two signatures will be necessary on all checks.~~

Income from Funds 1 & 2 will be transferred by the treasurer of Yellowstone Presbytery directly into the Chapel checking account. Earnings from Fund #3 will be reinvested in Fund #3 unless needed to satisfy payment obligations of the Chapel program. ~~On a regular basis the treasurer, or~~ Annually, the assistant treasurer, will provide a report on the balance and activity of Fund #3 to the Management Group ~~and the Yellowstone Presbytery~~. Significant non-budget, unanticipated needs not otherwise covered by insurance ~~or the Long Range Plan~~ must will be taken up with the Presbytery ~~Council~~ Leadership Cabinet.

Performance and earnings reports for Funds 1 & 2 should be sent on a timely basis by the Presbyterian Foundation to agents of both the Presbytery and the ~~Chapel committee~~ assistant treasurer.

The assistant treasurer will be responsible for reconciling the checking account and provide the account balance on a monthly basis to the ~~treasurer and~~ Chapel Committee moderator. ~~A~~ The report will compare actual to budget expenditures. ~~may be required on an as-needed basis by the treasurer or moderator.~~

Offerings, rental fees and miscellaneous sales income will be deposited directly into the checking account for use in meeting approved budget expenditures. Significant contributions and specified donations will be placed in Fund # 3.

BUDGET

St. Timothy's Memorial Chapel Committee will prepare a budget proposal for review and approval by the Management Group at their January meeting. The Management Group will complete their work and approval in order to have the budget ready for submittal to the Presbytery Council at their Annual (February) meeting. ~~This budget will be for the next three calendar years.~~ The St. Timothy's budget will be integrated into the Yellowstone Presbytery budget. A long-range plan will be provided to Presbytery by St. Timothy's, ~~as necessary~~, to enhance understanding and knowledge of the vision that the Chapel Committee has for the mission and ministry of the Chapel. This long-range plan ultimately must be approved by Presbytery since it guides and determines the budgeting process.

The ~~treasurer and~~ assistant treasurer will supply a complete financial report to the Chapel Committee and the Management Group to facilitate the budgeting process. It is understood that income from Funds #1 and 2 will be used first to satisfy obligations of the Chapel and that if this is insufficient then income or principle from Fund #3 may be required. Any income from Fund#3 that is not needed to meet current obligations will be reinvested in Fund #3.

The budget for St. Timothy's will reflect an estimate of income from all sources including fees, offerings, Presbyterian Foundation earnings, any interest earnings not connected with the Presbyterian Foundation, sales and any miscellaneous sources of income. The budget (which includes the manse) will show all estimated disbursements necessary to conduct the ministry work and program activities of St. Timothy's Memorial Chapel. These will include ministerial, custodial, musical and administrative salaries as well as all expenses connected with operation and maintenance of the chapel and the manse. The expenses for the manse may be shown as separate line items for ease of administration. Additionally the budget will contain a section for multi-year major capital and maintenance expenditures connected with up-keep of the facilities and implementation of the long- range plan for the ministry of St. Timothy's Memorial Chapel. Funding for this portion of the budget may come from income that is excess to the on-going operation of the ministry as well as principle from ~~Chapel~~ Fund #3. In the future, fund-raising may be necessary to complete the long-range vision. ~~Approval for~~ Any fund raising program needs to be approved by the Presbytery.

(Approved by the Council of the Presbytery of Yellowstone, April 26, 2002)

Revised 29Apr02

Revised 26Jan06

YELLOWSTONE PRESBYTERY CHILD/YOUTH/VULNERABLE ADULT PROTECTION POLICY AND ITS PROCEDURES POLICY APPLICATION STATEMENT (DRAFT 1/4/2017)

It is the policy of *Yellowstone Presbytery* that all church members, church officers, nonmember employees and/or contractors, and volunteers of congregations, councils, and entities of the church are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults. This policy applies to all *Yellowstone Presbytery* sponsored activities that involve children, youth, and vulnerable adults.

POLICY RATIONALE

The implementation and documentation of a Child/Youth/Vulnerable Protection Policy strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, “Let the little children come to me.” The Church is to be, at all levels of council and in all entities, a place of safety and nurture reflective of the arms of Christ.
- Any type of abuse involving children, youth, or vulnerable adults has lasting and devastating effects on the life of the victim/survivor. It is the call of the Church to be a life-giving entity of Christ’s healing and hope for community and individuals, not an entity that brings harm and hurt.
- The larger Church suffers with the victim/survivor and his or her family when abuse and neglect occurs. The Church is crippled by the hurt, pain, and distrust that accompanies abuse. Not only does the Church lose its credibility at all levels, it also suffers considerable financial loss and loss of integrity. More importantly, in instances of child, youth, or vulnerable adult abuse within the Church, there is immeasurable spiritual, psychological, emotional, and physical harm perpetrated that woefully cripples God’s call on the Church.
- The *Book of Order* states, “The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life,” and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church’s care, including children, youth, and vulnerable adults (*Book of Order* W-2.3013).
- Children and youth are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also the Church, as the body of Christ, is to be the presence of Christ’s love, **in** the same way taking up all children and youth into its arms and blessing them; providing for them a safe, thriving, and nurturing environments in which to grow in every way.

DEFINITIONS

The following is a comprehensive list of definitions of terms and their intended use in this particular policy. For the purpose of this policy:

Child: A child will be defined as a person between the ages of 0–11.

Youth: A youth will be defined as a person between the ages of 12–17.

Minor: A minor is any child or youth 0–17 years-old.

Child/Youth Worker: Any person, volunteer or paid staff or contractor, who participates at any level at *Yellowstone Presbytery* entity sponsored events or activities involving children and/or youth.

Vulnerable Adult: Any person eighteen-years-old or older without the developmental or cognitive capacity to consent.

Vulnerable Adult Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult.

Child/Youth Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth.

Sexual Abuse: In the *Book of Order*, sexual abuse is defined as, “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (*Book of Order*, D-10.0401c).

Misuse of technology: The use of technology that results in the harassing or abusing of a child/youth. This includes using technology to send suggestive message and images to a child or youth. Adults should not have any technological contact with a child or youth that is not either preapproved by the child/youth’s legal guardian with a signed waiver, or the contact is on an open public medium, such as a church website or other social media program.

Safe Child Response Team: The Safe Child Response Team is a team comprised of a minimum of three members of or appointed by the sponsoring council or entity of *Yellowstone Presbytery* who are specifically trained to respond to allegations and reports of child, youth, or vulnerable adult abuse at *Yellowstone Presbytery* entity sponsored activities. These teams must be readily available to be contacted and used at all *Yellowstone Presbytery* entity sponsored events.

Sponsoring Council or Entity: Any council or entity of *Yellowstone Presbytery* that is tasked with the responsibility of planning events and activities for children, youth, or vulnerable adults.

SCREENING, TRAINING, AND BACKGROUND CHECKS

A child/youth worker, whether on a paid staff, contractor, or volunteer basis, shall be subject to:

1. The organizing council’s receipt of a completed, signed, and approved application and background check authorization forms, including a signed form verifying the event policy has been read. The application should include a minimum of two references.
2. All child/youth workers must be at least eighteen-years-old and four years older than the oldest youth whom they are serving.
3. The applicant’s consent to a criminal background check. The sponsoring council or entity must

consult with the insurance company through which they have coverage to determine what background checks are appropriate for their particular event. The sponsoring council or entity should cover the costs of the background checks for all child/youth workers. These checks shall be run no more than six months prior to the event. (This time restraint is also at the discretion of the organizing council's insurance company's requests. Child/Youth workers who participate annually in events may only be required to have one background check per calendar year, depending on insurance company standards.)

4. All child/youth workers, paid, contracted, or volunteer, must participate in training sometime within the year prior to the event. The training is to be provided by the sponsoring council or entity and shall cover the event child/youth protection policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. The sponsoring council or entity may contract with others to provide these trainings. These trainings shall further cover:

- What constitutes child/youth/vulnerable adult abuse and neglect.
- How to recognize signs and symptoms of abuse and neglect.
- State laws concerning definitions of abuse and reporting.
- Mandatory criminal background checks and the security of those files.
- Explanation of the importance of the application and screening processes.
- Appropriate boundaries with children and youth, especially regarding adult/child/youth ratios, transportation, and use of technology.
- If an overnight event is planned, discussions of boundaries involving appropriate sleeping arrangements and restroom/shower facilities use shall be discussed.
- The presence of a Safe Child Response Team at each event and how to contact them.
- All paid employees working directly with children or youth at any *Yellowstone Presbytery* entity sponsored events must be certified in first aid and CPR.
- Other related topics.

5. No person may serve as a child/youth worker who has a conviction on his/her record of certain felonies or misdemeanors, including, *but not limited to*, any of the following:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use, or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault;
- Injury to a youth;
- Incest;
- Indecency with a youth;
- Inducing sexual conduct or sexual performance of a youth;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to youth;
- Abandonment or endangerment of a youth;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure; and enticement of a youth;

- Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a minor;
- Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography);
- Any crime that involves the use of force, such as assault or endangerment;
- Any crime that involves abduction and kidnapping;
- Any crime that involves drinking and driving, such as driving while intoxicated.

In addition, if a council or General Assembly entity is aware that a child/youth worker has a prior conviction for one of the aforementioned crimes or a related crime, the child/youth worker shall automatically be ineligible to attend a child/youth event in any capacity.

6. Whenever a *Yellowstone Presbytery* entity organizes an event for minors for which the agency will invite minors from other church councils who will be supervised by child/youth workers, the councils who selects the youth workers shall:

- a. Not send a person to act as a child/youth worker whom the council knows has violated the provisions of the *Book of Order* or policy of a local congregation or presbytery pertaining to sexual misconduct or child/youth protection.
- b. Not send a person to act as a child/youth worker for minors when that person is also scheduled to work at the event.
- c. Require councils at all levels of church life who are assisting in organizing *Yellowstone Presbytery* entity events for minors, or sending child/youth workers to these events to abide by the same screening, training, and background check standards mandated in this policy for *Yellowstone Presbytery* and its entities.

7. Whenever a *Yellowstone Presbytery* entity organizes an event for minors that invites minors from councils who will be supervised by child/youth workers, the *Yellowstone Presbytery* entity shall:

- a. Provide guidance to the councils that are sending child/youth workers about best practices for securing child/youth workers and eligibility requirements.
- b. Provide guidance to the councils that are sending child/youth workers concerning the requirement that the council perform and pay for background checks for potential child/youth workers and how to evaluate the background check for offenses that would disqualify a person from being a child/youth worker with minors.
- c. Provide guidance to the councils on when to perform the background checks and with what background check provider.
- d. Identify someone on the organizing council of *Yellowstone Presbytery* entity/event to be the designated recipient of background checks from councils and train that person:
 - i. To review every background check received;
 - ii. To identify criminal convictions on background checks that should disqualify a person from being a child/youth worker;
 - iii. To notify a council if the staffer believes the council has erred in selecting a child/youth worker whose background check indicates that the person should not act as a child/youth worker;
 - iv. Report to the *Yellowstone Presbytery* entity sponsor of the event of each potentially disqualifying background check and related concerns so that a formal decision can be made to inform

the council that the person whose background check is in question is not eligible to attend the event as a child/youth worker.

CONFIDENTIALITY OF RECORDS

The sponsoring council or entity shall maintain all child/youth worker applications, results of background checks, and related information in confidential, secured files.

REPORTING

Each sponsoring *Yellowstone Presbytery* entity will publicize a procedure for reporting any prohibited actions and have copies available at all times in a public place at the event. Anyone suspecting or having knowledge of a violation of child abuse may report such violation to any leader of the *Yellowstone Presbytery* entity sponsored event. Any child or youth who suspects or has knowledge of any type of minor abuse is invited to share the knowledge with any adult leader of the *Yellowstone Presbytery* entity sponsored event. Anyone who has knowledge or suspicion of child/youth abuse should be made aware that state law requires the immediate reporting of such abuse to the civil authorities. Any adult leader should report such violation to the *Stated Clerk of Yellowstone Presbytery* or any other leader designated by the sponsoring *Yellowstone Presbytery* entity of the event. Any person receiving information under this paragraph shall share that information immediately with the designated response team.

SAFE CHILD RESPONSE TEAM

At every event or activity for minors planned by a council or entity of the *Yellowstone Presbytery*, a Safe Child Response Team must be trained by the sponsoring council or entity and be present and available throughout the entire duration of the event. This team should be comprised of at least three members, staff or appointed by the sponsoring council or entity staff. An attorney chosen and secured by the *Yellowstone Presbytery* entity shall be on-call for all events. The response team will familiarize itself with the terms of this policy as well as established procedures under the Rules of Discipline, *Book of Order of the Presbyterian Church (U.S.A.)* for responding to complaint(s) of alleged child/youth abuse against any teaching elder, ruling elder, employee, or volunteer in a leadership position(s) with the sponsoring entity and any events they may sponsor.

The Safe Child Response Team shall have the following responsibilities in response to allegations of child/youth or vulnerable adult abuse or neglect incurred against any child/youth worker or event participant:

1. Immediately provide for the safety of the alleged victim(s) involved.
2. If the report alleges abuse or harassment of a minor, the response team will:
 - a. immediately ensure the allegation is reported to the civil authorities under state law;
 - b. immediately notify the parents or guardian of the minor;
 - c. notify the insurance company of the allegation and that no investigation has yet occurred.
3. Make immediate decisions concerning the temporary removal of the individual accused from

any contact with children or youth pending an investigation and/or removal of the accused from the event until a resolution of the allegations has occurred.

4. Notify designated people at the *Yellowstone Presbytery* entity immediately of the report of alleged abuse/neglect including an attorney who is on-call throughout the duration of each event, who must be previously secured by the *Yellowstone Presbytery* entity in case of such allegations during each sponsored event. Any possible media requests will be handled by a designated person or office with advice from the on-call attorney, taking care to safeguard the privacy and confidentiality of all involved.

5. Consult *Yellowstone Presbytery Office* about resources available for victims of the alleged abuse prior to each event and have those resources readily available at every event. This will provide victims and their families immediate resources that may aid in the particular spiritual, psychological, or emotional needs and trauma that arise from the devastation of abuse.

6. If the report is against a teaching elder, the response team shall send a written statement of allegation to the stated clerk *Yellowstone Presbytery*. This written statement of allegation shall trigger the formation of an investigating committee under the Rules of Discipline of the *Book of Order: The Constitution of the Presbyterian Church (U.S.A.) Part II*.

7. If the report is against a ruling elder, the response team will notify the session of membership that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the *Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II*.

8. If the report is against an employee of *Yellowstone Presbytery* the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

9. If the report is against an employee of sponsoring council or entity other than *Yellowstone Presbytery*, the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.

10. If the report is against a volunteer, or nonmember of *Yellowstone Presbytery*, the response team will request that the *Yellowstone Presbytery* entity appoint an investigating committee of three persons to initiate an investigation of the allegations in order to:

- a. gather any statements of abuse from those making the report, including any information from the Safety Response Team, and any party to the abuse;
- b. gather any information from the person who was accused of abuse;
- c. make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.

11. Provide pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members).

12. A written summary of any proceedings in such cases will be maintained by the *Yellowstone Presbytery* entities.

13. Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

MANDATORY EVENT RULES FOR WORKING WITH CHILDREN AND YOUTH

The sponsoring council or entity of *Yellowstone Presbytery* shall ensure that the following measures be in place and actions taken for each event or activity involving children and youth:

1. Two-adult rule: Two non-related adults must always be present in groups of children and youth. The only exception is if an emergency situation deems this not immediately possible. All child and youth workers and volunteers must be a minimum of four years older than the age group they lead or supervise.

2. Ratios: The adult to child ratio for all child-related events/activities is 2:10. The adult to youth ratio for all youth-related events/activities is 2:17. There shall also be one adult of each gender when there is one or more minors of each gender in a group. Only in emergency situations may the ratios and gender diversity be compromised.

3. View Windows and Open Doors: When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.

4. Adult workers/caregivers should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (ex. Taking age appropriate photographs and movies, not taking photographs of minors who are not fully clothed. Adults and minors are required at all times to wear appropriate attire.

5. Age appropriate training to children and youth should be provided regarding behavior that should be reported to caregiver or leader of the event.

6. Transportation: All adult drivers at child/youth events must have proper licensure and insurance on file with the organizing council. All vehicles used must have seat belts for the driver and each passenger. No minor under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in point 2 in this section. Lastly, no minor may be a driver at any event or activity (this includes golf carts at events).

7. Forms: The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for legal guardians and the medical form must include a copy of the minor's health insurance card. Further consent forms must be signed by legal guardians for any off campus events. Any photos at the event that are used in social media or published material by the organizing council must be released by a signed consent form from a participant's legal guardian as well as the minor. All such forms must be stored at the event site, in a secure place with restricted access.

8. Each event/activity must ensure that rules are gone over with participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.

9. Children/youth and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.

10. Adults should never share sleeping quarters with children or youth. The exception to this rule is for the occasional legal caregiver/child situation or parent/child situation. If a child/youth requires a caregiver/parent, written permission must be given and kept on record from the child/youth's parent/legal guardian.

11. All volunteers and employees at any *Yellowstone Presbytery* entity sponsored events must also abide by a code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:

- a. Display of sexual affection toward a child.
- b. Use of profanity or off-color jokes.
- c. Discussion of sexual encounters with or around children or in any way involving children in personal problems or issues.
- d. Dating or becoming "romantically" involved with children (under the age of eighteen).
- e. Using or being under the influence of alcohol or illegal drugs in the presence of children.
- f. Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.
- g. Having secrets with youth/children.
- h. Staring at or commenting on children's bodies.
- i. Engaging in inappropriate or unapproved electronic communication with children.
- j. Working one-on-one with children in a private setting.
- k. Abusing youth/children in anyway, including (but not limited to) the following:
 - Physical abuse: hit, spank, shake, slap, unnecessarily restraint.
 - Verbal abuse: degrade, threaten, or curse.
 - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
 - Mental abuse: shame, humiliate, act cruelly.
 - Neglect: withhold food, water, shelter.

- Permit children or youth to engage in the following: hazing, bullying, derogatory namecalling, ridicule, humiliation, or sexual activity.

Social Media—Electronic Communications

General Social Media Policy—No minister, employee, contractor, or volunteer of *Yellowstone Presbytery* and its entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent *Yellowstone Presbytery* without the explicit written permission of *Yellowstone Presbytery*, or event leadership. When clergy or staff, acting in their capacity as a representative of *Yellowstone Presbytery* or its entities, lead or coordinate a group activity using social media, each may use only official *Yellowstone Presbytery* entity sites/channels when they have been made available by the entity of *Yellowstone Presbytery*. These may include Web pages, Facebook, e-mail, and similar means.

Social Media Communications

Persons who shall create public pages on behalf of *Yellowstone Presbytery* entity programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children and youth.

Persons having Facebook privileges on behalf of the *Yellowstone Presbytery* entity shall treat unsolicited communication or “friending” from children or youth under age as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by under-age children is a violation of the code of conduct.

If a child or youth reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse.”

When using Facebook to communicate with children or youth, the authorized minister shall inform parents/guardians of each child or youth that the latter is communicating with the person via Facebook, providing the parent/guardian the opportunity to disapprove or to participate in a group.

Social Networking Code of Conduct

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children or youth.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide children, youth, and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children’s and youth interactions with employees and volunteers.
- Continuously remind children and youth how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.

At the institution of the use of social media, the authorized minister shall present this Social Networking Code of Conduct to children or youth and parents/guardians.

SIGNING OF POLICY AND APPLICATION TO SERVE

Each adult engaged in the leadership of a *Yellowstone Presbytery* entity event shall acknowledge receipt of the *Yellowstone Presbytery* Child/Youth/Vulnerable Adult Protection Policy and Its Procedures by signing an application to be employed, volunteer, or supervise. In addition, each person engaged in the leadership of a *Yellowstone Presbytery* entity event shall consent to all comprehensive background checks required and shall comply with any consequences of a reported violation of this policy.

PRESBYTERY OF YELLOWSTONE

AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK

I, _____, hereby authorize the Presbytery of Yellowstone to request the State of Montana to release any information regarding any record of charges or convictions contained in its files, or in any criminal file contained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release the State of Montana from all liability that may result from such disclosure made in response to this request.

Signature of applicant Date

Print applicant's full name _____

Current Address _____

Print all other names that have been used by the applicant (if any, including maiden name)

Date of birth: _____ Place of birth: _____

Social security number: _____

Driver's license number: _____ State issuing license _____

License expiration date: _____

Request sent to: _____

Results: _____

January 4, 2017

Introduction: *The 222nd General Assembly (2016) approved the following document:*

PRESBYTERIAN CHURCH (U.S.A.) CHILD/YOUTH/VULNERABLE
ADULT PROTECTION POLICY AND ITS PROCEDURES
POLICY APPLICATION STATEMENT

This original document can be found on the PCUSA website.

The following DRAFT document has been modified for implementation in Yellowstone Presbytery. The procedures and policy language in this DRAFT of 1/4/17 have remained the same. The primary changes in this DRAFT are that references to "Presbyterian Church U.S.A." and "General Assembly" have been changed to "*Yellowstone Presbytery*". Additional changes to this policy and procedures may be needed in order to make this applicable to Yellowstone Presbytery.

Comments from Curt Kochner:

This document approved by the 222nd General Assembly is quite thorough and contains well-stated rationale and detailed procedures for implementation. There are some areas where implementation may need to be adjusted in order to fulfill its intent in Yellowstone Presbytery.

Page 3: Screening, Training, and Background Checks (Points # 1 and #3)

We complete background checks on Westminster Spires Camp staff. We do not do this every year as is suggested in #3, and we have not consulted our insurance company on their requirements on how often criminal background checks need to be completed.

This language states that "a child/youth worker, whether on a paid staff, contractor, or volunteer basis, shall be subject to:" This would include those grandmothers that have been rocking babies in the nursery for years, Sunday school teachers, youth group leasers, etc. It may be bit awkward to require all of them to provide a signed document indicating they have read the policy, complete an application and submit two references and approve us to conduct a criminal background check each year to assure that they meet to requirements of the policy.

Page 3: Screening, Training, and Background Checks (Point #2)

Requirement that "all youth workers be at least eighteen-years-old and four years older than the oldest youth whom they are serving would" limit ability for camp to hire Counselors-In-Training and limit college students from serving as counselors at Senior High Camp.

Page 4: Screening, Training, and Background Checks (See Point #4)

We have the capability of addressing the points regarding “training” in #4 with our camp staff. However, there may be some difficulty in providing training on an annual basis for every person covered by this policy in every church.

Page 5: Safe Child Response Team

“A Safe Child Response Team must be trained...and be present and available throughout the entire duration of the event.....should be comprised of at least three members.....An attorney.....shall be on-call for all events.”

This requirement would be difficult to put together for every youth event. This may be addressed by making it clear to event participants and parents who they could talk to in order to report alleged abuse or neglect. All other procedures could be followed per the policy.

Page 7: Mandatory Event Rules for Working with Children and Youth

#1- Two-adult rule- OK, but the “four years older” does not provide opportunity for traditional aged college students to work with senior high youth.

This is an excellent document and provides detailed guidelines for working with youth. The size and nature of Yellowstone Presbytery may require some minor adjustments in implementation procedures.

I have provided some supporting documentation for anyone interested in looking at this matter in more detail.

-PCUSA Website:

PRESBYTERIAN CHURCH (U.S.A.) CHILD/YOUTH/VULNERABLE
ADULT PROTECTION POLICY AND ITS PROCEDURES
POLICY APPLICATION STATEMENT

-DRAFT (1/4/17) of document with language changes to make policy applicable to
YELLOWSTONE PRESBYTERY

-Page from Camp Staff Application allowing Yellowstone Presbytery to conduct Criminal
Background Check